

Apostolic Faith Church

GOVERNANCE, ADMINISTRATION AND

MANAGEMENT MANUAL

2018 – THIRD PUBLICATION

Message by Rev. P. Duncan Lee, International Chief Overseer.

Beloved Brethren in the Lord,

The First Edition of the DECREES OF THE APOSTOLIC FAITH CHURCH was published in 1916 by our beloved Founder and first Chief Overseer Pastor William Oliver Hutchinson. In the same year, he also published the DOCTRINE AND ARTICLES OF BELIEF OF THE APOSTOLIC FAITH CHURCH. In 1948, our beloved second Chief Overseer Pastor James Hutchinson-Dennis published the Second Edition of these governance documents of the Apostolic Faith Church.

It is now 2018 and it has become necessary to publish and issue the Third Edition of the rules, regulations and guidelines for the effective administration and management of all branches of the Apostolic Faith Church worldwide. The Decrees, the Doctrine and Articles of Belief of the Apostolic Faith Church have now been reviewed and published together into one document with additional Governance and Administration guidelines which have also taken into account key administrative needs of the Church in Africa, which were covered under the Revised Constitution of the Apostolic Faith Church for Africa, Issue 4 which my office issued in 2006. One of the objectives of this publication was to make our founding documents easy to use and reference, by numbering the various headlines and paragraphs of the articles. Further, there was also need to breakdown and expand on some of the articles for easy understanding and applicability, while shedding some light on grey areas to make interpretation, implementation and accountability easy and consistent, for both the leadership and the membership of the Apostolic Faith Church, which necessitated some additional guidelines, policy manuals and forms.

This consolidated document of the rules and regulations of the Church will be referred to as the GOVERNANCE, ADMINISTRATION AND MANAGEMENT MANUAL OF THE APOSTOLIC FAITH CHURCH. This document supersedes the previous editions of the Decrees of the Apostolic Faith Church, the Doctrine and Articles of Belief of the Apostolic Faith Church, and the Revised Constitution of the Apostolic Faith Church for Africa Issue 4 of 2006. This document takes precedence over all the above individual documents and all local constitutions for the countries. The local constitutions are subsidiary and subject to these rules and regulations, and must be well aligned to this document.

The review of our founding documents, and their amalgamation into these Governance, Administration and Management Guidelines of the Church has been carefully undertaken at the Headquarters Church, with such valuable input and dedication of the late Elder Russel Radford, the then Envoy to my Office, which culminated into the International Overseers Conference that took place at the International Headquarters Church at Bournemouth, England, which was held in May 2017. Every leader and member called into this Apostolic Faith and Vision and professes membership of the Apostolic Faith Church must not only follow these rules and regulations and the doctrinal articles of faith therein, but must also teach and help others to understand and follow them. These guidelines will provide direction and focus and help maintain order, as we strive to do better in the administration of the Church and the work of the ministry of the Gospel of our Lord Jesus Christ.

Our Faith and Vision, even the doctrine, have, at the leading of the Lord through the Holy Spirit, been advanced through the years, leading us to greater anointed understanding of the

Holy Scriptures. The incredible progress and growth of the Church on the African continent has been very encouraging. This is by grace as a result of years of dedicated service by past and present labourers in this field *which is ripe unto harvest* (John 4:35). The foundational truths and doctrinal principles have not changed, but added "light" has opened up today's message. The preaching of the Gospel of Salvation by Grace through Faith in the finished work of our Lord Jesus Christ on Calvary unto Justification and Sanctification, the Pleading of The Blood of the Lamb, the Baptism of the Holy Spirit and the Exercising of the Spiritual Gifts, among others remain the bedrock of the Apostolic Faith Church's Doctrine.

A careful guard has to be maintained against the wiles of Satan creeping in with secular doctrine and worldly distortions of the Truth of God's Word. The special anointing given at the laying-on-of-hands by the Apostles of the Lord Jesus Christ will never change, with the continuous need for the renewal of the mind and living lives in pureness of heart to always be sought and treasured by every generation, offering our bodies as a living sacrifice unto the living God.

May the riches of God's Blessing rest upon all who seek out and treasure the wonders found in the Apostolic Faith and Vision in the Name of the Lord Jesus Christ.

In the Word Come Again,



P. DUNCAN LEE,
Int. Chief Overseer

November 2018



SECTION ONE

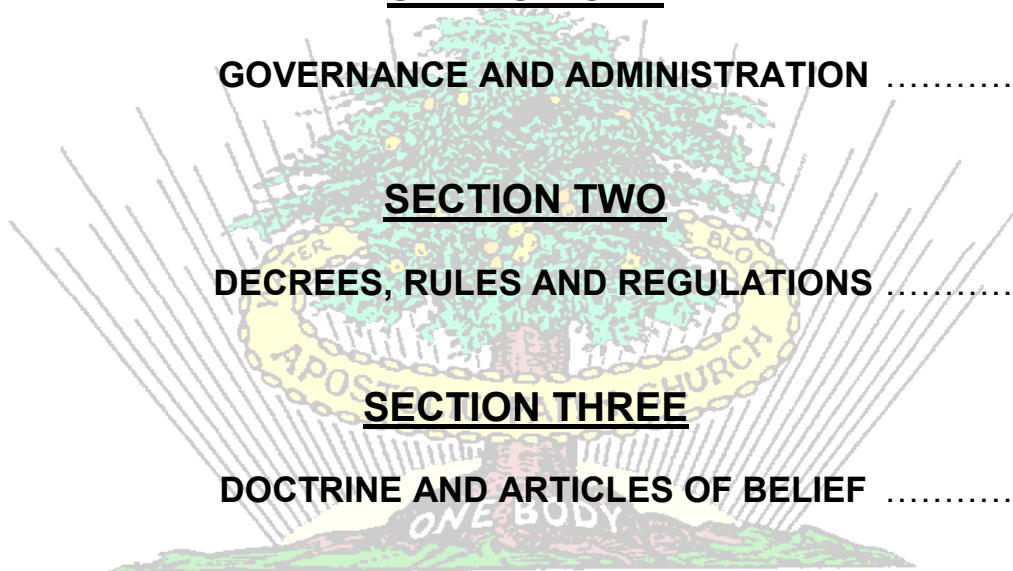
GOVERNANCE AND ADMINISTRATIONPage 8

SECTION TWO

DECREES, RULES AND REGULATIONS Page 42

SECTION THREE

DOCTRINE AND ARTICLES OF BELIEFPage 62



FOREWORD

Introduction

The Apostolic Faith Church, like any other similar organization, needs to have proper management and administrative systems, which must provide the basis for its business operations and ministry activities. This is very important for effective and sustainable growth and development of the Church, both spiritual and physical. The Church therefore needs to be well managed, not only in spiritual matters but also in administrative matters. Whilst the spiritual well-being of the Church is of paramount importance, it is also important, however, for all Church business to be conducted honestly, transparently and openly. It is most important that church business practices are able to withstand close scrutiny by any outside body that may be called upon from time to time to audit church business records, should the need arise. Therefore, it became necessary for the Church to review its governance ordinances and practices, in order to update its systems and procedures through amplification of its rules and regulations based on the Decrees, Doctrine and Articles of Belief of the Apostolic Faith Church, and the Constitution of the Church, which are to be followed and practiced by all branches of the Church. This document has been simplified for daily use, and made its referencing easy to ensure better management, administration, monitoring as well as accountability, in the leadership, and in handling of all church business activities, organization, discipline, recording and reporting etc. including financial transactions. The review has resulted in the publication of this administration and governance guideline, referred to as the **Governance, Administration and Management Manual of the Apostolic Faith Church**, which incorporates the Decrees and the Doctrine and Articles of Belief as well as the Constitution of the Apostolic Faith Church for Africa Issue 4 of 2006 and also includes additional management guidelines to facilitate the leaders' work.

Statement of Purpose

This manual is designed as an easy reference and a guide to action, to help in the administration and management of the Apostolic Faith Church.

The sole purpose of the manual is to provide a base standard (benchmark) for administration and organisational matters within the Church and to help office holders gain a better understanding of the administration and management needs and procedures that must be taken into account in the course of managing the affairs of the Church. This document will act as a guide for every leader entrusted with responsibility in the Church worldwide.

The manual is first and foremost an aid for Church Members involved in helping administer and manage Church Branches (Countries) within the Regions where the Church has, or will have presence. It is an official and authoritative document outlining the administrative needs of the Church Branches which every leader and every members is encouraged to study and use for the effective and efficient administration and management of the branches of the Apostolic Faith Church all over the world.

Important Notice

It must be noted that a Structural Change in the Administration of the Church in Africa has been effected: There shall no longer be the position of Chief Overseer for Africa, which was withdrawn in 2011. The Offices of National Overseers – North and South, will now be known as Regional Overseers – North and South respectively, and shall coordinate with each other and plan joint conferences and meetings at intervals agreed, while both shall continue reporting directly to the International Chief Overseer (ICO) also known as Chief Apostle (and His Deputy). The structural change is aimed at reducing administrative layers, thereby improving and enhancing reporting and information flow without duplication and redundancy between the Regional Overseers and the International Chief Overseer. Therefore, Johannesburg - South

Africa shall be the Regional Headquarters for the South of Limpopo, and Livingstone - Zambia shall be the Regional Headquarters for the North of Limpopo. As the work of the Church continues to expand further across the continents to the north of Africa, this administrative decision may be reviewed when need arises - the "South of Limpopo" will remain the South Region while the "North of Limpopo" will become the Central Region, whereas the new territories with countries further to the north as the Gospel spreads would become the North Region.

The Office of the ICO will appoint a Deputy or an Envoy who will work with and support the work of the Regional Overseers across the continents while enhancing the necessary coordination. In the case of the Africa situation, this **Governance, Administration and Management Manual** supersedes the Revised Constitution of the Apostolic Faith Church for Africa Issue 4 of 30th November 2006, and takes precedence on all other individual country constitutions all of which are subsidiary and must be revised and aligned according to the guidelines herein.

OUR FAITH AND VISION

Our Faith and Vision is anchored on the revelation of Christ, the revealed Word of God, the Word made flesh, the Word glorified. Through Faith in the Finished Work of Christ on the Cross the soul is born again, the spirit man is regenerated or quickened, sanctified and justified by grace through the work of the Holy Spirit (1 Cor. 6:11; Eph. 2:5; Romans 3:24); born of the Word which liveth and abideth forever (1 Peter 1:23; John 1:12-13). Therefore, the divine life of Christ and His manifested presence has taken residence and makes a dwelling in us, (Rev. 3:20; John 14:23; Romans 8:9). Christ manifests in us as a quickening living Word (John 6:63; Ephesians 2:4-6; Hebrews 4:12). We therefore, instead of looking to the clouds in the sky for the Lord Jesus to appear and solve all our troubles and give us eternal life, we believe and know that He has appeared to and in us now!, through the active power and glory of His sovereign Word and authority, and we walk in the glory and victory of the Word by faith, because Christ is in us, the Hope of Glory (Colossians 1:27). Christ has already taken residence in us, even through the In-dwelling of the Holy Spirit (1 Cor. 3:16; Roman 8:9; 1 Cor. 6:19). For we have been crucified with Christ, and it is no longer us who live, but Christ lives in Us (Galatians. 2:20) and has already given us the Gift of Eternal life (1 John 5:13; John 17:1-2; Romans 6:23). We therefore carry the life of God in us (1 Cor. 3:16) and are partakers of the divine nature of Christ (2 Peter 1:2-4), raised up together and seated with Him in the heavenly realms in Christ, (Eph. 2:6) and blessed with every spiritual blessing (Eph. 1:3). So Christ is in us, and we are also in Him, as God's workmanship created in Christ unto good works (Eph. 2:10). And "If any man be in Christ, he is a new creation, old things are passed away; behold, all things have become new" (2 Corinthians 5:17). And this is the confidence that we have in Him, that if we ask anything according to His will, He hears us. The Prayer of Faith goes before the Throne of God our Father, and is effective and changes situations (1 John 5:14; James 5:15; Matthew 17:20). And God Anoints us with the Holy Spirit and with Power for Ministry (Acts 10:38; Luke 4:18; 2 Corinthians 1:21-22).

Our Faith Statement:

We stand on the Apostolic Faith, through the finished work of Christ and His manifested presence as the glorified and living Word of God in us by the power of the Holy Spirit. Our Statements of Faith are according to our Doctrine: What We Believe and Teach (*See Section 3: The Doctrine and Articles of Belief / Section 2: Article 1.1*).

Our Vision Statement:

Reaching out to all Nations to share our Faith through the Apostolic Ministry of the Gospel of our Lord Jesus Christ (Matthew. 28:19; Mark 16:15-18).

Our Mission Statement:

To preach the Gospel to people of all nations, and to teach, disciple, train, equip, raise and empower believers and leaders for the work of the ministry of the Gospel of Our Lord and Savior Jesus Christ. (Matthew. 28:19; Mark 16:15-18; Romans 1:16-17).

Goals, Aims and Objectives of the Apostolic Faith Church

1. **Salvation:** To preach the Gospel of Jesus Christ to people of every tongue, tribe and nation for the Forgiveness of sins and Salvation of their Souls (Roman 10:9;14-15; Isiah 1:18; John 3:16; Rev. 3:20; Romans 1:16-17).
2. **Healing and Deliverance:** To minister healing and deliverance to the captives and brokenhearted, to set at liberty them that are downtrodden and bound through the preaching of Christ; the Laying-On of Hands with the Prayer of Faith. (Mark 16:15-18; Luke 4:18; Acts 10:38; 1 John 5:14; James 5:15; Matthew 17:20).
3. **Discipleship and Training:** To train, teach and equip leaders and believers for the work of the ministry of the Gospel of Jesus Christ for the edifying of the body of Christ (Eph. 4:11; Matthew. 28:20; Acts 20:32).
4. **Church Planting:** Extension of the Kingdom of God and to establish the work of God through Church planting (Acts 14:21-27; 1 Cor. 3:5-11; Roman 10:14-15).
5. **Church Growth and Development:** Expansion of the ministry work on many fronts by adding more numbers to the flock of the Lord through evangelism and mission work, (Acts 5:14), growth of believers spiritually in the Word and graces of God (Acts 20:32), and overall development in terms of organizational structures through Church ministry departments and activities (Acts 6:3-4; Exodus 18:21,25; Exodus 31:1-11), as well as physical church infrastructure/properties development and equipment acquisition for ministry work (Exodus 25:1-9).
6. **Stewardship:** To be trustworthy and committed Stewards unto God for the ministry, assignment and responsibility that has been entrusted unto us in Christ through the Apostolic Faith Church. (Luke 16:1-2; Matthew. 25:15-30; Luke 19:12-26; 1 Cor. 4:2; 1 Peter 4:10; Act 20:28).
7. **Ministry of Helps:** To help the vulnerable and poor in society through the ministry of giving and various charity initiatives in God's lovingkindness. (Acts 20:35; James 1:27; Psalm 68:5; Acts 4:34-35).
8. **Prayer for Authority and Governments:** To pray for those in authority and governments for grace and guidance from the Lord, and promote peace and tranquility in the nations (1 Tim. 2:1-3).

SECTION ONE

GOVERNANCE AND ADMINISTRATION



CONTENTS

1.	Governance of the Apostolic Faith Church	11
2.	Government and Regulation	11
3.	Management, Supervision and Control	11
4.	Church Regions in Africa	13
5.	Church Leadership Structure	13
6.	Men's Fellowship	13
7.	Women's Fellowship	17
8.	Youth Ministry	17
9.	Children's Ministry	18
10.	Charity Work	19
11.	Community Work	19
12.	Administrative Requirements/Reports and Returns	19
13.	Financial Management of the Church	22
14.	Boards of Trustees/Presbyteries/Committees	25
15.	Church Services	26
16.	Training and Leadership development	28
17.	Investigation of Disputes/Complaints of Misconduct	29
18.	Identifying Unacceptable Conduct	31
19.	Dealing with Allegations of Misconduct	33
20.	Fact Finding Investigation Steps	34
21.	Review of Fact Finding Investigation Reports	35
22.	Pre Hearing Administration	35
23.	Hearing Documentation	35
24.	Hearing Procedures	36
25.	Penalties for Involvement in Disputes or Misconduct	38
26.	Expulsion or Revocation of Church Membership	39
27.	Prohibition of Printing and Use of Name of Church, Logo etc.	40
28.	List of Annexes	10

LIST OF ANNEXES

1.	Annex A1: Church Immovable Property Inventory Form	72
2.	Annex A2: Church Movable Property Inventory Form	73
3.	Annex B: Church Branch List	75
4.	Annex C: Membership List	76
5.	Annex D1: Sunday Service Report	77
6.	Annex D2: Midweek Service Report	78
7.	Annex D3: Women's Fellowship Weekly Report	79
8.	Annex D3a: Men's Fellowship Report	80
9.	Annex D4: Youth Fellowship Weekly Report	81
10.	Annex D5: Children's Ministry Sunday Report	82
11.	Annex D6: Branch Weekly Summary Report	83
12.	Annex D7: Branch Monthly Summary Report	84
13.	Annex D8a: District Monthly Summary Report	85
14.	Annex D8b: District Monthly Summary Report 2	86
15.	Annex E1: Quarterly Summary Report	87
16.	Annex E2: Quarterly Summary Report 2	88
17.	Annex F: Fact Finding Investigation Report	89
18.	Annex G/G1: Receipt and Payment Report/Income and Expenditure Report..	91/92
19.	Annex G2: Balance Sheet Example	93
20.	Annex H: Office Holder's List	95
21.	Annex J: Disciplinary Hearing Notification	96
22.	Annex K: Misconduct Review Form	97
23.	Annex L: Opening of Hearing Form	98
24.	Annex M: Disciplinary Attendance Register Sheet	99
25.	Annex N: Disciplinary Hearing Guide	100
26.	Annex P: Membership Declaration Form	102
27.	Annex Q: Leadership Commitment Form	104

1. GOVERNANCE OF THE APOSTOLIC FAITH CHURCH

1.1. The Chief Apostle, also known as the International Chief Overseer, is the ultimate ruling authority of all Apostolic Faith Church branches worldwide that are formally connected with the Apostolic Faith Church Headquarters, located at 66 Muscliffe Road, Winton, Bournemouth, in the United Kingdom. The Country Overseers are Apostles and the ruling authority of the Church branches in their respective countries and they are ultimately responsible to the Chief Apostle through the Regional Apostles/Overseers for the governance of the Church in their designated jurisdictions.

1.2. The Chief Apostle, in consultation with the senior leadership of the church in the continental regions, the Regional Overseers, is the ultimate authority for the interpretation of the Scriptures and Church Policy whenever a dispute involving the church arises whereby the local governments/authorities/courts etc. need to clarify the church's position or understanding of any matter in question.

2. GOVERNMENT AND REGULATION

2.1. The governance and regulation of the Church is dictated by the Decrees, Doctrine and Article of Belief of the Apostolic Faith Church, as well as the Policies, Rules and Regulations of the Church as outlined in its constitution and this manual. All Churches are to comply with the Decrees, the Doctrine of the Apostolic Faith Church and the Rules and Regulations contained herein and any approved subsidiary policy guidelines, manuals and local regulations. If at any time a Country Overseer (Apostle) faces a peculiar circumstance requiring him to implement any other governance measure or introduce a regulation, to deal with a specific situation not already provided for, or not sufficiently covered in the Rules and Regulations of the Church which include this manual, the Regional Overseer (Regional Apostle) must be notified immediately, who in turn provide guidance. Where such action represents a major deviation from the guidelines of the church with far reaching consequences, and is considered necessary for the well-being of the church and its objectives, the Regional Overseer shall make detailed presentation of such a situation in writing and seek the approval of the International Chief Overseer (Chief Apostle) before any such deviation or the introduction of any new rule or regulation is implemented.

3. MANAGEMENT, SUPERVISION AND CONTROL

3.1. The Apostles/Country Overseers are the ruling authority for all church matters within the jurisdiction of their specific countries and as such are ultimately responsible to the Chief Apostle/International Chief Overseer through the Regional Overseer (Regional Apostle), for the management and control, including general administration, control of finances and property management of all churches in the country directly connected with the Apostolic Faith Church with its International Headquarters Church based in the United Kingdom at Bournemouth. The Apostle/Country Overseer shall be assisted as and when necessary by a presbytery known as the Board of Trustees or Committee. The Board of Trustees or Committee shall comprise of the Country Overseer (Chairman), the Deputy Overseer (Vice Chairman), Secretary, the Deputy Secretary, Treasurer, and six nominated members. The Overseers shall formally appoint in writing their Deputy, Secretary, Treasurer and those members selected to serve on the Board of Trustees/Committee and they shall provide each member with their specific terms of reference and a list of their duties.

3.2 The Apostolic Faith Church worldwide is supervised, managed and administered by the Chief Apostle (International Chief Overseer) from the International Headquarters Church at Bournemouth in the United Kingdom. The Regional Overseer (Apostle), who is responsible to the International Chief Overseer, supervises, manages and administers a region assigned to him, comprising of a number of countries whose Country Overseers are responsible to his authority and ultimately to the International Chief Overseer. The day to day supervision,

management and administration of Church branches in the countries is through the appointed Country Overseers, also known as Apostles, who are solely responsible for the performance of the church branches within their specific countries. The performances of the churches in the Countries within the wider regions are supervised by a Regional Overseer, who is ultimately responsible to the Chief Apostle, for monitoring and supervising the management and administration of the Church Branches in those countries within his assigned region.

3.3 Membership of the Apostolic Faith Church

All persons who have decided or wish to become members or profess to be members of the Church must make a membership commitment by filling in and signing a Membership Declaration Form, at Annex P, to declare their willingness to do so. To become a member of the Apostolic Faith Church a person must satisfy the Pastor of the church branch concerned that they firstly have understood the general rules of membership and secondly that they accept fully the Doctrine and Articles of Beliefs of the church, thirdly and most importantly they will act upon them and will be loyal members of the Church willing to support and participate in the work of the ministry. It must be made clear to all members of the church, regardless of their position in the church that their continued membership depends entirely upon their adherence to the rules, doctrine and beliefs of the church. All church members must truly believe that the Lord continues to reveal His Holy Word and that His Living Word is among us today. All church members agree to be bound by the rules and regulations, and the doctrine and beliefs of the church. Members upon making a commitment will sign a membership declaration form with personal and family details. The branch Pastor with his leadership must help those willing to be members understand the requirements and rules for membership by explaining to them a summary of the requirements from the Doctrine and Articles of Belief, Rules and Regulations, and from the Bible making sure of the Foundational Truths of our Faith through Christ Jesus. Detailed foundational classes of our faith can also be arranged for the committed members.

3.4 Requirements / Rules for Membership

- a) You believe, accept and affirm that Jesus Christ is your Lord and Savior (Roman 10:9-10; 1 John 5:11; John 1:12).
- b) You accept that the Bible is the infallible written Word of God and agree to be guided by it in your Christian life (2 Timothy 3:16; Deut. 11:18-20).
- c) You acknowledge and accept the Doctrine and Articles of Belief of the Apostolic Faith Church and make a commitment to act upon them (Acts 2:42; 1 Timothy 4:16).
- d) You understand and accept to follow to the rules and regulations of the Apostolic Faith Church, acknowledging that your membership depends upon your adherence to them and the Doctrine and Articles of Belief of the Church. (1 Cor.14:40; John 15:10; 2 Timothy 3:16).
- e) You understand the need and make a commit to support the work of God through this Church by way of giving free-will Offerings, Tithes, Gifts and general contributions to support the work of God financially as need arises, including serving through your time and availability for church activities (Malachi 3:10; Luke 11:42; 1 Cor. 16:2; Acts 20:35).
- f) You agree and declare your commitment and loyalty to the leadership of the Apostolic Faith Church, acknowledging and agreeing that the servants of God have a Pastoral duty over you. (Hebrews 13:17; 1 Timothy 5:17).

All members must fill-in and sign the Membership Declaration/Commitment Form at **Annex P**. All leaders will also sign Commitment and Loyalty Declaration Form at **Annex Q**, in addition to the Membership Declaration Form.

3.5 Requirements for Leadership: See SECTION 2 of this document (The Decrees of the Apostolic Faith Church, Rules and Regulations) Under Paragraph 7: NECESSITY FOR RULES

4. CHURCH REGIONS WITHIN AFRICA

4.1. To facilitate and ensure efficient and effective supervision, management and administration of church affairs in Africa, with the growth of the work of the ministry, two distinct regions have been established. These regions are managed separately through senior leaders of the Church so appointed, known as Regional Overseers (previously known as National Overseers) who are responsible to the International Chief Overseer (Chief Apostle) at the International Headquarters in the United Kingdom, with the position of Chief Overseer for Africa having been withdrawn. The church branches in the Southern and Central African states are allocated to these regions as listed below:

a. **South of the Limpopo River (Southern Region):** This region comprises Lesotho, Mozambique, Swaziland and South Africa, under the responsibility and leadership of the Regional Overseer – South, with its regional headquarters in Johannesburg - South Africa.

b. **North of the Limpopo River (Northern Region):** This region comprises Angola, Botswana, Democratic Republic of the Congo, Malawi, Namibia, Tanzania, Zambia, and Zimbabwe, under the responsibility and leadership of the Regional Overseer – North, with its regional headquarters in Livingstone - Zambia.

c. **Note** must be taken that with the anticipated growth of the Church further to the Northern territories, the current North Region will become a Central Region with countries to the North forming a Northern Region, in which case the term “Limpopo” would no longer be applicable.

5. CHURCH LEADERSHIP STRUCTURE

The structure of the senior leadership of the Apostolic Faith Church shall comprise the following offices and appointments:

5.1 The International Chief Overseer (Chief Apostle)

a. The Chief Apostle, also known as the International Chief Overseer, is the anointed senior-most leader, called of God and the ultimate ruling authority of all Apostolic Faith Church branches worldwide. He is the final authority of the Church regarding matters of faith and church policy and is the carrier and custodian of the vision and doctrine and article of faith of the Church, together with its intellectual and physical property. He is vested with the power to make rulings and give directives and act in such a way as to safeguard and preserve the Apostolic Faith Church and its interest and maintain and conserve the objects and purposes for which the church was originated. He may appoint or revoke any leader's appointment in any position or office of the church worldwide where deemed necessary in the interest of the Church and the Gospel of the Lord Jesus Christ. He is ultimately responsible for the spiritual growth and general development of the Church. Further reference can be made to the Deed Poll of the Constitution of the Apostolic Faith Church of August 1916 filed in the courts of law in the United Kingdom by the Founder of the Church Rev. William Oliver Hutchinson.

b. The Deed Poll of the Constitution of the Apostolic Faith Church states that the management and control of the Apostolic Faith Church will be by the Chief Apostle, who is also the International Chief Overseer, and has Sole Authority, and will appoint his Successor, deputy, trustees and such officers or presbytery as may be required.

5.2 Regional Overseers (Apostles)

a. A Regional Overseer is an Apostle chosen of the Lord, appointed and anointed by the Chief Apostle (International Chief Overseer) and is the senior Apostolic Faith Church leader for a specific region made up of a number of countries. The Regional Overseers are responsible to

the International Chief Overseer (Chief Apostle) of the Church Worldwide. The Regional Overseers are responsible for the spiritual and administrative matters and affairs of the churches established in the countries throughout their region of jurisdiction. As the head of the Church in their particular region, the Regional Overseers are responsible, in consultation with the Chief Apostle, for the selection, appointment and ordination of Country Overseers of churches in the countries within their regions, and shall issue Certificate of Ordination. The Regional Overseer shall also appoint his deputy. The operations of the Regional Offices shall be supported by funds from the churches in the countries under the respective regions.

b. The Regional Overseers are responsible for the order of the church, for overseeing the management, coordination, and monitoring of Church operations, including compliance with the Decrees, Doctrine and Articles of Belief of the Apostolic Faith Church, the Constitution and all church policy and governance rules and regulations throughout those countries within their jurisdiction. Regional Overseers shall be assisted by the Country Overseers within their regions to help in monitoring the performance of all District Overseers, Pastors and all office holders at all levels. They are to submit annual performance reports for each Country Overseer in their region and detailed reports on the management and administration for those church branches within their assigned region. Regional Overseers are responsible for ensuring that each Country Overseer forwards the required reports to their offices in a timely manner and that these reports are collated, checked for accuracy, consolidated and forwarded to the Chief Apostle and International Chief Overseer.

c. Regional Overseers have the delegated authority of the International Chief Overseer to either investigate any dispute or allegations of misconduct personally or order an investigation be undertaken on their behalf, in any country within their region, that may have a negative impact on the Church, whether or not, the Country Overseer, has referred the matter to them for investigation.

(i) Regional Overseers shall, if and when required, hold formal hearings, in the presence of witnesses, for those disputes or disciplinary matters referred to them and shall allow those persons involved to declare their case to either prove or disprove the allegations made against them.

(ii) The Regional Overseer may suspend, revoke any appointment of, or appoint to a lesser position, any officer of the church under his jurisdiction, should such an officer be found to have misconducted themselves, after a due process of discipline has been undertaken. Consultation with the Chief Apostle shall be required when dealing with cases involving Country Overseers.

(iii) Any decision taken by the Regional Overseer and his Presbytery/Board of Trustees/Committee at a formal hearing shall be deemed as final and effective, irrespective of the personal opinion of the individual in question, or other persons, and all rights and authority shall be thereby be forfeited.

(iv) Where the unity, stability, or existence of the church is threatened by plain rebellion and gross misconduct aimed at dividing the church, immediate appropriate action shall be taken by the Regional Overseer and the Chief Apostle shall be informed forthwith. This action may include immediate suspension, or revocation of appointment to leadership, among other actions commensurate to the gravity of the offence committed.

5.3 Country Overseers

a. Country Overseers are Apostles, appointed and ordained by the Regional Overseer responsible for their region, with the approval of the International Chief Overseer (Chief Apostle). The Country Overseers are recognized as the head of the church and the ruling authority of the church in their respective countries. They are responsible and accountable for spiritual and administrative matters and affairs of the Church in their respective country, and shall maintain order and discipline in the church. All conferences and any general or board

meetings shall be approved by the Country Overseer. The Office of the Country Overseer shall be supported by funds raised from within the respective countries of jurisdiction.

b. In consultation and with the approval of the Regional Overseer, Country Overseers are responsible for appointing candidates considered suitable for ordination as District Overseers Pastors, Elders and Deacons/Deaconesses within their countries. The Country Overseer shall prayerfully nominate his deputy who shall be approved and ordained by the Regional Overseer. The Overseer may transfer an officer of the church from one branch/district to another for the sake of the Gospel and to ensure growth and smooth running of the Church. He has authority to create new districts and demarcate zones and sections, merge or spread branches for the expansion of the ministry work.

c. The Country Overseer may suspend, revoke any appointment of, or appoint to a lesser position, any officer of the church under his jurisdiction should such an officer be found to have misconducted themselves, after a due process of discipline has been undertaken. Regional Overseer will be furnished with details of any disciplinary action taken which action he may review. However, where the unity, stability, or existence of the church is threatened by plain rebellion and gross misconduct aimed at dividing the church, immediate appropriate action shall be taken by the Overseer and the Regional Overseer shall be informed forthwith. This action may include immediate suspension, and revocation of appointment to leadership, among others commensurate to the gravity of the offence committed.

d. Country Overseer has the delegated authority to investigate or order an investigation into disputes or allegations of misconduct within their country of jurisdiction that may have a negative impact on the Church, whether or not the matter has been referred to him for investigation, by the Regional Overseer. In all cases the Regional Overseer must be advised of any investigation that is undertaken. Country Overseers shall, if and when required, hold formal hearings, in the presence of witnesses, for those disputes or disciplinary matters referred to him by District Overseers or Pastors and shall allow those persons involved to declare their case to either prove or disprove the allegations made against any person. Any decision taken by the Country Overseer and the Presbytery/Board of Trustees/Committee at a formal hearing shall be deemed as final and effective, irrespective of the personal opinion of the individual in question, or other persons, and all rights and authority shall thereby be forfeited.

5.4 District Overseers

a. District Overseers are Pastors appointed by the Country Overseer with the approval of the Regional Overseer to oversee the church branches in a specific district within a country. They are responsible to the Country Overseer, and they have delegated authority to oversee the spiritual and administrative affairs of those church branches within their designated district. District Overseers may investigate disputes or allegations of misconduct occurring within his jurisdiction. All such investigations must be reported immediately to the Country Overseer for advice and further direction. District Overseers receive various reports from the branch Pastors and consolidate such reports and send them to the Country Overseer.

5.5 Pastors

a. Pastors within the Apostolic Faith Church are ordained by the Country Overseer in consultation and with the approval of Regional Overseer, and are assigned to a church within their country of residence. The pastor is responsible to the Country Overseer, through the District Overseer, for spiritual, administrative matters and affairs of the church in his charge. Pastors who may have evidence of either a dispute or allegation of misconduct must immediately refer the matter to the Country Overseer. The Country Overseer may direct that the Pastor investigate the matter further and report. However, until such time as the Country Overseer hears the case any decision regarding the case taken by the Pastor must be obeyed.

5.6 Elders

a. Elders within the church have an important role in the administration of both spiritual and temporal (general) matters. An elder is ordained and set in office by the command of an apostle. An apostle, pastor, or overseers are also elders. A prophet or teacher may also hold the office of an elder or even a person not necessarily gifted may also hold the office as such, at the command of an apostle, always supposing such person shall be deemed to have fulfilled the special conditions as laid down in the epistles. An elder is subordinate to the pastor or overseer to whom he is responsible. In matters pertaining to the well-being or governing of the church, an elder may be called into consultation by the pastor or overseer.

5.7 Deacons

a. Deacons are approved persons ordained and set in office by an apostle. Deacons must be deemed to have fulfilled the spiritual injunctions pertaining to the service required for the office. Deacons are chiefly responsible for welfare and the temporal well-being of the church, in service under their Pastor, and must see that the building is kept fit and in good order for divine worship and must instruct/supervise those persons appointed to clean and perform temporal duties at the church. A deacon must be able to give spiritual counsel and consolation.

5.8 Deaconesses

a. Deaconesses are appointed by a Pastor and their duties are chiefly connected with the welfare, both temporal and spiritual of women belonging to the church, especially in cases of sickness, sorrow and want, and to look after and build up those who are weak in faith. A deaconess must be able to give spiritual counsel and consolation in person to those lacking in knowledge.

5.9a Voluntary Leadership: It must be noted that all leadership positions and appointments are voluntary, are not entitlements or personal to holder positions, and only exist for the administrative purposes and interest of the Apostolic Faith Church and the furtherance of the Gospel of the Lord Jesus, by the Church, which is also a Registered Charity. All leadership appointments may be revoked where the church determines that leaders appointed as such have become rebellious, divisive and no longer save or represent the interest of the church according to its vision and objectives, doctrine, ordinances and guidelines. Where an appointment is revoked, all credentials, documents and properties of the church will be handed back to the church and will not be used anywhere else to masquerade and misrepresent the church for personal or self aggrandizement.

5.9b Subject To Final Authority: All Office Bearers shall at all times be subject to the authority of the International Chief Overseer at the International Headquarters - Bournemouth in England.

6. MEN'S FELLOWSHIP (The Mighty Men of Valour) – (1 Chronicles 12)

1 Chronicles 12 : 32 “And of the children of Issachar, which were men that had understanding of the times, to know what Israel ought to do;...”

Titus 2:1 “You, however, must teach what is appropriate to sound doctrine. Teach the older men to be temperate, worthy of respect, self-controlled, and sound in faith, in love and in endurance”

6.1 The Purpose: The purpose of the **Men's Fellowship** is to equip, encourage, uplift, educate, inform, inspire and bring understanding through the Word of God, to help the men become what God has called them to be in the Kingdom, as the Mighty Men of Valour (1

Chronicles 12), effective leaders, husbands, fathers and heads of families and communities in society.

6.2 The Men's Fellowship will provide the men with an environment that will be instrumental in encouraging fellowship with one another, and bringing understanding of purpose, and spur their individual and collective development and spiritual maturity through the Word and various programs and initiatives. This will facilitate a greater transformation and see the men to arise with much strength, and effectively take up their responsibilities and position in Christ, and declare the Gospel of Jesus Christ, stand up for what is right, protect and lead their households with refreshed grace in the love of God, and be committed partners in the developmental programs and projects of the Church, bringing change and transformation to the communities and the nations, as Mighty Men of Valour, with an understanding of the times, and knowledge of what ought to be done, ready to go the distance for Christ.

7. WOMEN'S FELLOWSHIP (The Women of Virtue – Proverbs 31:10-31)

1. "Strength and honour are her clothing; and she shall rejoice in time to come. She openeth her mouth with wisdom; and in her tongue is the law of kindness" (**Proverb 31:25-26**).

a. **The purpose of the Women's Fellowship** is to equip, inform, educate, encourage and inspire the women to grow in their faith and knowledge of the Lord Jesus Christ, and to provide an environment where closer friendships and partnerships are created and developed, sharing of experiences with other women in unity, and to advance the work of God.

b. The Women's Fellowship seeks to nurture, ground and inspire women in their personal journeys of faith through the sharing and study of the Word of God, promoting creative group activities, providing opportunities to serve in the church and wider community, enjoying loving fellowship, allowing gifts to blossom, and to reach others with the Gospel of our Lord Jesus Christ.

c. The Women's Fellowship will provide counsel and teaching to young women, new wives, new mothers, leader's wives, and all the women in general; to achieve a better understanding of particular roles they have in the family, church, and community. The women's ministry extends arms of care and support for each other and the needy in loving fellowship. It enables the women to develop a sense of personal responsibility for the whole mission of the Church, raising Women of Virtue, Women of Substance, prepared and ready for ministry to that will bring a meaningful impact in people's lives in the church and wider community.

8. YOUTH MINISTRY

"Remember now thy Creator in the days of thy youth, while the evil days come not..." (**Ecclesiastes 12:1**). "Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity. Until I come, give attendance to reading, to exhortation, to doctrine." (**1 Timothy 4:12-13**).

8.1 **Purpose of Youth Ministry:** The Apostolic Faith Church Youth Ministry is aimed at programs, initiatives, interventions and such youth activities that will equip, inform, educate, encourage and inspire the youths to grow in their faith and knowledge of our Lord Jesus Christ and prepare them for greater responsibility in the church and wider community. The Youth Ministry will focus on youth training and development, equipping them in the Word and life skills so that they are built up and established in their faith in Christ and grow into effective and responsible people and leaders who will bring transformation to their communities and impact the society for Christ.

8.2 **The Five Pillars of Youth Ministry:** Youth Ministry shall be well managed and organized, and shall be anchored on Five Pillars which shall include: (1) **Discipleship** (2) **Evangelism** (3) **Youth Empowerment** (4) **Loyalty and Commitment**, and (5) **Leadership**

Development. Reference shall be made to the **AFC Youth Ministry Manual** for detailed guidance.

8.3 Along with Annual Youth Conferences, youths will have weekly fellowship programs and other related approved youth activities and events that will help build them up, equip them, impart knowledge and develop their leadership skills, while primarily effectively spreading the Gospel of the Lord Jesus Christ.

8.4 **The Youth Leadership:** Country Overseers will appoint a Youth Pastor from time to time who will coordinate with a national youth chairman and his executive nominated by the youths and approved by the church leadership, to plan, organize and implement approved youth programs and activities, seminars and ministry fellowship, anchored on the 5 Pillars of our youth ministry as guided. Every district will have a district youth chairman and each branch shall have a branch youth chairman at that level. These youth leaders after their nomination shall be examined and approved by the Church leadership beginning at the branch level. All youth programs carried out at the branch shall be reported weekly to the Branch Pastor followed by the District Overseer and ultimately to the Country Overseer, who bears the overall responsibility to design and plan the youth development programs in the Country of jurisdiction, in consultation with the Regional Overseer.

9. **CHILDREN'S MINISTRY**

“Train up a child in the way he should go: and when he is old, he will not depart from it.” (**Proverbs 22:6**). “Come, ye children, hearken unto me: I will teach you the fear of the LORD” (**Psalms 30:11**).

9.1 **Overview:** The Church takes responsibility to help and support parents in helping children grow up well physically, intellectually, emotionally and spiritually. The AFC through Children's Ministry aims at teaching the children in the ways of God primarily through leading them to believe that Jesus Christ is their Lord and Savior; that they should grow up as responsible and respectful children living a life centered on God in love. As the Bible says in Proverbs “Train up a child in the way he should go: and when he is old, he will not depart from it”, and the AFC will do this through the Children's Ministry. “And that from a child thou hast known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus” (**2 Timothy 3:15**).

9.2 **Suitable and Positive Environment for Learning:** Branch Pastors and leaders must provide an environment in which children can be freely taught in a safe way and encouraged to grow in their understanding of God's love and develop in their relationship with Jesus Christ. They must be taught skillfully and responsibly with the curriculum and materials that must be exciting, motivating and engaging, as well as appropriate to the children's age, through well planned and organized Sunday School Classes and other activities and events.

9.3 **Children's Ministry Teachers:** The Country Overseers will appoint a Director of Children's Ministry (or Children's Director) who shall volunteer for the assignment to supervise children's ministry. The major tasks of the children's director will include: Planning and coordinating a variety of activities for children, Identifying Sunday School Teachers with assistance from branch Pastors, Facilitating the training of Sunday School Teachers, Planning and implementing children's worship services, Encouraging spiritual growth of children and the Teachers volunteering. Seeking creative methods to keep children engaged and motivated. Introducing programs that include the participation of the community children and parents in the neighborhood where the branch is located, Preparing and submitting reports to the pastor, and keeping him informed of the plans and needs of the children ministry's for approval and support. All Sunday School Teachers will be trained and examined for the children's ministry. For further guidance reference shall be made to the **AFC Children's Ministry Manual**.

10. CHARITY WORK: CARE FOR THE RETIRED AND AGED, WIDOWS, ORPHANS AND THE VULNERABLE

The Churches in the countries are called to come up with programs and initiatives to raise funds for charity work in order to support and care for the retired and aged, widows, orphans and the needy in the church and in society. All such work is to be well planned with systems in place, well documented and properly reported.

11. COMMUNITY WORK/PROJECTS

Where sufficient funds are generated, the Church may initiate community projects and build schools, universities, clinic and hospitals and partner with respective governments as well as non-governmental organisations for the smooth and effective running and management of such facilities.

12. ADMINISTRATIVE REQUIREMENTS/ REPORTS AND RETURNS

12.1. The Regional Overseer is responsible, to the International Chief Overseer and Chief Apostle, for spiritual and administrative matters of the Church Branches in their regions. He coordinates all church matters in his region through the Country Overseers, however Country Overseers are accountable and directly responsible for the spiritual well-being and administration for all Church affairs throughout their specified country.

12.2. The Country Overseers shall provide the Chief Apostle through their Regional Overseer, any reports, correspondence, and statements of accounts, or information that may be required by the Headquarters Church Presbytery concerning spiritual or material matters of any Church Branch or Churches within a specific country or district. The Country Overseer must ensure that those District Overseers responsible for branch churches do in all faithfulness furnish such reports, statement of accounts, or other information as and when required either personally and/or by instructions issued to those responsible office holders under them whose duty it may be to provide such reports, statement of accounts or other information.

12.3. All Overseers are responsible for ensuring that accurate Minutes of Meetings are recorded for every meeting held to discuss Church business affairs or operations. All Board of Trustees or committee meetings must be coordinated, planned and the minutes of such meetings must comply with Church policy relating to meeting minutes.

12.4 Reports and Returns

1. Country Overseers are required to submit regular reports and returns on the performance of each Church Branch in their country to the Chief Apostle through the Regional Overseer for their region. The Regional Overseer after reviewing the content of the reports and returns from each country, shall forward a synopsis of the Church's performance in each country, to the Chief Apostle for the record. All such records are to be held by the Overseers for a period of seven (7) years, before being archived or destroyed.

2. The mandatory reports and returns required by the International Headquarters Church to gauge the effectiveness of Church management and administration and the performance of the senior leadership will periodically be subject to change. As and when it becomes necessary to change either the format or content of reports the Chief Apostle shall notify the Overseers through the Regional Overseer immediately of all such changes. The reports and returns required and the frequency of submission are as follows:

a. **Church Property Inventory:** A full inventory is to be carried out by no later than 31 January each year. The inventory shall include all Church owned moveable and immoveable property, which shall include buildings, furnishings, equipment, electronics, vehicles, and every item owned by the Church. These must be duly recorded on the inventory forms, including the date purchased or gifted, replacement costs (value) and serial numbers for vehicles, and

electronics equipment. As and when any Church property is disposed of, with the authority of the Chief Apostle, it must be fully documented and recorded in the next inventory submission. Inventory shall be prepared in two separate forms: (1) Church Immoveable Property Inventory Form as per **Annex A1**, (2) Church Moveable Property Inventory Form as per **Annex A2**,

b. **Church Branch Lists:** A Church Branch list is to be submitted on a one time basis. The list must include the actual physical address, ownership of land and buildings, number of buildings, construction type for each building, capacity of building, electricity power supply status, and maintenance programme for regular scheduled maintenance of each property. A new Church Branch List must be submitted if the Church Branch alters, changes, or moves or develops another property. A Church Branch List Example is at **Annex B**.

c. **Membership Lists:** Membership lists are to be provided and updated every year on 31 January. The membership list must include, Church Branch, full names, date joined, and the home address of each member. The list must also include the email contact address for those members that have access to the internet. These membership lists must be constantly updated as and when new members join the church or if others leave the area or have resigned from the Church. A Membership List Example is at **Annex C**.

d. **Church Activities Report:**

(i) **Sunday Programme Report:**

A Sunday Programme Report shall be prepared every Sunday by the branch Pastor, and compiled for submission to the District Overseer on a monthly basis. Every Pastor shall ensure that the main message preached every Sunday is recorded and filed at the Branch for a record. The form for a Sunday Programme Report is at **Annex D1**

(ii) **Mid-Week Service Report:**

This is a report for the Mid-Week Service according to the form at **Annex D2**. Vast districts and branches may be divided in Zones and Sections respectively and where appropriate or from time to time Mid-Week Services may be held separately in small sections and or combined in larger Zones. The Pastors or leaders assigned to be incharge of these services will prepare the reports and submit to Branch Pastor or District Overseer responsible as the case may be before the next Sunday.

(iii) **Women's Fellowship Weekly Report:**

This report is for the Women's Fellowship meetings usually held on but not restricted to Thursdays and will be prepared by the women's Chairlady to be submitted to the Branch Pastor before the next Sunday. The form for the Women's Fellowship report is at **Annex D3**

(iv) **Men's Fellowship Report:** The form for this report is at **Annex D3a**

(v) **Youth Fellowship Weekly Report:**

The Youth leadership shall prepare weekly fellowship reports according to the form at **Annex D4**. Where more program activities or extra events take place, separate reports with details shall be prepared and submitted accordingly.

(vi) **Sunday School Report**

Children's ministry Sunday School Reports will be prepared weekly by Sunday school teachers and submitted to the Pastor of the branch. The format will be according to the form at **Annex D5**

(vii) Weekly Summary Report

Every Branch Pastor shall prepare s Weekly Summary Report of all the services and activities that have taken place within the weekly period including the Sunday service, women's fellowship, youth fellowship, Sunday school, special events such as prayer meetings, etc as well as leadership meetings This will be as per **Annex D6**.

(viii) Branch Monthly Summary Report

Monthly summary reports of each branch shall be compiled and submitted to the District Overseer as per form at **Annex D7**. Where required, additional explanatory notes will be submitted for details or further information necessary for decision making.

(ix) District Monthly Summary Report

District Monthly Summary Reports for each district shall be compiled by the District Overseer and submitted to the Country Overseer according to the form at **Annex D8**. Where required, additional explanatory notes will be submitted for details or further information necessary for decision making.

(x) Church Quarterly Reports:

An activities report is to be submitted every quarter on 31 March, 30 June, 30 September and 31 December each year. The report will outline all the activities that have occurred at the church branch through the District concerned during the three month reporting period. The report will include the number of services held, number of members at each service, baptisms carried out, number of committee meetings, women's fellowship meetings, youth fellowship meetings, children's classes and events, and any other significant activity that occurred over the reporting period. The report will also include the number of dedications, ordinations, marriages, and funerals conducted during the period. The report must also provide a forecast of activities planned for the upcoming quarter. A Church Activities Report Examples are shown in **Annexes D1 to D8**.

e. **Conference Reports:** A conference report must be submitted after each conference and must include the theme of the conference, a programme, main messages preached, outcomes, number of branches, branch leaders, members attending (men, women, children, visitors etc), choirs present, special teachings/training, number of meetings held, and minutes of any meeting held to discuss church business, Offerings. It is important that minutes of those meetings attended by the senior leadership to discuss plans and administration are forwarded to the Chief Apostle, through the Regional Overseer.

f. **Fact Finding Investigation Reports:** An investigation report into any disciplinary matter or alleged misconduct of a member of the Church must be properly reported, and dealt with in accordance with the Decrees of the Apostolic Faith Church. Dispute/Misconduct Fact Finding Investigation Report is at **Annex F**.

g. **Church Office Holders List:** A list of all church office holders at every branch of the church in each country is to be maintained and forwarded to the Regional Overseer. It must be updated every six (6) months on 30th June and 31st December each year. The list will include the Church Branch, full name of office holder, date of birth, date joined the Church, marital status, date of baptism, date ordained, home address, and if available contact telephone number, and email address. A Church Office Holders List Example is at **Annex H**.

13. FINANCIAL MANAGEMENT OF THE CHURCH

The Regional Overseers shall ensure that Country Overseers assisted by their boards of trustees manage the Church funds and property in a prudent and transparent manner as committed stewards, to promote effective ministry and sustainable church development, according to the Church Financial Management Policy as per guidelines provided herein. Country Overseers shall prepare financial reports and submit to the Regional Overseers who shall review and submit a consolidated report to the International Chief Overseer.

13.1 Church Revenue

a. The Church shall raise funds mainly from offerings, tithes, gifts and donations, subscriptions, project funds, development funds, special offering, pledges and general contributions. The church will also raise funds and recover some costs through sale of membership cards, leadership certificates, church uniforms, special branded clothing, covering cloth materials for women, church barges, books and ministry materials sales, diaries, calendars, church DVD CD sales, church memorabilia (church branded ornaments), and other approved goods and materials that can be useful sources of funds, among other possible income fundraising initiatives. All monies raised shall be well accounted for, properly receipted and/or documented on official church receipts/books and reports, and shall be deposited in the church account appropriately.

b. All members, branches and districts must understand that they are all commanded by the Word of God to give and contribute offerings and tithes towards the support of the Gospel, Church Growth and Development, and Maintenance of the Ministers of the Gospel of our Lord Jesus Christ.

c. Special funds shall be contributed and allocated towards support of the operations, maintenance and development programs of the country office, regional office and the International Headquarters Church.

d. For guidance on the administration of Tithe, allocation and distribution of special funds, a policy guide shall be obtained from the Office of the Regional Overseer, which may be updated from time to time to address appropriate needs of the Church which are current to the time in that period of the Church's operations.

e. All the above-mentioned fundraising initiatives, and the sale of materials and items are officially restricted and reserved only for the Apostolic Faith Church. No individual leader in the church in any capacity or position shall benefit directly from the sale or renewal of membership or leadership cards and/or certificates. No leader, individual, or outside organisation is allowed to produce and sale Apostolic Faith Church uniforms or any clothing, books, DVD/CDs, materials and ornaments etc. branded with the Church logo, which is copyright protected, or in the name of the Church, or relating to the Church.

13.2 Church Bank Accounts

a. There shall be a Church Bank Account for each Country supervised by the Country Overseer and his Board of Trustees, in which funds shall be deposited. Such national account (for the country) shall have the Overseer, the Treasurer and the General Secretary as signatories to the account. The Overseer shall be an obligatory signatory.

b. Other accounts may be opened for Branches or District committees under the supervision and directives of the Country Overseer for local operations and projects. The office of the Overseer shall submit a resolution signed by him authorizing the opening of the accounts, and authorizing the delegated church officers as signatories, making it clear that the church

through the Overseer has authority to revoke or change the signatories with similar resolution. Branch Pastors and District Overseers must seek authority and the approval of the Country Overseer before making any financial commitments and starting projects at the local level.

c. There shall also be a Regional Account based at the Regional Headquarters managed by the Regional Overseer and his board of Country Overseers where regional operational and development funds shall be deposited.

13.3 Procedures

The Church treasurers and secretaries shall record all cash receipts and disbursements (expenses) during the fiscal year September 1 through August 31 to in Books of Accounts, Weekly Reports and Receipt books.

1. Church financing sources

Offerings, tithes, pledges and donations, development funds, project funds, gifts, and other income shall be recorded when received in appropriate books and weekly reports.

2. Expenditure and disbursements

- (i) Expenses are recorded when they are disbursed in appropriate books issued by the regional/country headquarters, with supporting signed vouchers and receipts. The branches will record transactions on the cash basis of accounting during fiscal year.
- (ii) The Overseer/Pastor, in consultation with the board of trustees or committee, shall approve all payments.
- (iii) A payment or purchase requisition or voucher shall be raised through/by the Secretary, and shall be signed by the Treasurer and approved by the Overseer/Pastor before the moneys are released.

3. Fixed and Movable Assets / Property and Equipment

All property and equipment will be recorded separately on Movable and Immovable Property Inventory sheets as provided, at resale value. No depreciation will be applied.

4. Financial Accounts Reports

- (i) The Branches will prepare Receipt and Payment Accounts every month together with weekly and monthly summary reports. The Receipt and payment Accounts will indicate all the moneys received and all the moneys disbursed or paid out for any kind of activity or transaction at the branch. This will be submitted to the District Overseer through the district treasurer and secretary.
- (ii) The Districts will prepare consolidated Monthly Summary Reports. and compile the financial report mainly the Receipt and Payment Account for submission to the Country Overseer through the General Treasurer quarterly. The District will also submit a District Property Inventory Sheet as guided under property inventory and update it twice a year.
- (iii) The General Treasurer will prepare Annual Financial Report indicating the consolidated Receipt and Payment Account, Income and Expenditure Account and Balance Sheet. With the help of the General Secretary. A consolidated Property Inventory shall also be prepared and updated twice a year.

-
- (iv) Each branch shall produce a financial report on monthly basis and the District Overseer's office shall produce financial reports quarterly. The Country Overseer's office shall produce a report on the financial accounts of all the whole Church as country, which must be published twice a year at intervals of six months. The first to be produced by the end of February and the second after the end of the financial year (31st August) showing, income and expenditure for the year. The financial reports shall be presented to the entire congregation at appropriate times and shall be made available for the members of congregation to study and appreciated the progress. The country financial reports must be finalized and forwarded to the Regional Overseer by no later than 31st September each year respectively. After review by the Regional Overseer the report is to be forwarded to the Chief Apostle for the record.
 - (v) Guides for Financial Reports are at **Annexes G, G1 and G2**. Others include all Weekly and Monthly Reports on Forms provided from **Annexes D1-D8a, and E1**, which have a financial component to help account for finances collected each week and monthly summaries from branches/districts, feeding into consolidated financial reports.

5. The Treasurer's Responsibilities:

- (i) The Treasurer shall maintain the church financial records in good accounting order and shall maintain the church bank account, in accordance with financial management guidelines of the Church, and the financial regulations applicable in the country concerned where so required.
- (ii) The Treasurer in consultation with the Country/District Overseer/ Branch Pastor shall be responsible for the accountability of all monies received and all payments made from the Church account. The treasurer issues receipts for all monies received and collected on behalf of the church. All the monies collected shall be deposited into the bank account of the church authorised by the board of trustees/committee in accordance with the church financial management regulations and guidelines.
- (iii) The General Treasurer shall receive consolidated district summary reports, including the receipt and payment accounts, from the district, and prepare a consolidated quarterly/annual financial report and account balance sheet for all church in the entire country. The treasurer will ensure that financial accounts and records are always ready to be audited.
- (iv) The Treasurer is a co-signatory for the Church Bank Account.

6. Audit Of Church Financial Accounts

6.1. Wherever possible the Regional Overseer, in consultation with the Country Overseer, shall select a suitably qualified Church Member in a Country to perform the work of an Auditor, who shall assist the Treasurer in ensuring that the financial accounts are maintained in accordance with the guiding principles of good financial management and record keeping. The Auditor shall be independent and report any discrepancies immediately to the Regional Overseer and the Country Overseer. The Auditor is responsible for the following:

- (i) Obtaining, analyzing and evaluating all accounting documentation, financial statements and reports, receipt/invoice books and other applicable financial documentation and operational data, charts and balance sheets.
- (ii) Conducting full audits including a financial risk assessment and management of operational financial reliability and sustainability of the Church, as well as compliance with

all applicable guidelines and in accordance with the financial laws and regulations of the country concerned.

(iii) Ensuring the financial statements and records of the church being presented and forwarded to the Regional Overseer, through the Country Overseer, are a true and accurate representation of the financial transactions, operations, and activities undertaken by the Church during the audit reporting period.

(iv) Providing the Board of Trustees/Committee with guidance on the procedures and regulations that ensures compliance with the financial management policy of the church and the financial regulations applicable in the country concerned.

14. BOARDS OF TRUSTEES/COMMITTEES

14.1 Appointments

a. In all matters concerning the governance and administration of church affairs in a country, the Country Overseer (Apostle) is the ruling authority of the Church. He shall however, appoint, from time to time a Board of Trustees or Committee to assist his Office in the administration of the church, in consultation with the Regional Overseer. The Country Overseer may further appoint a suitably qualified special panel to investigate or hear disputes or allegations of misconduct on his behalf as need arises.

b. The Country Overseer shall appoint an eleven (11) - member Board of Trustees/Committee from among the able leaders in the church to assist him in administering church affairs for the period of three (3) years, after which the tenure of the Board will be deemed expired. Upon expiry of the 3 year tenure of the Board/Committee, the Overseer may renew the mandate of the Board, replace some few members or appoint a totally new Board of Trustees/Committee. Some members of the Board/Committee may be requested to continue serving on the Board/Committee at the discretion of the Overseer depending on their calling, the task ahead, and as the situation demands according to the dictates of the needs of the Church as deemed by the Overseer. More importantly, the Overseer is guided by the vision of the Church, the Word of God and will prayerfully select members at the leading of the Holy Spirit.

c. Where a member of the Board/Committee ceases to be part of it, or his membership is terminated before the end of his term, the Overseer shall co-opt a new member for the remainder of the term. This shall apply to all other Boards/Committee at Churches within the country at different levels.

d. Board of Trustees/Committee members may hold other administrative and/or spiritual positions at their respective branches and districts. Their travelling, accommodation and food expenses during national operational duties will be supported out of general church funds provided by district/branches, in addition to their voluntary contribution.

14.2 The Duties of the Board of Trustees/Committee Members

It is essential that Overseers appoint, manage and supervise the Board of Trustees/Committees in their jurisdiction and ensure that all church business is conducted in an open and transparent manner. In all cases the Overseer is responsible and accountable to the International Headquarters Church, through their respective Regional Overseers for all church operations, business activities and performances within their respective countries.

a. **Country Overseer (Chairman):** The Overseer (Chairman) or his delegated representative presides over the Board meetings and is responsible for ensuring that meetings are planned, well managed and that accurate minutes are recorded and all decision/resolutions are implemented in accordance with the guidance provided in the church policy governing

meetings. A copy of the Minutes of Meetings Policy is available for reference. The Overseer shall provide the vision and direction of the Church, and upon appointing the Board of Trustees and leaders, he shall give them the Terms of Reference and duties and responsibilities that they are to carry out in their assigned positions in the work of the ministry of the Apostolic Faith Church. The Overseer shall be an obligatory signatory for the Church Banking Accounts.

b. **Deputy Country Overseer (Deputy Chairman):** In the event that the Overseer (chairman) is unable to discharge his duties, his deputy chairman who shall be the Deputy Overseer shall act on his behalf. The Deputy Overseer shall be a co-signatory for the Church Banking Accounts. The Overseers shall ensure to authorize the Deputy Overseer to sign as the obligatory signatory in his absence, by appropriate written notice to the bank.

c. **Board Members:** All members of the board/committee shall show commitment and effectively apply themselves in performing the administrative, spiritual and general oversight duties of the Board of Trustees/Committee as highlighted in Church Policy relating to meetings.

d. **General / Secretary:** The secretary of the church board/committee is responsible for ensuring all the relevant meeting documents, minute books and/or files are kept safe and are properly maintained. Once the minutes of the meeting have been finalized and all the signatures obtained, wherever possible, a copy of the minutes must be forwarded by email directly to the office of the district/country overseer. If the particular church does not have access to email then a hard copy of the minutes must be forwarded to the district/country overseer. The Secretary shall be a co-signatory for the Church Banking Accounts

e. **General / Treasurer:** Refer to The Treasurer's Responsibilities stated above, under the Financial Management of the Church

f. **In the absence of the Overseer,** the Deputy Overseer shall chair the meetings. In instances when the Overseer (Chairman) or his deputy are not available, the nominated senior leader present shall be responsible and act as the chair, provided the meeting has been approved by the Overseer and there are no contentious issues that may require input or the decision of the Country Overseer as the ruling authority.

g. **The Overseer may delegate** the role of Chairman to any approved senior leader if it is deemed necessary or such need arises, where the Overseer and the Deputy Overseer are both not available and those matters before the board do not necessarily demand their presence. In any such case, the Country Overseer remains the final approving authority and has the authority to veto any decision taken that is deemed not to be in accordance with objectives and guidelines church or consistent with the direction and mission of the church in that period or in rebellion.

15. CHURCH SERVICES

15.1 General

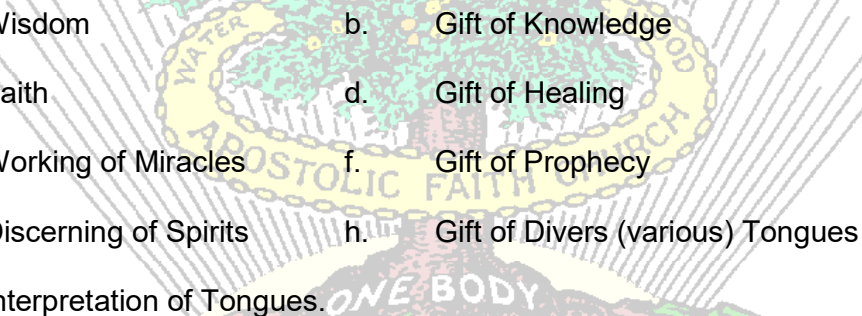
1. The Apostolic Faith Church is first and foremost Pentecostal and believes that the Word of God is given in the voice gifts of the Holy Spirit, i.e. wisdom, knowledge, prophecy, tongues and interpretation and discernment of spirits. It is recognized that the highest form of the Word comes through the first gift, the Apostle. Members of the Church who desire guidance, comfort, edification (enlightenment) or knowledge of the will of God, may seek counsel through the Pastor/Overseer of the assembly to which they are attached and he may, at the leading of the Holy Spirit, provide such counsel and guide the believers and provide direction or comfort according to the Word of God, and help them overcome the challenges they may be facing, and pray with/for them to receive healing and deliverance, and as the Spirit leads, call in the use and impartation of gifts of the Spirit.

2. Such enquirers do so of their own free will, recognizing and accepting that the word spoken is indeed the Word of God to them. God speaks to us through The Word spoken by the Apostle or a member in the Church blessed with the gift of prophecy or the Spoken Word.

3. An important aspect of what we believe and teach is the ministry of the “Laying on of Hands”. It is right for those that are sick or in need, to have the hands of the Apostles, Pastors and Elders laid upon them, and the anointing with Holy oil administered at the leading of the Spirit of God

4. Church services are conducted with a certain spiritual freedom that does not transcend the guidelines of the church and the order of the Word of God according to the scriptures (1 Corinthians 14:33 – “For God is not the author of confusion, but of peace...” verse 40: “Let all things be done decently and in order.”) Church services are orderly, and members of the congregation are often called upon to pray or speak on scriptural and spiritual subjects.

5. However it is necessary and very important to provide time and create an environment for freedom of rejoicing and singing of praises to the Lord, an atmosphere of praise and worship through songs and hymns unto God, in the fellowship of the Holy Spirit, with all believers present in the service lifting up prayer to the Throne of God. This will unite the saints in fellowship and prepare their hearts and minds in oneness for the ministry of the Word and the operation of the Gifts of the Holy Spirit. Gifts of the Holy Spirit are exercised at the leading of the Lord through the Apostle or Pastor conducting the service or gathering. The Gifts of the Holy Spirit exercised in the Church are the nine (9) gifts mentioned in (1 Cor. 12:7-10) as listed below:

- 
- a. Gift of Wisdom
 - b. Gift of Knowledge
 - c. Gift of Faith
 - d. Gift of Healing
 - e. Gift of Working of Miracles
 - f. Gift of Prophecy
 - g. Gift of Discerning of Spirits
 - h. Gift of Divers (various) Tongues
 - i. Gift of Interpretation of Tongues.

6. An Overseer or Pastor is responsible for the order of the Church in his charge in matters both spiritual and material and he has the authority to see that all is done in order. He is responsible for the conduct of services, and whilst the content of services is at the leading of the Holy Spirit, there is nevertheless a need for an orderly structure for every service. All Church services must be used to feed the sheep, the flock of God, thought the sound teaching of the Word of God according to the Scriptures, and continually reinforcing the Pentecostal Doctrine and Articles of Belief to ensure that members are conversant with the doctrine and fully understand what the Church believes and teaches. (I will feed them in a good pasture, and upon the high mountains of Israel shall their fold be: there shall they lie in a good fold, and in a fat pasture shall they feed upon the mountains of Israel. I will feed my flock, and I will cause them to lie down, saith the Lord GOD. I will seek that which was lost, and bring again that which was driven away, and will bind up that which was broken, and will strengthen that which was sick – Ezekiel 34:14-16; John 21:15) The Overseer or Pastor is responsible for the messages the people receive, and may from time to time give permission for a prophet or teacher or other person to speak and has the authority to forbid anyone to speak if he considers such a course necessary. The Overseer or Pastor shall regulate the order of the service and ensure that only one person speaks at a time, one after another, to avoid confusion. He is however not obligated to call others to speak, as the responsibility is on his shoulders to teach and provide direction and vision to the flock of God as guided by the Church. All sermons must be recorded in

summary form with scriptures referenced, every week, and properly filed.

7. Often those National and International affairs that weigh heavily upon members' hearts and the wide communities are brought before the Lord in prayer, or when speaking at services such matters may be addressed prophetically. The Church believes it has a duty to pray for Governments, for leaders and those in authority, and also address and pray over issues that are having a major impact in the world or in any specific country or community. It is during times of prayer that the pleading of the Blood of the Lamb opens the way for the prophetic Word to be called forth. It is not mandatory for the Prophetic Word to be called upon at each service, but it must be at the leading of the Holy Spirit only and not according to the mind of man. The Overseer or Pastor must ensure that the Prophetic Word is recorded and/or written down and sent to the office of Country Overseer, and/or the office of the Regional Overseer.

8. Whilst the services are conducted by the Holy Spirit's leading, the Overseer or Pastor must always ensure there is a clearly defined structure in every service. It is recommended and advised that the Scriptural references used in the Church services are from the King James Authorised version of the Bible, or other approved versions including the other versions the Bible in the local languages so approved. When considering the written Word of the Lord, it is found that there is so much more to be understood than just the literal interpretation of the message read. It is necessary to seek the Lord with a sincere heart and keep an open mind and spirit while studying the Bible and listening to the preaching of the Word during services as there is often a fresh vision and much greater and deeper understanding given to the scriptures through leading of the Holy Spirit. Within the Church however, no wild interpretations are given credibility, and certainly all doctrinal teachings must be firmly based on sound interpretation of the Word of God according to the Scriptures.

15.2 Structure/Format of Services; Materials or Subjects to Teach

1. There is no hard and fast laid down structure/format or program for the conducting Church services. It is important that services flow freely and orderly. The content of services is left up to the Minister or Pastor in-charge of the service, as according to the leading of the Holy Spirit; nevertheless, services should always provide an opportunity for members to truly and joyfully worship the Lord. However, the Regional Overseer or Overseer may, whenever deemed necessary, provide theme and/or guidance as to what format of service to follow, topics or materials for Ministers or Pastors and branch leaders to cover or teach, for specific reasons for a given period at their discretion, to ensure understanding and spiritual growth and development, in an area or areas of need, in all branches. In all the services, there must be time allotted for announcing upcoming events, visits or special services etc.; time for offering; praying for the sick and those that have various need met through prayer.

16. TRAINING AND LEADERSHIP DEVELOPMENT

Ephesians 4:11-12

“And he gave some, Apostles; and some, Prophets; and some, Evangelists; and some, Pastors and Teachers; **For the perfecting (Equipping) of the saints, for the work of the ministry, for the edifying of the body of Christ:**”

“Therefore shall you lay my words in your heart and in your soul, and bind them for as sign upon your hand, that they may be as frontlets between your eyes. **And you shall teach them to your children, speaking of them when you sit in your house, and when you walk by the way, when you lie down, and when you rise up. And you shall write them upon the door posts of your house, and upon thy gates.**” (Deuteronomy 11:20)

1. The Regional Overseers, working with the Country Overseers, with the approval of the International Chief Overseer, will develop curricula and training manuals for Pastoral, Leadership and Ministry Training to ensure that Pastors and Leaders are developed for effective

ministry of the Gospel of Christ, and to identify, train and raise new young leaders as the Joshua generation to ensure smooth continuity in the leadership of the Apostolic Faith Church and the ministry of the Gospel of our Lord Jesus Christ. All leaders must undergo training through the Ministers/Pastors and Leaders Conferences and training workshops, which Overseers must hold annually in their countries, including specific Short Intensive Course Modules, Seminars, youth development programs, special teaching meetings for local branch leaders, and Bible Study groups and Cell meetings etc. The Bible exhorts us to **“Study to show yourself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth” (2 Timothy 2:15).**

2. There shall be no ordination of Pastors or leaders in general who have not undergone the relevant minimum training and satisfied the approved requirements for leadership setting, even when they may have some gifts and graces for ministry or church work. Those who are already in leadership positions but have not undertaken any structured ministry training due to the background of lack of training previously at the time when they were set in leadership will undergo leadership development and training, which they will take seriously with full commitment.

3. Training and leadership capacity building shall be done in a well-structured manner and shall be measurable, with the ultimate goal of producing effective results that shall see the growth of the ministry of the Apostolic Faith Church.

4. The training curricula shall comprise both the spiritual and doctrinal teachings grounded firmly in the Word of God and also management and administrative matters and skills development, including the decorum, conduct and discipline expected of leaders and members of the church. Teachings in the areas that include the Foundations of Faith in Christ Jesus, Evangelism and Mission Works, Discipleship, Ministry of the Holy Spirit, Pastoral Ministry and Leadership, Church Governance and Administration, Church Discipline, Church Growth and Development, Kingdom Finance, and Stewardship among others will be given priority.

5. The training manuals and materials as well as the church governance documents will be translated into Portuguese, French and as far as practicable, into major commonly used local languages.

17. INVESTIGATION OF DISPUTES/COMPLAINTS/MISCONDUCT

“Take heed to yourselves; if your brother trespass against thee, rebuke (*censure*) him; and if he repent, forgive him”. Luke 17:3

If an Apostle/Overseer/Pastor receives a report of a dispute or complaint of misconduct involving a member of the Church, an investigation shall be undertaken to establish the facts of the matter reported. The Regional Overseers have the delegated authority of the Chief Apostle to investigate, hear and subsequently deal formally with internal disputes or allegations of misconduct involving members of the Church in any country within their jurisdiction. The Country Overseers have the delegated authority of the Chief Apostle through the Regional Overseer to investigate, hear or deal formally with internal disputes or allegations of misconduct involving members of the church within their country of responsibility.

17.1 What is an Investigation?

a. An investigation is simply a process designed to gather information in order to determine whether any wrongdoing has occurred and, if so, who is responsible. An investigation is a fact-finding process to help establish the truth about what happened. This means that the fact finding process helps us arrive at the appropriate and logical conclusion that either proves (establishes) or disproves the matter being investigated.

b. In all cases the Regional or Country Overseers may delegate their authority to a District Overseer, Pastor or other suitably qualified member to investigate on their behalf any internal dispute or allegation of misconduct involving members of the congregation. If, after the initial fact finding investigation is concluded, the Country Overseer feels there may be a conflict of interest, or for any other reason that may be considered prejudicial to the case, shall refer the matter to the Regional Overseer for further investigation and/or hearing of the charges. An investigation must be carried out if the reported dispute or allegation of misconduct is likely to have a negative impact on the Church in any country. In all such across the border investigation cases the Chief Apostle must be notified immediately of the nature and scope of investigation and the likely outcomes.

17.2 Fact Finding

1. Fact finding is a simple process for establishing the facts of the case at hand. In all cases the persons making the complaint or reporting the matter and those that may have witnessed the incident must be interviewed and the information obtained as follows:

- | | | |
|----------------------|----------------------|-----------------------|
| a. What happened? | b. When it happened? | c. Where it happened? |
| d. Who was involved? | e. Why it happened? | f. How it happened? |

17.3 Fairness in Fact Finding

1. The Guiding Rule for the conduct of fact finding investigations is fairness, openness, and making a “full disclosure” of the known facts, to the person(s) being investigated as they must know the reason why they are being investigated. The responsible Church Officer carrying out the investigation must be fair, honest and above all else objective. They must never assume that the person they are talking with is guilty or responsible for any wrongdoing. Fair, honest and objective are explained as follows:

a. **What is fair?** It is being open and straight forward with the person throughout the investigation. Open minded, establishing the facts and including all the evidence obtained. All questions must be clear and relevant to the matter being investigated and all persons involved must be aware of the need for honesty and confidentiality.

b. **What is honest?** It is being upright in principle and action, being devoid of any hypocrisy and speaking or having spoken freely and sincerely.

c. **What is objective?** It is free from bias, not making a judgment, and keeping an open mind, not forming an opinion before all the facts are known. This means there should not be a conflict of interest on the part of the investigator.

17.4 Conflict of Interest

11.6. A conflict of interest is when the person responsible for investigating the case has a personal relationship with the person involved or is somehow involved in the actual case. In other words it is when a decision or outcome of the investigation could or may be influenced by his/her personal interests. In situations where there may be a conflict of interest, the Country/Regional Overseer must be advised and a request made to be removed from the case as any further participation in the investigation may be prejudicial.

17.5 Statements

1. After interviewing and obtaining the initial complaint and the witness's account of the incident/matter being reported, they should provide a written statement of the facts. A statement is written in the first person and is in the actual words spoken and used by the person providing the statement. In all cases the person making the statement must be guided in providing an accurate account of their facts as follows:

a. Place, date and time of the actual dispute or alleged misconduct and what the witness

was doing, what they saw and what they did (I was, I saw, I did). The statement must be signed by the person making the statement and the date and time it was taken must be included by the investigator concerned.

17.6 Reports

1. On completion of the investigation the person carrying out the fact finding shall submit a written report outlining the dispute/allegations, witness's comments and facts established to either prove or disprove the dispute/allegations made. The standard of evidence required to substantiate a charge is not "Beyond Reasonable Doubt" as required in a court of law but is rather based on the "balance of probabilities" which means the evidence indicates that it is more probable (likely) than not that the member was responsible for the dispute or misconduct.
2. The report must explain the investigation in a chronological sequence. In all cases a report must portray a clear picture of events to the person reading it. The report must be written in the third person. The report is submitted to either the Country or Regional Overseer, depending on who authorised the fact finding investigation. The Country or Regional Overseer may assign the task and responsibility for quality control of an investigation report to a suitably qualified senior leader. This quality control measure is essential for checking that the report and attached statements provide the necessary evidence to substantiate the findings of the investigation and for ensuring the report complies with Church procedural requirements.
3. The report is a record of the investigation methodology used and also highlights the facts established and whether there is sufficient evidence available to support the charge. If there is insufficient evidence available to support the charge, the report shall recommend that no further action be undertaken.

18. IDENTIFYING UNACCEPTABLE CONDUCT

"Obey them that have rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you" Hebrews 13:17

18.1. All members of the Apostolic Faith Church are expected to continually obey the rules, regulations and articles of belief. Members of the church, and in particular office holders, must be open, honest and transparent in their dealings with others. To avoid malicious gossip and back biting occurring in the church, members are encouraged to bring disputes, incidents of unacceptable conduct/behaviour and any issues that may cause conflict between church members, to the attention of pastors/overseers/elders immediately.

"These six things doth the Lord hate: yea, seven are an abomination unto him, a proud look a lying tongue and hands that shed innocent blood. A heart that deviseth wicked imaginations, feet that be swift in running to mischief, a false witness that speaketh lies, and he that soweth discord among brethren." Proverbs 6:16-19

18.2. Within the Apostolic Faith Church unacceptable conduct/behaviour is considered to be any conduct or behaviour that undermines the Christian values of the Church and has the potential to discredit the Church. Unacceptable conduct or behaviour which is considered as a serious disciplinary matter is every direct and deliberate act performed by a member that is against God's Laws as follows:

1. All Members of the Church

"Know ye not that the unrighteous shall not inherit the kingdom of God? Be not deceived: neither fornicators, nor idolaters, nor adulterers, nor effeminate, nor abusers of themselves with mankind, nor thieves, nor covetous, nor drunkards, nor revilers, nor extortioners shall inherit the kingdom of God." 1 Cor. 6:9-10

- a. Involvement with or participating in pornography, homosexuality, sexual encounters

outside of marriage, child abuse, wife beating, illicit drug taking, drunkenness, gambling, any other criminal act and/or generally behaving in a manner that may bring the Church into disrepute.

b. Any heresies or dissensions from the doctrine or teachings of the Apostolic Faith Church that cannot be subdued by the authority of the apostle and the heresy or dissension is likely to affect the unity of the church.

Note: Heresies means any deviation from Church teachings or sacrilegious actions or blasphemy and/or violation of Church beliefs or teachings. Dissensions means conflicts with, or rebellion against, Church teachings, management or authority of the Apostle.

c. Deliberately defying the authority of the National, or Country Overseer, or Pastor or any officeholder who has the delegated authority to manage, supervise or oversee Church operations. All Office holders and members shall in all faithfulness and truth “obey them that have the rule over them” (Heb. 13:17).

d. Vile, vicious, abusive and/or rude communications, either written in emails or letters or words spoken to others at meetings, making derogatory comments about Church Leaders and/or making false accusations about senior Church leadership being immoral, unethical or corrupt and/or being involved in a criminal act is considered as serious and unacceptable misconduct.

e. Misuse, misappropriation, mismanagement and stealing of church funds and property. Leaders and all members are supposed to be faithful stewards of the Church.

2. Apostles/Pastors

a. Apostles and pastors through their actions may be considered as being unfaithful in their Office. The term “unfaithful in his office” is defined as the Apostle/Pastor no longer observing the promises, vows or allegiance they made when ordained, or not performing their duties. They are then violating the trust or confidence placed in them by the church and/or being treacherous, deceitful, and untrustworthy. If one or more of the ingredients listed above are present then the Apostle/Pastor is deemed to be unfaithful in his office. This is considered a serious matter in the church as it impacts negatively on the entire church and congregation. In any such case where there is an allegation made against an Apostle/Pastor, it must be dealt with as expeditiously as possible.

3. Assessment of Dispute or Misconduct

a. It is essential, when dealing with allegations of misconduct involving members, that common sense prevails and the difference between deliberate wayward action and the mistaken involvement in sin must be understood. To love truth and honesty and good order is the only safe ground. It stands to reason that any man given charge of the spiritual and temporal administration of a church, or those having a position of authority within the church, can only exercise this authority so as long as they faithfully adhere to the doctrine and ordinances of the Apostolic Faith Church. The benchmark being that all members, including Overseers/Pastors, of the Apostolic Faith Church can only remain members for as long as they continue to obey the rules, doctrine, Articles of Belief and Decrees of the Apostolic Faith Church.

19. DEALING WITH ALLEGATIONS OF MISCONDUCT

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother, but if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established, and if he shall neglect to hear them, tell it to the church, but if he neglect to hear the church, let him be unto thee as an heathen man and a publican. Mathew 18:15-17

19.1 Disciplinary standards within the church are essentially for the greater good of individuals and the entire Christian congregation in general to prevent harm to others and to ensure that non-believers can see there is no falseness within the church. There are a number of sins which the Bible describes as serious and harmful which the church must always take action and correct.

19.2. Where an offence or misconduct is deemed to not be of serious nature and not adversely affecting the order and unity of the church according the guidelines and ordinances of the church, the person concerned when spoken to by the church and they are genuinely remorseful and repentant and ask for forgiveness, then no further disciplinary action may be taken.

19.3 One of the most difficult tasks for an Overseer is dealing with allegations of misconduct levelled at a member of the church. In many cases there could be a tendency to look the other way and hope that the matter solves itself. Unfortunately, not dealing directly with any such allegations is viewed by the member responsible as a weakness on the part of the Overseers and Church leaders, which can allow the issue to escalate into a much more serious matter, and sometimes very nasty and open conflicts develop. An investigation shall be carried out into each and every dispute or allegation of misconduct involving Church members. Under no circumstances are disputes or complaints of misconduct, or defiance of Church policy or procedures to be overlooked or ignored. It is in the best interests of the Church and its members if internal disputes or complaints of misconduct are dealt with openly, fairly and are appropriately documented.

19.4 All disputes with or charges against a Church member shall be referred directly to the Pastor/Overseer who has responsibility for the particular church concerned. The Pastor/Overseer dealing with the dispute is authorised to speak directly with all parties involved and obtain all the information concerning the dispute and/or charges made regarding a church member. Depending on the seriousness of the dispute or charge in question the Pastor/Overseer may resolve the matter fairly or may have it heard and proved before the Church Presbytery/Panel or may forward it to District/Country Overseer for further action. In all instances prior to taking any formal action the concerned Pastor/Overseer must notify the next highest office, District/Country/Regional Overseer and request advice and guidance for dealing with all such matters. The Headquarters Church must always be advised of the matter and any decision that may be taken by the Church Headquarters Presbytery or District/Country or Regional Overseer. Those matters involving an Apostle/Overseer must always be referred to the Headquarters Church Presbytery, and should they so decide, any such disputes or charges must be declared and proved before the Headquarters Church Presbytery, whose decision in this, as in all matters pertaining to church government and discipline shall be final.

19.5 **Initial Action.** On receipt of a report of a dispute or allegation of misconduct involving a member of the Church the Pastor or office holder receiving the complaint must quickly assess whether or not there are reasonable and sufficient grounds to initiate a fact finding investigation. The matter must be referred to the next level of Church management immediately for advice, guidance and further investigation. Regardless of whether or not there are reasonable and/or sufficient grounds to warrant an investigation the matter must be brought immediately to the attention of the Country Overseer, through the appointed District Overseer. All such reports regarding disputes or misconduct allegations must be forwarded to the next level of management in writing, outlining the dispute, or alleged misconduct and the actions taken and recommendations made by the Pastor/office holder that initially dealt with the complaint.

20. FACT FINDING INVESTIGATION STEPS

There are a number of very simple steps that should be taken when assessing whether or not there are reasonable or sufficient grounds to warrant an investigation into any reported dispute or allegation of misconduct involving members of the congregation. These steps are designed to help the Pastor or officeholder arrive at a logical conclusion as to whether or not there are reasonable and sufficient grounds to investigate the matter to establish the facts. The steps are as follows:

20.1 Step One: Assessment

a. What exactly has happened, where and when it happened, who was involved, who actually saw it happen, why it happened, how it happened. Is it a regular occurrence or an isolated act?

20.2 Step Two: Identifying the Actual Misconduct/Dispute

a. Identifying the misconduct/dispute as outlined in paragraph 13 and what is required to either prove or disprove the case?

20.3 Step Three: Identifying Witnesses

a. Identifying witnesses and establish what is required from each witness.

20.4 Step Four: Fact Finding

a. Witnesses tell what happened, when it happened, where it happened, why it happened, who was involved, how it happened, other witnesses and why they believe this incident may have a negative impact on the Church and that the dispute or alleged behaviour/conduct is not that expected of a member of the Apostolic Faith Church.

20.5 Step Five: Identifying and Dealing with the Member(s) Involved

a. Identify the members involved in the incident and interview and record a statement from the member(s) involved in the dispute or alleged misconduct incident. At this point the member must be provided with full disclosure of the known facts by the investigating officer and advised that the interview is an opportunity for him/her to answer the allegations.

b. The statement provided must clearly outline the incident that took place, and includes what, when, where, why, who and how it happened. It is essential that the member explains what impact the incident may have on the Church, and whether or not the behaviour/conduct or dispute is expected of a member of the Church.

c. In addition the statement must include whether or not the member is remorseful, repentant and humbly requests forgiveness from the congregation.

20.6 Step Six: Investigation Report

a. An investigation report is completed outlining all the actions taken by the Pastor/investigator and includes the established facts to either prove or disprove the allegations. The report shall also include a recommendation on further actions and shall have all the statements attached when forwarded to the Country Overseer.

21. REVIEW OF FACT FINDING INVESTIGATION REPORTS

21.1 On receipt of an investigation report the Overseer concerned shall review the content of the report and attached statements to establish its accuracy and ensure that sufficient evidence to substantiate the charge has been obtained and is included. All disputes with, or charges against, any office holder or member shall be referred to the Pastor/District/Country Overseer. However, if the dispute is with, or charges are against, a Country Overseer then the fact finding investigation report must be referred to the Regional Overseer for further action. In all cases where there is a dispute or charges are made against an Apostle the Headquarters Church is to be notified immediately.

21.2 At the conclusion of the review, the investigation report and findings must be referred to the Church Headquarters Presbytery/Board of Trustees/Special Disciplinary Panel for discussion, and should they so decide such disputes or charges must be declared and proved before the Church Headquarters Presbytery/Boards of Trustees/Committee or Special Disciplinary Panel. The decision of the Church Headquarters Presbytery/Boards of Trustees/Committee or Special Disciplinary Panel shall be final.

22. PRE HEARINGS ADMINISTRATION

22.1. All hearings held to deal with a dispute or misconduct involving members must be fair, transparent and fully documented from the outset of the investigation to the final outcome and conclusion of the hearing. Once the decision has been taken to have the dispute or misconduct tried in the presence of witnesses then the due process requirement must be accorded to the member concerned. This process shows that the investigative procedure and the conduct of the hearing are fair, open and transparent. At the completion of the fact finding investigation and before any formal hearing, the member concerned must be:

- a. Informed in writing of the allegations made against him/her.
- b. Provided with copies of the relevant statements and other documentary evidence.
- c. Given a reasonable opportunity (7 days) to respond in writing to the dispute or allegations of misconduct.

22.2. Once the response to the charge has been returned and has been reviewed by the appropriate reviewing body, the decision must then be taken as to whether or not the matter is referred to the Church Headquarters Presbytery to be declared and proved in the presence of witnesses. It is important to note that if the member accepts the findings of the investigation report and admits involvement in the dispute or the misconduct and is truly repentant, there is no requirement to pursue the matter any further and/or hold a hearing. In such cases the Pastor/District/Country Overseer must send a formal letter to the member concerned outlining the facts established and advising that based on the admission made no further action in this particular case will be taken, however, any recurrence or other related disputes will be subject to a full hearing.

23. HEARING DOCUMENTATION

23.1 The decision will be taken whether a formal hearing is required to resolve the dispute or deal with the allegation of misconduct.

23.2 Once the decision is taken that a formal hearing is required to resolve the dispute or deal with the allegation of misconduct, it is essential that the Pastor/Country/Regional Overseer selects the appropriate panel to hear and decide the case. The Pastor/Country/Regional

Overseer must first determine whether or not there may be a conflict of interest with either himself or any other member of the selected panel. If a conflict of interest involving the Pastor/Country/Regional Overseer is established the Pastor/Country/Regional Overseer must refer the case to the next level for the selection of the panel chairman. If, however, the conflict of interest involves any other member selected to serve on the panel, that member shall be replaced.

23.3 It is essential that prior to the actual hearing the panel and the member involved in the dispute or alleged misconduct have access to all the relevant documents.

a. **Hearing Notification Document.** This document is sent to the member(s) involved in the dispute or alleged misconduct and shows the date, time and location of the hearing. It also lists the names of each panel member and the names of all witnesses. An example of a Hearing Notification Document is at **Annex J**.

b. **Fact Finding Report.** This is the initial investigation and outlines the case against the member(s) involved. It includes the witnesses that actually observed the dispute or alleged misconduct.

c. **List and Statements of the witnesses.** This is a list of those witnesses attending the hearing and includes their statements. It must also include those witnesses called by the member(s) to help in their defense.

d. **Governance, Administration and Management Manual** of the Apostolic Faith Church

e. **The Deed Poll of the Constitution of the Apostolic Faith Church** (if required)

f. Any other reference manual / document that might be relevant

g. **Hearings Procedures.** This document is essential for ensuring that the hearing complies with the procedures that show it was fair, open and transparent. In addition it shows that the procedures at the hearing gave the member involved an opportunity to fully explain their involvement and answer the charge.

h. **Hearing Log/Record Sheet.** This is an essential document that must be completed by the appointed panel secretary during the hearing. It outlines all the evidence presented by all the witnesses and shall include a summary of the panel deliberations and recommendations.

24. HEARING PROCEDURES

24.1. If the decision is taken to hold a hearing then the Overseer (Chairman) must ensure that the member(s) so charged and all witnesses are advised of the decision and that the Hearing Notification Document is issued. However, if in the response the member accepts the findings of the report and admits involvement in the dispute or the misconduct and is truly repentant, there is no requirement to pursue the matter any further or hold a hearing. In that case it is important, however, that the Overseer (Chairman) forwards a letter to the member concerned, outlining the findings and the member's acceptance of the charge and the decision taken by the Board of Trustees/Committee or Disciplinary Panel.

24.2. Once the decision is taken to proceed with a hearing, the Chairman of the Disciplinary Committee/Special Panel is informed and advised to select a suitable date for the hearing. The Pastor/District/Country/Regional Overseer must first ensure that there is no conflict of interest between the person(s) charged and any persons selected to serve on the Disciplinary Committee/Panel to hear the case. It may be more appropriate to select a qualified senior leader as the Chairman of an independent disciplinary panel to deal specifically with the case.

The Chairman is responsible for assembling the Disciplinary Committee or Panel to select a suitable date for the hearing. This means that the person(s) being charged and all the witnesses must be advised of the dates they are all to attend the hearing. It must be noted that the person charged/accused shall represent and answer for him/herself. No person, member of non-member shall speak or answer on behalf of the accused/charged. However, where an accused person is unable to attend the hearing on acceptable grounds, he/she is allowed to send a proxy who is a member of the church.

24.3 Once a date has been selected, the Chairman must ensure the following:

a. A Hearing Notification document is forwarded to all members required to attend the hearing. The document must include date, time, and location of the hearing, name of the member charged, the nature of the case being heard, and names of the panel members hearing the case, and the names of all the witnesses.

b. That the fact finding report, with all witness statements, and all relevant documentation are presented to the Disciplinary Committee or Panel for their perusal and ease of reference during the hearing.

c. That each panelist has reviewed the case and prepared questions for the member(s) to explain his/their actions and for witnesses to explain their observations.

24.4. The procedures for conducting a hearing are as follows:

a. Chairman opens hearing by welcoming all parties, and leads the hearing in prayer.

b. Chairman reads out the charge exactly as it is outlined in the Hearing Notification Document and explains that the hearing is being held to discuss the allegation/issue and give the member an opportunity to provide a response.

c. The chairman shall introduce all the witnesses and ask them to leave the hearing room and wait outside until called by the chairman to present their evidence.

d. The Chairman shall outline the findings of the fact finding investigation before the panel and the member. and introduces all the witnesses who shall be presenting their evidence to either prove or disprove the allegations made. At this point the witnesses must leave the hearing and wait outside the room until called by the Chairman to present their evidence.

e. The Chairman shall ask the member if they accept the findings of the report and if there are any accounts or evidence or statements contained in the Hearing Notification Documentation provided to them that they disagree with and do not accept and if so have them explain what it is they disagree with and do not accept.

f. Chairman calls on the member to explain in their own words their understanding of what the dispute is about and/or what happened on the day in question.

g. Chairman and panel can ask questions (cross-examination) of the member to clarify matters.

h. Chairman calls each witness separately to explain their version of events and what happened on the day. The Chairman and panel may also question (cross-examine) each witness to establish facts or clarify any issue.

i. The Chairman must ask the member if there are any mitigating circumstances for the dispute or misconduct that should be considered.

j. Advise all that the hearing is being adjourned for discussions by the panel and that the hearing will reassemble at (time).

24.5. The Chairman shall appoint a secretary for the hearing and the secretary shall maintain the Hearing Log/Record (Minutes of the Hearing). This must accurately record the start and finish times, times of any adjournments, times the witnesses gave their evidence and a summary of the statements made by the member in response to the allegations/charge. It must also be used to record each question asked by the panel and the answers given by the member and/or witnesses.

25. PENALTIES FOR MISCONDUCT AND CAUSING DISPUTES AND STRIFE

25.1. The Church must have some recourse (options) when dealing with members who have been involved in a dispute or misconduct that has impacted on the good order and unity of the Church. In many cases once the member has had the opportunity to have their case tried in the presence of witnesses they repent and humbly request forgiveness. Nevertheless, members must be aware that there are consequences for their misconduct and that any decision made by the hearing panel/Presbytery shall be final. However, the member may lodge a notice of appeal within one week of a decision being made against him/her. On receipt of the appeal the leadership level concerned must forward it directly either to the District / Country / Regional or International Headquarters Church Presbytery for further review. The first level of discipline is the Branch, from the branch an appeal goes to the District leadership, from the District leadership it goes to the Country Headquarters. Any member/leader dissatisfied with the decision of the Country Headquarters appeals to the Regional Presbytery, and the final appeal level is the International Headquarters Presbytery at Bournemouth, England.

25.2. The penalties for misconduct / misbehavior and causing dispute and strife:

1. Apostles

- a. If proved unfaithful to his charge an Apostle may be removed from his position/office and may be appointed to a lesser office.
- b. If through unbelief, fear, disaffection (disillusionment) or for any other cause an Apostle departs from his charge delivered unto him at ordination and either breaks connection with the Headquarters Church or deliberately defies the instruction of the Chief Apostle or is involved in any unacceptable conduct/behaviour that undermines the Christian values of the Church and has the potential to discredit the Church, may have his membership revoked and be expelled from the Church.

Note: All disputes with or charges against an apostle shall be first referred to the appropriate Headquarters Church Presbytery who shall make a decision: the final appeal shall be made to the International Headquarters Presbytery, and should they so decide, such disputes or charges must be declared and proved before the International Headquarters Church, whose decision in this as in all matters pertaining to church government and discipline shall be final.

2. Prophets/Prophetesses/Pastors and all Leaders

- a. May be directed to keep silent in Church services, or barred from attending Church services altogether for a defined period of time or until such time of repentance and restitution occurs, which shall, in the opinion of the Presbytery, have sufficed for the putting away of the evil, after which time such a person may be restored to fellowship and afterwards to office.
- b. If a case has been proven against a prophet/prophetess/Pastors/teachers or any other leader for a serious dispute or deliberately defying the instructions of the Apostle, or is involved in any unacceptable conduct/behaviour that undermines the Christian values of the Church and

has the potential to discredit the Church, they may have their membership revoked and be expelled from the Church. All the disciplinary rules which govern a prophet in the Apostolic Faith Church apply equally to any leader who shall in faithfulness and truth “obey them that have the rule over them”.

c. Any Pastor/Elder/Deacon/Deaconess and any other leader who through fear, unbelief, disobedience or lapsing into open sin, proves himself to be unfaithful to his charge shall be suspended from office and from taking part in public worship by command of the apostle to whom he is responsible.

d. If a case has been proven against a Pastor/Elder/Deacon/Deaconess or any other leader for a serious dispute or deliberately defying the instructions of the Apostle or involvement in any unacceptable conduct/ behaviour that undermines the Christian values of the Church and has the potential to discredit the Church, they may have their membership revoked and be expelled from the Church.

3. **Members**

a. Any member involved in open sin or involved in a serious dispute or openly defying an Apostle/Pastor may be refused entry and/or participation in any Church meeting and may be barred from attending Church services altogether for a defined period of time or until such time of repentance and restitution occurs. If, however, the behaviour of any member is likely to bring the Church into disrepute and/or undermines the Christian values of the Church, or propagating deception and causing division in the church, they can have their membership revoked and shall be expelled from the Church.

4. **Where a special case of misconduct occurs** and is established, for which there may be no specific penalty clearly stipulated under these regulations, the Apostle/Overseer, shall determine an appropriate penalty commensurate to the misconduct or behavior in question.

5. **Where a serious offence/misconduct** has been committed which threatens the unity or reputation of the church in a manner that demands urgent and immediate action, the church leadership shall quickly take action to stop and subdue the misconduct with immediate effect.

a. The following actions shall be taken before carrying out any investigation to preserve the church's integrity and protect its members and defend its objectives:

- (i) Immediate suspension from position of leadership or responsibility and from representing the church in any capacity.
- (ii) Barring the offenders with immediate effect from attending church services

26. **EXPULSION / EXCOMMUNICATION FROM THE CHURCH/ REVOCATION OF MEMBERSHIP**

“This know also, that in the last days perilous days shall come, for men shall be lovers of their own selves, covetous, boasters, proud, blasphemers, disobedient to parents, unthankful unholy, without natural affection, trucebreakers, false accusers, incontinent, fierce despisers of those that are good, traitors, heady, high-minded, lovers of pleasure more than lovers of God, having a form of godliness, but denying the power thereof: from such turn away”. 2 Timothy 3:1-5

“Now I beseech you brethren, mark them which cause divisions and offences contrary to the doctrine which you have learned: and avoid them. For they that are such serve not our Lord Jesus Christ, but their own belly; and by good words and fair speeches deceived of the simple.” Roman 16:17

26.1. It must be made clear to all members of the church, regardless of their position in the church that their continued membership depends entirely upon their adherence to the rules,

doctrine and beliefs of the church. Membership of the Church may be revoked for serious disputes or misconduct as listed below:

- a. Total disregard of decrees, rules and regulations, and failing to obey the rules and Articles of Belief.
- b. Any heresies (beliefs contrary to Apostolic Faith Church doctrine and teachings) or dissension (angry disagreement causing division/rebellion) that assume such serious proportions as to be likely to affect the discipline or unity of the church and in the event of the local authority of the overseer being defied.
- c. Any behaviour that seriously undermines the leadership of the Church or any foul or threatening communications either verbal or written making vile statements or false allegations about senior Church Leaders or any other office holder.
- d. Unacceptable and unrepentant behaviour and immoral conduct, such as defiling the sanctity of marriage, engaging in homosexual or lesbian acts or taking part in any criminal act that is punishable by law in the country concerned.

26.2. The Bible passages below support the expulsion of members from the church who do not repent, have no remorse for serious and harmful sin and who may have even lapsed into open and willful sin.

"A man that is a heretic (dissenter) after the first and second admonition (reprimand) reject." Titus 3:10. "A perverse person stirs up conflict, and a gossip separates close friends". Proverbs 16:28

"And if any man not obey our word by this epistle, note that man, and have no company with him, that he may be ashamed, yet count him not as an enemy, but admonish {reprimand} him as a brother". 2 Thess. 3:14-15

"Now I beseech you brethren, mark them which cause divisions and offences contrary to the doctrine which you have learned: and avoid them. For they that are such serve not our Lord Jesus Christ, but their own belly; and by good words and fair speeches deceives of the simple." Roman 16:17. Read also: Matthew 18:15-17; 1 Cor. 5:1-13

*"Cast out the scorner, and contention shall go out; yea, strife and reproach shall cease" Proverbs 22:10 (KJV)
"Driver out a scoffer (trouble causer), and strife will go out, and quarrelling and abuse will cease" Prov. 22:10 (RSV)*

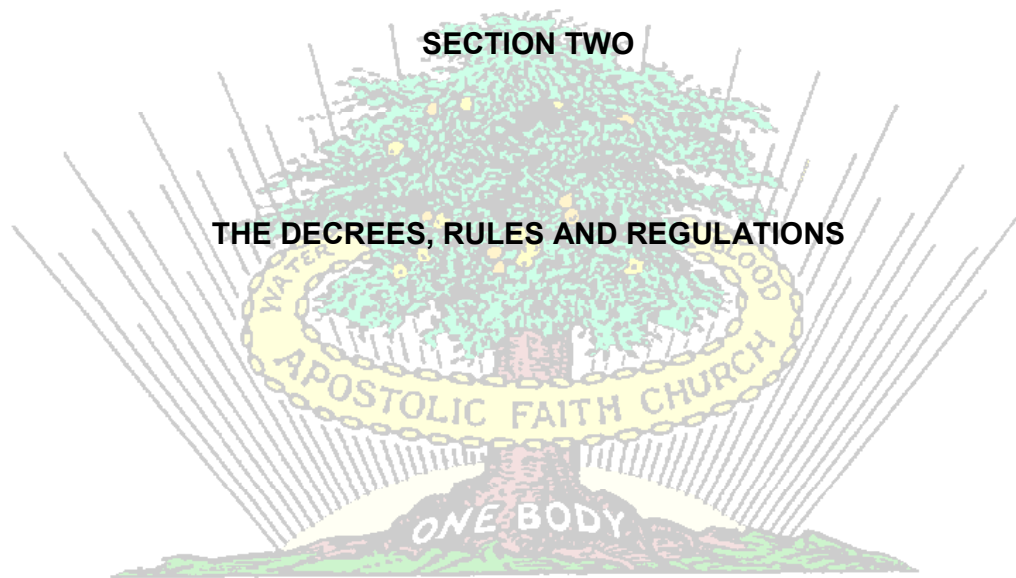
27. PROHIBITION OF THE PRINTING AND USE OF CHURCH NAME, LOGO; PRODUCTION AND USE OF CHURCH UNIFORMS, BADGES RUBBER STAMPS ETC

27.1 The printing and use of the name and logo of the Apostolic Faith Church without the written permission of the International Chief Overseer through the Regional Overseer is illegal. The production and/or use or sale of Church uniforms, church badges, or any materials or ornaments branded with the name and or logo of the Apostolic Faith Church as it relates to this Church established in England in 1908 with its International Headquarters at Bournemouth, is prohibited, and restricted to the church through the authority and permission of the International Chief Overseer through the Regional Overseer or the headquarters presbytery. The name of the Church is registered and the logo, badge and other related creations of the Church are copyright. Any minister desiring the use of a Church Rubber Stamp must first obtain a written permission from the Regional Overseer. No person is allowed to advertise anything regarding the Church on any platform or such as social media, burner, poster, newspapers, television and other electronic media etc., unless written permission has first been obtained from the Regional Overseer through the Country Overseer.

27.2 The Deaconesses/women's uniform comprises a long-sleeve blue blouse with about five buttons and with a belt, a black plain skirt, a white collar on the shoulders and a white hat, black shoes and black stockings. The youth's uniforms, for young ladies and girls comprises long-sleeve white blouse with a belt, a black plain skirt, a blue collar on the shoulders and a white hat, black shoes and black stockings.

27.3 The men will preferably wear a black or navy blue suit, a black or blue shirt and a tie. The men may also wear a blue vest or waistcoat inside their jackets, or, especially young men - a blue belt running across their upper body diagonally hanging on one shoulder with a church emblem (Tree of life) with the words "ONE BODY" embroidered on it. Pastors will wear appropriate pastoral apparel in preferably black or blue shirt with collar. Senior Ministers and Overseers may also wear preferably a black gown, especially when attending or performing ceremonial/special duties. Further, everyone shall have a maroon/red glazed church badge with a green 'Tree of life' engraved into it and the name of the Church around the Tree of life, pinned onto the jacket lapel, or collar.





Reference: Decrees of The Apostolic Faith Church dated 7 July 1916

CONTENTS

Foreword	44
1916 First Publication: Message by William Oliver Hutchinson	46
1948 Second Publication: Message by James Hutchinson-Dennis	47
1. Outline of Church History	48
2. Title of Church	48
3. Necessity of order	48
4. Government of Church	49
5. Relative Value of Offices in the Church	50
6. The offices in the church, their order, importance and rules Governing them	50
7. Necessity of Rules and Regulations	50
8. Ordination of Ministers, Certificates and Credentials	51
9. Concerning Apostles	52
10. Concerning Prophets	53
11. Concerning Teachers	54
12. Concerning Pastors/Overseers of Assemblies	54
13. Concerning Elders	55
14. Concerning Deacons	55
15. Concerning Deaconesses	55
16. Concerning Interpretation and Other Gifts	55
17. Laws Affecting Existing Churches	57
18. Laws Affecting Churches Wanting Connection with the Church	57
19. Laws Concerning New Buildings and Acquiring Property	57
20. Leadership, Membership and Key Offices In The Church	58
21. Disciplinary Matters Involving Office Holders and Members	59
22. Apostles (Country Overseers) Authority in Disciplinary Matters	61
23. Reporting of Disciplinary Issues Involving Members	61

FOREWORD

Introduction

The Decrees of the Apostolic Faith Church were first published in 1916 and a second edition was published in 1948, whilst both publications are effective, nevertheless there is a need to reformat the Decrees to make them more user friendly and reflect the administrative changes that have occurred over the past 68 years. There has been an unintended shift away from the government of the church, as outlined in the Decrees, with the introduction of administrative and management procedures that are more in keeping with business orientated organizations, where administrative and management decisions being based solely on the agreement of the Board of Trustees or Committees. In fact in many cases the Board of Trustees and Committees had taken over all responsibility for the affairs of the church in their respective countries with the Overseer relegated to a supportive role and answering to them. The local committees actually believed that they were solely responsible for the selection of Regional and Country Overseers and were even empowered to remove an Overseer from office.

Section Two Format

The Decrees in Section Two have been reformatted for easy reference and the content has not deviated from the 1948 second publication. However, there have been some layout changes with the lengthy paragraphs, being separated into shorter ones, under separate sub headings. This reformatted version is easier to read and understand. It has also grouped all disciplinary matters relating to leadership and the various office holders under a separate heading. The Decrees of the Church are designed to clearly explain church expectations regarding leadership, membership, discipline, revocation (withdrawing) of membership, and the responsibilities of its office holders.

Government of the Church

The Chief Apostle, also known as the International Chief Overseer is the ultimate ruling authority of the church. Those Apostles, also known as Country Overseers, are the ruling authorities for the church in their specific countries. As the ruling authorities for government of the church in their respective countries they are responsible to the Chief Apostle, through the Regional Overseers, for all church affairs within their specified jurisdiction.

Leadership

Essentially all leaders within the church are expected to “lead by example” in all things they do. The Chief Apostle/International Chief Overseer expects absolute honesty from ministers in all monetary affairs and personal dealings. It is reasonable to expect that ministers and office holders in the church will always exercise good self-control and lead exemplary family lives, which also includes responsible family planning. No minister or office holder can have more than one wife and divorce can only be acceptable if the minister or office holder is the aggrieved party and guilty party meets the exact criteria as explained by Jesus in Mathew 19:9. “And I say unto you, whosoever shall put away his wife, except it be for fornication, and shall marry another committeth adultery; and who so marrieth her which is put away doth commit adultery.” Ministers are chosen of the Lord and as such are expected to shine forth as a beacon of light and witnesses for the Lord.

Membership

Any person volunteering to become a member of the Apostolic Faith Church shall make to the pastor concerned, a satisfactory statement of commitment, showing that they understand the general rules of membership and have read the Decrees and Articles of Belief of the Apostolic Faith Church and most importantly they believe them and will act upon them. They must also be aware that their continued membership depends upon them continually obeying these rules and abiding by the Articles of Belief. All those who are members of the Apostolic Faith Church are bound by the rules and regulation, and the Articles of Belief of the Church.

Discipline Proceedings

All church members must be fully aware that should they fall into sin or fail to adhere to church policy as laid down in the church Decrees, rules, regulations ordinances and policy guidelines they may be subjected to an investigation and internal disciplinary proceedings.

Revocation/Rescinding Membership

The church may revoke the membership of a person for a serious disciplinary matter that is a direct and deliberate act against the Word of God and for unacceptable and unrepentant behaviour or immoral conduct that may bring the church into disrepute. The revocation must be explained and formalised in a letter from the Overseer to the member concerned.

A member may rescind their membership by submitting a letter of resignation to the overseer through their pastor. The person shall cease to be a member of the church on the date stipulated in the letter of resignation. Once a person has resigned their membership they are no longer subject to the church disciplinary proceedings or decrees.

Responsibilities of Office Holders

Office holders are responsible to the Apostle/Overseer, by whom they were appointed for the proper performance of their functions and allocated tasks. At all times they should show their commitment and effectively apply themselves in performing those assigned administrative, spiritual and general tasks.

Interpretation of Scriptures

The Chief Apostle, in consultation with Regional Overseers, is the sole authoritative interpreter of the Scriptures whenever a dispute arises that may be questioned by the local authorities, courts or other organisations.

THE DECREES, RULES AND REGULATIONS OF THE APOSTOLIC FAITH CHURCH

1916 - FIRST PUBLICATION

Message by William Oliver Hutchinson: Founder and Chief Overseer

Beloved Brethren,

It has been very much on my heart of late that the time has come when the doctrine of the Apostolic Faith Church and also the rules and regulations for its government to which its members are required to assent should be duly set forth so that not only all at present in its communion may know exactly what these are, but also that any assemblies or individuals who may be desirous at entering into fellowship may take no steps in this direction in the dark or be able to say should they at any time repent of their decision, that they had not the opportunity of knowing the order of the Church. I feel that had this been done before many who have left us would either not have joined the Church at all or having done so would have remained with us and they and we would have been spared much pain and trouble. Further, I have strongly felt in the crisis that has been and is still upon our beloved land the necessity of this in view of any contingency that might arise with regard to the nation and the requirements of its laws. I have therefore prepared, with the assistance of the governing body of the headquarters Church, a statement of the doctrine of the Church and the rules for its government and though it may well be that the ground is not entirely covered yet, I feel that a working basis is provided for the 'government of the Church and the avoidance of much that has caused confusion in the past.

In addition to this: I have had prepared in proper legal form the constitution of the Church which will be sufficient to safeguard us in any difficulties that might arise. With regard to the taking over, and the erection of buildings, the tenure of land and similar matters it may be necessary to make special arrangements from time to time but it is desirable that everything in this connection should be brought into harmony with the special decrees dealing therewith as soon as it can be done. And now beloved, I am sending forth these "Decrees" and also our "Articles of Belief" in the hope that the blessing of God may rest upon them and that they may be used of Him in the building up of His church and the furtherance of the unity of the saints. I would also take this opportunity of urging upon all and especially the pastors and overseers that they remind their congregations of our duty towards the powers that be and of remembering that such are ordained of God and that we are to be subject thereto (Rom. 13:1); that we are enjoined by the Written Word not only to fear God but also to honour the King and to supplicate and intercede for all that are in authority, that we may lead a quiet and peaceable life in all Godliness and honesty (1 Tim. 2:2). Surely beloved, there never was a time when it was more urgent for us all to pray that the guidance and blessing of Almighty God should rest upon them.

Yours in Christ Jesus our Lord,

W. O. HUTCHINSON

Chief Overseer.

1948 - SECOND PUBLICATION

Message by James Hutchinson-Dennis: Chief Overseer

Fellow Labourers and Beloved in the vineyard of our Lord Jesus Christ,

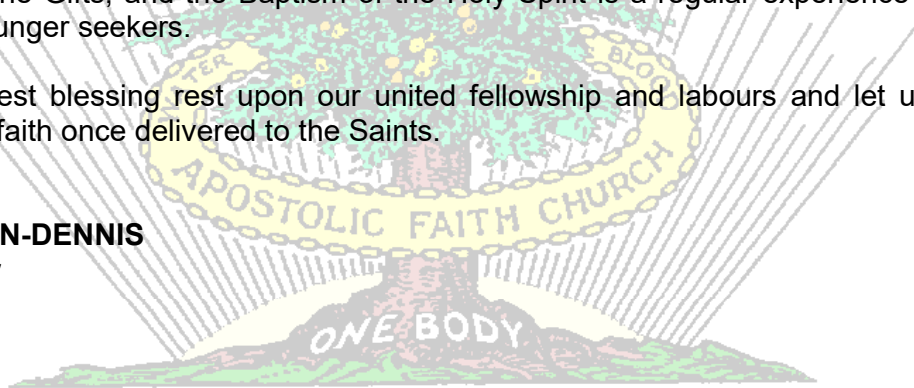
It is now March 1948, and the necessity has arisen to publish a second edition of THE DECREES so that the fresh demands in the extensions of the word of the Apostolic Faith Church may be met. This edition follows the text of the original which was published in 1916 by our beloved Founder Pastor William Oliver Hutchinson.

It is wisdom on the part of all officers both men and women to read these and teach the members the foundation principles given and approved of the Holy Spirit in the early days. The offices and settings and administration of THE APOSTOLIC FAITH CHURCH are clearly set forth that none may join themselves to us or continue to worship with us without a full knowledge of our Faith and Vision and how this Apostolic Faith ministry began.

During the process of the revealing and practice of the Word since 1916, many faith tests have been endured and in the fiery trials some have separated themselves from us and formed other societies. We, of the original mother Church of the Apostolic Faith here at Winton, Bournemouth and Branches at home and abroad abide steadfastly by the apostles' doctrine as revealed amongst us at the first. In it we have found the Pearl of great price and a continual feast to our souls. The power and guidance of God also has been continually manifested with the ministry of the Gifts, and the Baptism of the Holy Spirit is a regular experience particularly amongst the younger seekers.

May God's richest blessing rest upon our united fellowship and labours and let us earnestly contend for the faith once delivered to the Saints.

J. HUTCHINSON-DENNIS
Chief Overseer



1. OUTLINE OF CHURCH HISTORY

1.1. The Apostolic Faith Church first came into existence by the will of God during that period at the beginning of the 20th century when the Holy Spirit was outpoured and the Gifts of the Holy Spirit were again being manifested in the earth. In many places expectant saints were believing for the signs which Jesus said should follow "them that believe" (Mark 15:17-18), and as the Holy Spirit came upon them "they spake with tongues as the Spirit gave them utterance" (Acts 2:3-4). Along with other places this fire fell at Winton a suburb of Bournemouth on the south coast of England and here after a time other gifts of the Holy Spirit became manifest, viz: Prophecy, Interpretation of Tongues and Discernment (1 Cor. 12:10) and as revelation and light came through the operation of these gifts the perfect will of God became known and it seemed "good unto the Holy Spirit" (Acts 15:28) that a church should be formed after the pattern and order of the early church as revealed to the early apostles at Jerusalem. This order is clearly given in (1 Cor. 12:28). First, apostles; secondarily, Prophets; thirdly, teachers; after that, miracles; then gifts of healing, helps, governments, diversities of tongues.

1.2. In the formation of this order certain in the church were approved of and chosen by the gifts of the Holy Spirit already in operation and appointed in their offices in the church and separated unto the work whereunto they were called (Acts 13:2). Some were spoken of as apostles, some as prophets, some as teachers and in the course of time as understanding in the ministry of the word and knowledge to rightly divide the word of truth (2 Tim 2:15) were given, further revelation came that it pleased God to call the little church at Bournemouth, the Headquarters for the whole of the church: the Holy Spirit in likening the church to a tree with branches continually spreading through the gifts concerning these headquarters as the root, from which this tree of God's planting should grow.

1.3. As this revelation was received and acted upon the primitive notion that the work at Bournemouth would be simply a "Pentecostal Mission" in the generally accepted sense of the term was entirely superseded in accordance with the Divine Will: and as the Holy Spirit laid special emphasis that this foundation of apostles and prophets must first be laid and upon it a church should be built, the title "Apostolic Faith Church" was adopted.

2. TITLE OF CHURCH

2.1. The title "Apostolic Faith Church" was duly registered and protected by law in 1910, and as such can only be used by the headquarters church at Bournemouth and by such branch churches as may be joined to it; by and with the consent of the Chief Apostle, Apostles and Elders of the Headquarters Church, who are hereinafter called the Headquarters Church Presbytery. The title may only be used by a branch church so long as it remains connected with the headquarters church; severance of the connection either by desire or purpose of any such branch church, or by direction of the Headquarters Church Presbytery, nullifies and abolishes (withdraws) the right of such branch church or churches to use this title. In essence, only those Apostolic Faith Church branches which are directly connected with the Headquarters Church in Winton, Bournemouth, in the United Kingdom and are under the purview of Apostles/Overseers who have been anointed and duly appointed by the Headquarters Church are entitled to use the name, logo, badges, uniforms pamphlets, books or any other church property in connection with church business or activities.

3. NECESSITY FOR ORDER

3.1. As time went by the Holy Spirit continued to speak and reveal the perfect will of God and the necessity of controlling the manifestations of the Spirit so that the church might profit thereby (1 Cor. 12:7-8), and thus the apostolic command, was obeyed. "Let all things be done

unto edifying (1 Cor. 14:26).

Note: Edifying is “To instruct especially as to encourage intellectual, moral, or spiritual improvement.”

3.2. It began to be understood that even the working of the Holy Spirit upon individuals was to be controlled, and that however much any persons felt the desire to speak in an unknown tongue in the church, such persons were to restrain themselves and to speak “by course” (1 Cor. 14:27). “And if there be no interpreter, let him keep silence in the church and let him speak to himself, and to God” (1 Cor. 14:28).

3.3. Persons prophesying also had to learn the divine order that they must “prophesy one by one” (1 Cor. 14:31) and that “the spirits of the prophets are subject to the prophets” (1 Cor. 14:32) the Holy Spirit continually asserting that “God is not the author of confusion, but at peace” (1 Cor. 14:33).

3.4. Furthermore, it was clearly shown as time elapsed and the Holy Spirit continued to reveal the truth, that above all things divine love is necessary, and that all the vessels containing the gifts of the Holy One should be filled with this love; even as the apostle Paul says. “Though I speak with the tongues of men and of angels and have not charity, I am become as sounding brass or a tinkling cymbal. And though I have the gift of prophecy and understand all mysteries and all knowledge; and though I have all faith, so that I could remove mountains, and have not charity, I am nothing” (1 Cor. 13:1-2).

4. GOVERNMENT OF THE CHURCH

4.1. Whilst in all matters concerning the government and regulation of the affairs of the church, whether general or local, the ruling authority is the Apostle, certain bodies known as presbyteries have been, and will be, from time to time appointed as occasion may arise, to assist in the government of the church. At the headquarters church the Chief Apostle will be assisted by an appointed deputy. In the absence the Chief, elders of the headquarters church shall assume responsibility for church matters. This body presided over by the Chief Apostle shall be known as the Headquarters Church Presbytery and in addition to the granting of certificates at ordination and the ruling of the headquarters church, will when called upon by the Chief Apostle decide all such matters as are beyond the jurisdiction of Regional/Country and district apostles and presbyteries, and in all such matters its decision shall be final.

4.2. In matters coming within their jurisdiction Regional, Country and district overseers shall be similarly assisted by the formation of Regional, Country and district presbyteries.

4.3 The district presbytery shall be presided upon by the district overseer and shall consist of pastors appointed from within the district and any such members as may be selected with the approval of the country headquarters church presbytery.

4.4 The country presbytery shall be presided upon by the Country Overseer/Apostle and shall consist of such pastors and any such senior elders as may be appointed and selected with the approval of the regional headquarters church presbytery.

4.5 The regional presbytery shall be presided upon by the Regional Overseer/Apostle and shall consist of Country Overseers and any such senior pastors as may be appointed and selected with the approval of the Headquarters Church Presbytery.

4.6 Subject to the ruling of the Headquarters Church Presbytery, all decisions of district country or regional presbyteries shall be final unless notice of appeal is given within one week, when the matter may be referred. In the case of the district, the matter will be referred to the

country, and the country to region, and the region to the headquarters church presbytery, when the country in question shall be entitled to three representatives who may appear by sanction of Headquarters Church Presbytery.

4.7 Matters of a purely local character and affecting only a particular church may be decided by the Pastor and elders of the church in question, who shall constitute the local Presbytery of the Church.

5. RELATIVE VALUE OF OFFICES

5.1. As time elapsed and experience was gained the Lord clearly demonstrated that according to the Holy Spirit there is a great difference in value of the various offices in the church, although no importance had been previously attached to it from the human side. This knowledge had to be dearly bought, and many fiery trials were endured in the school of experience before the knowledge of the perfect way was known, and understanding given to discriminate between the meaning of the office in relation to the church, and the vessel who is called to fill that office and the value and importance of the office as given in (1 Cor. 12:28) which says: "First, apostles, secondarily prophets, thirdly teachers" and after that the Gifts of the Holy Spirit. This setting in order was proved to be indeed the wisdom of God.

6. THE OFFICES IN THE CHURCH, THEIR ORDER, IMPORTANCE AND RULES GOVERNING THEM

6.1. It appears that it is possible for any man to fall even as the Word says "Let him that thinketh he standeth take heed lest he fall" (1 Cor. 10:12). The apostle Paul also reminds us of this when he expresses that fear "lest by any means when I have preached to others. I myself should be a castaway" (1 Cor. 11:27). Again he exhorts all to humility and against presumption when he says. "For I say through the grace given unto me to every man that is among you, not to think of himself more highly than he ought to think, but to think soberly" (Rom. 12:3). It is well to remind ourselves of these things in considering such rules and regulations as appear to be necessary for the building up, guidance, and protection of the divine order of the church.

7. NECESSITY FOR RULES AND REGULATIONS

7.1. It became apparent over time as the church grew that there was a need for rules and regulations to be put in place to help administer the church. In any large body such as the church there is a need for very clear rules and regulations to help in the governance and management of the church, for the conduct of business in general and, very importantly, there must be behavioural guidelines for members of the congregation.

7.2. While it is primarily recognized that appointments to offices in the Apostolic Faith Church are solely at the dictation of the Holy Spirit and that in the carnal sense such ministers are no longer tied hand and foot by laws and ordinances, yet it has been found necessary to draft out a general outline such as may serve, not to bind but chiefly to guide church officers in their duties and also in a measure to protect them against lawlessness, either in themselves being tempted by the evil one, or in others who may question, rebel against, or attempt to usurp the authority of such God appointed ministers.

Appointments

7.3. All appointments in the church are solely at the dictation and leading of the Holy Spirit and according to the written Word of God. Whilst apostles, overseers/pastors may appoint or recommend the appointment of pastors, elders and deacons/deaconesses in their areas of assigned responsibility, all such appointments are nevertheless dictated by the leading of the Holy Spirit. Apostles, pastors, elders, deacons/deaconesses and members of the congregation

may receive gifts through the Holy Spirit and some may be anointed as prophets, teachers and other members may be blessed with the gifts of healing, helping, governing and diversity of tongues.

Non Appointment of Family Members / Conflict of Interest

7.4. Whilst it is always good and beneficial to have a church leader's family members who are useful for the work of the ministry, called of God and gifted of the Lord, to participate in the ministry activities of the church and in leadership, they should not be appointed on the basis of family relations, nor should they be appointed by relatives to positions responsible for financial matters where the appointing leader has interest, or in any such matters and circumstances where there would be a conflict of interest arising.

8. ORDINATION OF MINISTERS / LEADERSHIP CERTIFICATES AND CREDENTIALS

8.1. Those men that are approved and have, after a season of training have given satisfactory evidence of their abilities in the gifts and graces of God may be ordained to the ministry of the gospel, at the Laying on of Hands and Anointing with Oil, in the Apostolic Faith Church. A Certificate of Ordination may be granted to them by the headquarters church presbytery, who may also from time to time give letters of approval to those who are in preparation for the ministry.

8.2. Also letters of approval may be granted to those who have provided evidence of the gifts and graces of God as to qualify them to speak, prophecy or teach in the church by the Presbytery whose jurisdiction they are under. Also letters of approval may be specially granted to any who may have shown evidence and consistency in the gift of prophecy, as occasion may arise.

8.3. All certificates of ordination, letters of approval or other credentials to those holding office or for prophecy in the Apostolic Faith Church will only be granted on the condition and understanding that should the holder depart from the Apostolic Faith Church or is deemed unfit by the Presbytery for further possession of such credential shall surrender it without delay to the issuing authority. The issuing authority must on every occasion before granting any credential obtain a written commitment from the recipient that this condition of return is understood, together with other

8.4 Requirements for Leadership Appointment and Ordination in the Church

- a) Absolute loyalty and commitment to the Apostolic Faith Church founded as a Pentecostal Church by the Rev. William Oliver Hutchinson in 1908, with its International Headquarters in England at Bournemouth, United Kingdom.
- b) Acknowledging and accepting the overall leadership of the International Chief Overseer and Chief Apostle of the Apostolic Faith Church as the sole and final authority of the Church, understanding that a leader's ultimate responsibility is to his Office.
- c) Declaration of commitment and loyalty to the Church and its international and local leadership both in the region and country and accepting to serve under the leadership of the presiding Overseer and Pastor, and I acknowledging the servants of God who have a Pastoral duty over the congregation. (Heb. 13:17; 1 Tim 5:17)
- d) Fulfilling the qualification requirements and accepting to serve according to the Scriptures in the Word of God, the Doctrine and Articles of Belief of the Apostolic Faith Church, making a commitment to act upon them and teach as guided as a good and faithful steward (1 Tim 3:1-13; John 21:16; 1 Peter 5:1-11; Mark 16:15-18) (Acts 2:42; 1 Tim 4:16)

-
- e) Understanding, accepting and fully committing to follow the rules and regulations, articles of faith, and governance guidelines of the Apostolic Faith Church, acknowledging and understanding that membership and the privilege of leadership depends on adherence to them (1 Cor.14:40; John 15:10; 2 Timothy 3:16).
 - f) Agreeing that serving in the Church is voluntary and the leadership opportunity is not for personal use and gratification nor is it a personal entitlement, but for the work of the ministry of the Gospel under the Apostolic Faith Church, to which commitment must be made by every leader as a good and faithful steward (1 Cor. 4:2; 1 Peter 4:10-11; Mark 9:35; Acts 13:1-5;), and that the Church reserves the right to confirm or withdraw/revoke any appointment according to the guidelines and regulations.
 - g) Agreeing and committing to remain faithful to your calling, and to be held answerable and accountable according to your responsibilities as a good Steward (1 Cor. 4:2; 1 Peter 4:10-11; Matthew 25:20-21). For unto whomsoever much is given, of him shall be much required: and to whom men have committed much, of him they will ask the more (Luke 12:47-48)
 - h) Willingness to and undergoing a period of training and approval for ministry in the Church prior to appointment confirmation and ordination or setting into office of leadership (2 Tim 2:15;
 - i) Understanding and accepting that upon revocation of any appointment or membership all leadership and such credentials and certificate of ordination, church documents and property shall be handed over and surrendered without delay to the issuing authority.
 - j) All leaders shall make a commitment in writing by filling in and signing a Leadership Commitment Form at **Annex Q**.

9. CONCERNING APOSTLES

9.1. An apostle is a man chosen by the Holy Spirit to be the first of the foundation gifts unto the church, and in addition to overseeing the church under his appointed jurisdiction, which may be a region, country or a district, his particular work shall be the establishing of churches, the calling forth and anointing of such as are approved to hold office in an assembly, and the imparting of spiritual gifts by the laying on of hands. (Romans 1:11).

Apostle Has No Need to Announce Himself

9.2. According to the ruling of and the light given to the Apostolic Faith Church, an apostle will not have need in the first instance to announce himself as such, but, being chosen for this holy office, he will be appointed thereto and called out by the various gifts of the Holy Spirit, but will not be recognized as such until ordained by the Chief Apostle.

Function of Apostles

9.3. A person anointed to hold the office of an apostle may be given charge of a number of churches or of other important duties connected with the spiritual or temporal administration of the church, and as a "first gift" exercises authority and gives commands so long as he faithfully adheres to the doctrine and ordinances of the Apostolic Faith Church. An apostle of the Apostolic Faith Church who through unbelief, fear, disaffection or any other cause departs from the charge delivered unto him at ordination and breaks his connection with the Headquarters church, he thereby deprives himself of all privileges, rights, and authority of his office, and shall, before departure, surrender his certificates of office, all correspondence, teachings, prophecies and copies of such literature or other property belonging to the headquarters church, along with all ledgers, accounts and office materials, and shall be held responsible that everything is in

order.

Reports/Statement of Accounts/Information Required

9.4. Any reports, correspondence, statements of accounts, or information required by the Headquarters Church Presbytery concerning things spiritual or material in any branch church or churches must be supplied by the apostle in charge of such branch church or churches in all faithfulness, both personally and by instructions to those in responsible office under him whose duty it may be to furnish such report, statement of account, or other information.

Acknowledgement of and word of Apostles

9.5. As an apostle is a "First Gift" unto the Church, he must be acknowledged as such by the saints in all godly fear, so long as he remains in the office to which he was called and continues in such office by the approval and sanction of the Headquarters Church Presbytery.

9.6. The word of an apostle must be received as of primary importance, taking precedence over the word spoken through a prophet, whose word and office is secondary.

Appointment to lesser Office

9.7. An apostle who is proved to be unfaithful to his charge may be removed and appointed to a lesser office in the Apostolic Faith Church at the discretion of the Headquarters Church Presbytery.

Interfering in the Jurisdiction of Another

9.8. An apostle in the Apostolic Faith Church shall in no wise interfere with or assume authority in the jurisdiction of another apostle, except at the direction of the Headquarters Church presbytery, but shall remain faithful in his own appointed sphere.

10. CONCERNING PROPHETS

10.1. The office of a prophet is second in importance to that of an apostle in spiritual matters and so far as the value of the word is concerned; in matters of administration and church government, however, a prophet is subordinate to those offices which control various departments.

Setting as a Prophet/Prophetess

10.2. One who prophesies in the Apostolic Faith Church may be after a time of trial and observation set by an apostle as a prophet or prophetess in the church and may give forth the word from time to time by permission of the apostle, overseer or elder who is in charge of any particular church. The spirits of the prophets being subject to the prophets (1 Cor. 14:32), a prophet or prophetess must restrain or give forth the word at a convenient season according to the authority of the church.

Control of the Word Spoken By a Prophet/Prophetess

10.3. The word of God through a prophet or prophetess must in all cases be given or sent to the apostle/overseer or elder in charge of the particular church to which that prophet belongs or to the apostle, overseer or elder of the church which such prophet may be visiting and such a word is subject to the control and interpretation of the higher gifts in authority and is in no case subject to private interpretation (2 Peter 1:21).

Prophets/Prophetesses Speaking in the Church

10.4. No prophet or prophetess who is a stranger to the apostle, overseer, or elders in charge shall speak in any Apostolic Faith Church unless that prophet or prophetess can produce such credentials as shall prove to the satisfaction of the apostle, pastor, or overseer, the integrity of the prophet or prophetess and their written permission to speak as supplied by the church Presbytery from time to time. (Acts 18:27 and Romans 16:1).

11. CONCERNING TEACHERS

11.1. In the Apostolic Faith Church the office of a teacher is third in importance in spiritual matters in so far as the value of the word is concerned. In matters of administration and church government, however, a teacher is subordinate to the various offices which control various departments.

Importance of the Word Through a Teacher

11.2. From experience it has been observed that the word of a prophet is more important than that of a teacher in that the word of the latter (teacher) is often an explanation of the word already given through a prophet, or from the written word; the teacher as it were, is working upon material already supplied by the greater gift. The gift of teaching may be manifest in a number of church members and teachers are tasked by the apostle to teach the Apostolic Faith Church doctrine and beliefs and also to reinforce the moral values of the church.

12. CONCERNING PASTORS/OVERSEERS OF ASSEMBLIES

12.1. For the purpose of these regulations, it must be understood that Overseers, who may have higher/additional administrative and spiritual responsibilities, are also in the office of a pastor. In reality the title of pastor may be said more generally to apply to an elder separated from ordinary occupation unto the ministry, whilst that of overseer is more generally applied to an elder who, is in charge of a number of churches with additional administrative roles under the auspices of the Apostolic Faith Church.

Responsible to the Apostle

12.2. A pastor or overseer is responsible to the apostle under whose jurisdiction he is placed by consent of the Headquarters Church Presbytery unto whom he shall render faithful account of his flock in all matters spiritual and material, pertaining to the administration of his charge.

Responsibility of Pastors

12.3. A pastor or overseer shall be responsible for the order of the church under his control both in matters spiritual and material and shall have authority to see that all is done in order. He shall give permission to a prophet or teacher or other person to speak and shall have authority to forbid anyone to speak if he considers such a course necessary.

Distribution of Money and Material Gifts

12.4. Special instructions as individual cases demand will be issued from time to time by the apostle in charge of churches with the consent of the Headquarters Church for the receiving and distribution of money and material gifts to the Church, and also with regard to the policy to be decided upon in accordance with the word which may be received from time to time in the Churches. These instructions must be adhered to and obeyed by the pastor or overseer who

receives them, who shall be responsible for the observance of such instructions, both personally and by those under his control.

Expenditure and Liabilities

12.5. No pastor or overseer must incur any expenditure or liability of any kind on behalf of the church without the knowledge and consent of the apostle in charge, and without the authority of the Headquarters church Presbytery.

13. CONCERNING ELDERS

13.1. The office of an elder in the Apostolic Faith Church is important in the administration, both spiritual and temporal. Such a person is ordained and set in office at the command of an apostle. An apostle, pastor or overseer himself is an elder. A prophet or teacher may also hold the office of elder or a person not necessarily gifted may hold office as such at the command of an apostle, always supposing such person shall be deemed to have fulfilled the special conditions pertaining to that office as laid down in the epistles.

13.2. An elder is subordinate to the pastor or overseer to whom he is responsible. In matters pertaining to the well-being or government of the church, an elder may be called into consultation by the pastor or overseer.

13.3. An elder is chiefly concerned in the spiritual administration and is appointed as a support to his pastor or overseer at whose request and in whose stead he may act when the latter is absent.

14. CONCERNING DEACONS

14.1. A deacon is an approved person, ordained and set in office by an apostle. A deacon must be deemed to have fulfilled the scriptural injunctions pertaining to that office.

Responsibilities of Deacons

14.2. A deacon is chiefly responsible for the temporal well-being of a church and must see that the building is kept fit for divine worship, and instruct such persons as shall be appointed to clean and perform temporal duties in connection therewith.

14.3. The preparation for the Lord's Supper may also devolve upon the deacons. The receiving of tithes and offerings and also the distribution of alms to the needy may be part of the duties of a deacon, at the discretion of the overseer and elders, to whom the deacon shall in all matters render account and be responsible. Disciplinary laws (see "Prophets") also apply to any person holding office as deacon.

15. CONCERNING DEACONESSES

15.1. A deaconess is appointed by an apostle and is chiefly connected with both the spiritual and temporal welfare of the women belonging to the church. Deaconesses provide support in cases of sickness, sorrow or want, and look after and build up the faith of those that may be weak by giving spiritual instruction and providing consolation or counselling privately to those that may need such services.

16. CONCERNING INTERPRETATION AND OTHER GIFTS

16.1. After receiving the Baptism of the Holy Spirit, a person may receive Interpretation,

Prophecy, Discernment, or other gift of the Holy Spirit as seemeth it good unto the Holy One. By experience it has been observed that often times a spirit of interpretation, prophecy, discernment, or other gifts as distinguished from a gift, may rest upon a person for a time as though the Holy Spirit was testing a vessel with the spirit of the gift before finally imparting the full gift.

Manifestation Subject to Observation and Guidance

16.2. Any person who is a member of the Apostolic Faith Church and in whom any such movement of the Holy Spirit is manifest, will be subject to the observation, guidance and control of the Church Presbytery and must in all cases obey those who bear rule and also must in all Godly fear endeavour to control such manifestation to the glory of God, and when called upon by the pastor/overseer, to exercise such Gift for the edification of the Saints.

Trial and Observation

16.3. After a time of trial and observation, a member who is so gifted may be set in the church by an Apostle and may be used from time to time according to the wisdom of the overseer. Disciplinary Laws (see "Prophets") apply in all cases to persons so gifted.

Use of Gifts

16.4. It is clearly to be understood that the Gifts of the Holy Spirit are given not to individuals as such but through individuals to the church. Such Gifts are not in any case for private use and to guard against confusion through individuals misinterpreting it, any word which may be given in private or in a gathering without the knowledge of the overseer must be written down and handed to him as early as possible. Whilst a hard and fast rule is not here intended, yet must it be understood that the Holy Spirit has always discouraged the use of such Gifts by individuals meeting apart from the church. The wisdom of this is seen in the warning of the Holy One that the whole of the flock must advance together and this is fulfilled by the Gifts being in operation in the church meetings, so that all may be edified.

16.5. In special circumstances, however, permission may be granted by the Presbytery for the use of such Gifts to meet special circumstances which may arise.

Members requesting guidance, comfort or knowledge

16.6. Members of the church who desire guidance, comfort, edification or knowledge of the Will of God may receive the same by application to the overseer of the assembly to which such members are attached, and they do so of their own free will recognizing and accepting that the word spoken is indeed the word of God to them. They shall not prefer another assembly for this purpose and thus ignore the office set over them, except in the case of appeal. See the "Decrees of the Church," Pastors and Overseers. Such enquirers, therefore, shall take all responsibility as to the result or effect of that same word. The overseer shall not force any person against their free-will to receive guidance in this way, but he shall act in church government with respect to any word coming in this way in whatever manner he may deem fit. The Overseer of the church shall always exhort and encourage all who desire to give free-will offerings unto the church to do so from the dictation of their own heart. (See also Clause 2 "The Decrees"). The Overseer is, therefore, free from all material responsibility with respect to the results or effects brought about by the word of God coming to an individual or individuals through the Gifts of the Holy Spirit.

16.7. Enquiries also must only be made with due respect to the order of the Church and those who seek for guidance should be warned that they must come with purity of purpose and absence of all enmity and prejudice of heart. Otherwise it may please God to allow the enquirer

and may be the Prophet also to be deceived. (See Ezekiel 14:3-11, 1 Kings 22:23).

17. LAWS AFFECTING EXISTING CHURCHES

17.1. All churches which are officially joined to the Apostolic Faith Church and come under the control and benefits of the administration of the Apostolic Faith Church shall be governed by the following regulations:

(a) An inventory of all property of the Apostolic Faith Church, buildings, furniture, books, or any other Church property, shall be taken and an account of all such shall be sent to the Headquarters Church.

Gifts: Any gifts of articles or materials for use in, or adornment of the church shall be recorded and an inventory of such articles or materials shall be recorded and sent to the Headquarters Church. All such properties and materials shall be deemed as belonging to the Apostolic Faith Church and shall be at the disposal of the Presbytery who shall administer such gifts to the best of their ability, so as to interpret the wishes of the donor.

(b) The Church Presbytery shall also have power to refuse or return any gift which they deem from any cause undesirable, but once such gift is accepted the same shall become the property of the church and shall no longer be the property of or under the control of any private individual nor may such gift be recalled by the donor.

(c) All properties so described either buildings, or furniture, or other properties, entered upon the official inventory, shall become finally the property of Apostolic Faith Church and shall be subject to the control or disposition of such Presbytery as shall from time to time be appointed by the Headquarters Church Presbytery whose decision in these matters shall be final and conclusive.

(d) No expenditure beyond a certain amount to be decided by the Headquarters Church Presbytery (to be settled on application at Headquarters) shall be involved by the local Presbytery of any church without reference to the apostle in whose jurisdiction such church may be: and such apostle shall in turn refer the matter to the Headquarters Church Presbytery if the amount involved be beyond a certain figure which shall be decided to meet the merits at individual cases.

18. LAWS AFFECTING CHURCHES WANTING TO JOIN WITH THE APOSTOLIC FAITH CHURCH

18.1. When an assembly is desirous of being joined unto the Apostolic Faith Church and has declared its assent to the doctrine and rule thereof and the Headquarters Church Presbytery after consultation with the leaders of the said assembly have decided that it should be accepted into the Communion of the Apostolic Faith Church an inventory shall be made of any buildings or properties belonging to such an assembly and after any necessary arrangements have been made, such buildings or properties shall become the property of the Apostolic Faith Church and shall be controlled and at the disposal of the Headquarters Church Presbytery.

19. LAWS CONCERNING NEW BUILDINGS AND ACQUIRING PROPERTY

19.1. Should it be deemed desirable by the local Presbytery of any church that new buildings should be erected or properties acquired on behalf of the Apostolic Faith Church any such proposals must in the first instance be referred to the apostle in whose jurisdiction such church is located. The apostle shall then refer the matter, if necessary to the Headquarters Church Presbytery for approval and the decision and recommendations of such Presbytery shall be final and conclusive.

19.2. When permission has been given by the Headquarters Church Presbytery to proceed with new buildings or acquire properties, full and accurate particulars must be taken and an inventory made upon occupation which shall be forwarded to the Headquarters Church Presbytery for their information and approval.

19.3. In the case of new buildings plans and specifications must be submitted to the Headquarters Church Presbytery whose approval must be obtained and sanction given to any building scheme before such scheme shall be proceeded with.

20. LEADERSHIP, MEMBERSHIP AND KEY OFFICES IN THE CHURCH

Leadership

20.1. The leadership structure within the church is based on the foundation gifts as outlined in 1 Cor. 12:28, "And God hath set some in the church, first apostles, secondarily prophets, thirdly teachers, after that miracles, then gifts of healings, helps, governments, diversities of tongues." The Apostle is chosen by the Holy Spirit and is the first of the foundation gifts. It follows then that the second gift is prophecy and the third gift is teaching, and then follows miracles, then the gifts of healing, helps, governments and diversity of tongues. All office bearers within the church are first and foremost drawn from proven and effective members of the church.

Membership

20.2. When applying to become a member of the Apostolic Faith Church a person must satisfy the pastor of the church concerned that they firstly understand the general rules of membership and secondly that they accept fully the AFC Doctrine and Articles of Belief, thirdly and most importantly they will act upon them. It must be made clear to all members of the AFC, regardless of their position in the church that their continued membership depends entirely upon their adherence to the rules, doctrine and beliefs of the church. All members must truly believe that the Lord continues to reveal His holy Word and that His Living Word is among us today. They must recognize that Christ is revealed again and He speaks with us through the Gifts and that the church is indeed fortunate as over many years it has had first-hand experience of the Spoken Word (prophecy) always being fulfilled and know that there are still many more prophesies yet to be fulfilled.

Key Offices and Appointments in the Church

20.3. Within the Church there are a number of key offices (appointments) that provides management, guidance and oversight of church operations on an international and national level. These offices and appointments are as follows:

- a. Chief Apostle also known as the International Chief Overseer
- b. Deputy International Chief Overseer: (Apostle/Pastor)
- c. Regional Overseers: (Apostle/Pastor)
- d. Country Overseers: (Apostle/Pastor)
- e. District Overseers: (Pastor)
- f. Local Branch Pastors
- g. Elders
- h. Deacons/Deaconesses

20.4. The progression through the various (office) appointments within the church usually starts with a member of the congregation being approved, ordained and set in office as a Deacon/Deaconess or an Elder or by an Apostle. An Elder is ordained and set in office by the command of the Apostle. Pastors are generally approved elders, who after a season of training

and having given satisfactory evidence of their abilities in the gifts and graces are ordained to the ministry of the gospel. An Apostle is a man chosen by the Holy Spirit to be the first of the foundation gifts unto the church as the International Chief Overseer, Regional Overseer, or Country Overseer.

20.5 However, the calling of the Lord on someone to the ministry of the gospel is not limited to the step by step progressive elevation from one office to the next, as the Holy Spirit can chose a proven and faithful leader to a much senior office without following the established progression. It is however noted that such situations are rare and the chosen might require further training and preparation for the office to which they are called.

20.6 Note must be taken that no member has any entitlement to any specific office or appointment and the Church makes no promises or guarantees that a member will be selected for any particular appointment or position within the offices of the church.

21. DISCIPLINARY MATTERS INVOLVING OFFICE HOLDERS AND MEMBERS

21.1. It is reasonable to expect that leaders and office holders within the Apostolic Faith Church will always be honest, open in all their dealings and will in all faithfulness perform their functions and tasks in joyful service to the Lord. It is expected that church leaders, Apostles, and Overseers, will lead by example by living as closely as possible to Jesus' attitudes and actions. We must all strive to be as Christ like as possible. Church leaders and office holders must be an example to all believers in what they teach, the way they live, their love, their faith and their purity. They must always stay true to what is right and God will save them and those that hear them (1 Tim. 4:12-16).

21.2. It appears that it is possible for any man to fall even as the Word says "Let him that thinketh he standeth take heed lest he fall" (1 Cor. 10:12). The apostle Paul also reminds us of this when he expresses that fear "lest by any means when I have preached to others, I myself should be a castaway" (1 Cor. 11:27). Again he exhorts all to humility and against presumption when he says. "For I say through the grace given unto me to every man that is among you, not to think of himself more highly than he ought to think, but to think soberly" (Rom. 12:3). It is well to remind ourselves of these things in considering such rules and regulations as appear to be necessary for the up building, guidance, and protection of the divine order of the church.

21.3. Unfortunately there are occasions when men and women of faith fall from grace through sin and sometimes through disbelief, or a loss of faith. There are many reasons when a person's faith may be tested and even shaken by a tragic event that occurs in their life. In such cases it is often difficult to stay focused in our beliefs and to continue looking upwards unto the Lord and place our absolute trust in Him. There is a two tiered internal disciplinary procedure set in place within the Apostolic Faith Church. The first tier deals specifically with the disciplinary matters impacting Apostles (overseers) as the senior leaders and the second tier addresses disciplinary matters involving Prophets, Teachers, Pastors, Elders and Deacons.

An Apostle (Country Overseer) Deemed Unfaithful in His Office

21.4. Should an apostle be deemed to be unfaithful in his office and a decision to that effect be given against him by Headquarters Church Presbytery after his case has been tried in the presence of witnesses, such decision of the Headquarters Church Presbytery shall be deemed as final and effective irrespective of the personal opinion of the individual in question or other persons and all rights and authority shall thereby be forfeited.

Definition of Unfaithful

21.5. The term "unfaithful in his office" is defined as the Apostle, no longer observing the

promises, vows or allegiance he made or not performing his duties, he is then violating the trust or confidence placed in him and/or he is being treacherous, deceitful, and untrustworthy. If one or more of the ingredients listed above are present then the Apostle is deemed to be unfaithful in his office. This is considered a serious matter in the church as it impacts negatively on the entire church and congregation. In any such case where there is an allegation made against an Apostle it must be dealt with as expeditiously as possible.

Disputes With or Charges Involving an Apostle

21.6. All disputes with or charges against an apostle, shall be first referred to the Headquarters Church Presbytery through the Regional Overseer: and should they so decide, such disputes or charges must be declared and proved before the Headquarters Church, whose decision in this as in all matters pertaining to church government and discipline shall be final.

Disciplinary Matters Involving Prophets/Teachers

21.7. A prophet/prophetess/teacher, who by unseemly conduct in the church, or by lapsing into open sin, or circumstances which the Presbytery of the church deem to be such as to render it inadvisable to call upon such a person to give forth the word, shall keep silence in the church: and if commanded by the Presbytery of the church shall discontinue to attend public worship for such a period as may be determined by the said Presbytery, or till such time of repentance and restitution shall occur, which shall, in the opinion of the Presbytery, have sufficed for the putting away of the evil, after which time such a person may be restored to fellowship and afterwards to office as the church Presbytery may deem fit. All the disciplinary rules which govern a prophet in the Apostolic Faith Church apply also to teachers who shall in faithfulness and truth "obey them that have the rule over them".

Behaviour of Prophets/Prophetesses

21.8. Should the Presbytery of the church consider from observation or report that a prophet or prophetess is not living in divine love or is at enmity with the brethren, this shall be sufficient reason for them to forbid the prophet or prophetess to speak in the church.

Disciplinary Matters Involving Pastors/Elders

21.9. Any pastor/elder who may through fear, unbelief, disobedience or lapsing into open sin, prove himself to be unfaithful to his charge shall be suspended from office and from taking part in public worship by command of the apostle to whom he is responsible, until such time as his case may have been decided by reference to the Presbytery at the Headquarters Church, before whom his case shall be tried. At such trial sufficient reasonable time shall be given for any pastor or elder to appear either in person or by proxy and with witnesses so that any accusation brought against him may be either refuted or established after which a decision shall be given by the Presbytery of the Headquarters Church, whose decision in this as in all other matters pertaining to the Apostolic Faith Church shall be final.

Note: Presbytery at Headquarters means at the church headquarters in the country concerned.

Disciplinary Issues Involving Members

21.10. If a pastor considers he has evidence against anyone under his control such as to justify an order that such person shall not be used in his office, the circumstances shall be referred to the apostle under whose jurisdiction the church in question falls where the facts and merits of the case shall be established or refuted before the apostle in the presence of witnesses, for his decision. Pending the arrival of the apostle or his ability to deal with the case, the decision of the pastor concerned must be obeyed. If the apostle upholds the decision of the pastor or elder

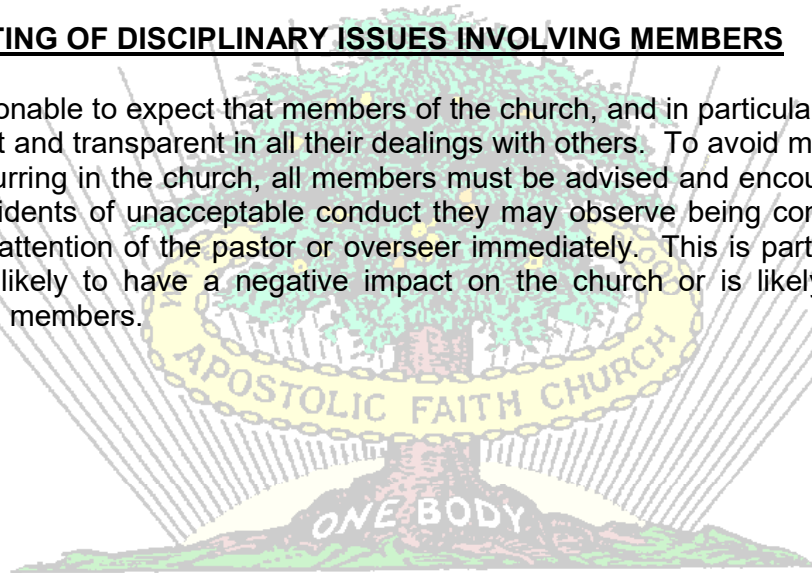
against any person, such person shall have the right in certain instances of final appeal to the Presbytery at the Headquarters Church, whose decision in this, as in all other matters pertaining to the Apostolic Faith Church shall be final. Pending the final appeal, however, the decision of the apostle must be obeyed. If an elder, deacon, or member considers they have evidence against anyone in the church for misbehaving or causing disunity within the church, it must be reported to the pastor in charge for investigation and action as outlined above.

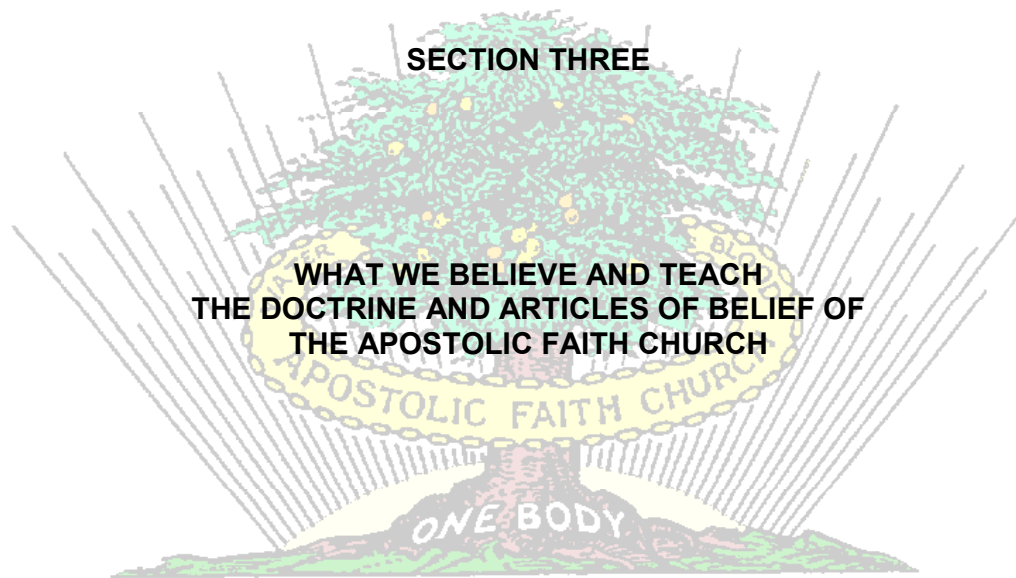
22. APOSTLES (COUNTRY OVERSEERS) AUTHORITY IN DISCIPLINARY MATTERS

22.1. Any heresies or dissensions from the doctrine and teaching received from the Headquarters Church which may arise in the jurisdiction of an apostle must be firmly dealt with and subdued by the authority of such an apostle. Should, however, such heresy or dissension assume such serious proportions as to be likely to affect the discipline or unity in the churches and in the event of the local authority of the apostle being defied, such apostle shall refer the facts and circumstances in all faithfulness to the Headquarters Church Presbytery whose decision in this, as in all other matters pertaining to the churches in connection with the Apostolic Faith Church, shall be final.

23. REPORTING OF DISCIPLINARY ISSUES INVOLVING MEMBERS

23.1. It is reasonable to expect that members of the church, and in particular office holders, will be open, honest and transparent in all their dealings with others. To avoid malicious gossip and back biting occurring in the church, all members must be advised and encouraged to bring any disputes, or incidents of unacceptable conduct they may observe being committed by another member to the attention of the pastor or overseer immediately. This is particularly important if the incident is likely to have a negative impact on the church or is likely to cause conflict between church members.





Reference: What We Believe and Teach 21 July 1922

CONTENTS

1.	Introduction by W.O. Hutchinson, Chief Overseer for the 1922 Second Edition, Outlining What We Believe and Teach	64
2.	Doctrine of the Apostolic Faith Church	65
3.	What Constitutes Membership	65
4.	Explanatory Note	66
5.	We Believe In	66
5.1.	The Bible	66
5.2.	The Unity of Faith	67
5.3.	Conviction of Sin by the Holy Spirit	67
5.4.	Repentance	67
5.5.	Restitution	67
5.6.	Justification and Sanctification, or Death Union with Christ	67
5.7.	The Blood of the Everlasting Covenant	68
5.8.	Divine Healing – For the Body	68
5.9.	The Baptism of the Holy Spirit	68
5.10.	The Gifts of the Holy Spirit	68
5.11.	The Word of God as Spoken Through the Gifts of the Holy Spirit	69
5.12.	Signs and Wonders Wrought at the Word or Hands of the Apostle	69
5.13.	The Restoration of the Kingdom of Israel	69
5.14.	The Appearing and Revelation of Christ	69
5.15.	The Coming of the Lord	70
5.16.	The Millennium	70
5.17.	The Resurrection	70
5.18.	The Punishment of the Wicked	70
5.19.	Tithes and Offerings	70
5.20.	The Dedication of Infants	70
5.21.	The Ordinance of water Baptism by Immersion	70
5.22.	The Communion of the Body of Christ in the Lord’s Supper	71
5.23.	Holy Matrimony	71
5.24.	Prayer for Sovereigns, Rulers and for all who are in Authority	71

APOSTOLIC FAITH CHURCH

DOCTRINE AND ARTICLES OF BELIEF

1. MESSAGE BY WILLIAM OLIVER HUTCHINSON, THE CHIEF OVERSEER AND APOSTOLIC FAITH CHURCH FOUNDER TAKEN FROM THE 1922 EDITION.

1.1. We urge upon all the great necessity of persevering prayer on behalf of the nations that are under God's authority, that His will and purpose may be fulfilled, and the way be opened up for the Gospel of the Lord Jesus Christ to be taught and preached throughout all the nations of the earth.

1.2. It is now generally recognised that we are in a new day; surely the day when the Sun of Righteousness shall arise with healing in his wings. A great cry is rising from the inhabitants of the earth which God will answer by his Word - Christ - coming in a new form, and we believe that the Kingdom truths brought forth in this plan of God, accompanied by the spirit of a new song, will meet the great need of humanity and satisfy those seeking after righteousness. The prayer "Thy Kingdom come, Thy will be done on earth" will be answered.

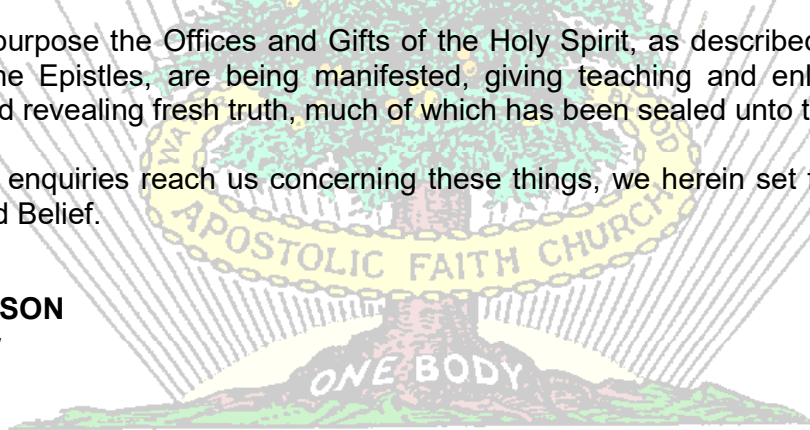
1.3. The day of restitution of all things is upon us when times of refreshing shall come from the presence of the Lord (Acts 3:19-21), and God is restoring His order first among His chosen people - spiritually and nationally - as expressed in the covenants made with our fathers, and also for the whole earth as laid down in the Scriptures from Genesis to Revelation.

1.4. For this purpose the Offices and Gifts of the Holy Spirit, as described in the Acts of the Apostles and the Epistles, are being manifested, giving teaching and enlightenment on the written Word and revealing fresh truth, much of which has been sealed unto this day.

1.5. As many enquiries reach us concerning these things, we herein set forth a summary of our Doctrine and Belief.

W.O. HUTCHINSON
Chief Overseer

1922



DOCTRINE

2. The Bible and the Revelation of the Word

2.1. The Apostolic Faith Church believes and teaches that the Bible, the Old and New Testament, is indeed the written word of God and is a true and infallible record of the will and revelation of God from the creation.

2.2. In the Bible will be found all that is necessary for the salvation of mankind, and not only is it a faithful record of the revelation of God which has already been fulfilled, but it also outlines the plan of God for those things which must yet come to pass, in national things as well as in things spiritual.

2.3. The Bible, therefore, is the basis of all truth and the Apostolic Faith Church stands on this rock. Yet it is recognized that there has also been much even in past times which, though not recorded in its pages, was as truly the Word of God as that which is written therein, even as the Apostle John says "*And there are also many other things which Jesus did*, the which if they should be written, every one, I suppose the world itself could not contain the books that should be written" (John 21:25). The Apostle Paul refers in (Col. 4:16) to an epistle written to the church in Laodicea, which epistle is not however in the Bible.

2.4. Daniel was told to seal up the vision of the latter days until the end of time (Daniel 2:6-9 and 13). The Apostle John (Rev. 10:4) was about to record the utterances of the seven thunders but was restrained. These things belong in the day of the Revelation of Jesus Christ, which day we are now in. The meaning of these prophecies which pertain particularly to God's latter day movements in the nations was hid, only to be revealed by the spirit through the current word at the time set for their fulfillment.

2.5. The Apostolic Faith Church, therefore, believes that in all ages God will continue to reveal His Holy Word, and that the operation of the Holy Spirit has not ceased, neither are the covenants or the promises in the Old and New Testaments fallen to the ground, but will be fulfilled as purposed by God.

2.6. The Apostolic Faith Church believes that the revelation for these days, when the old Church day is passing and the new Kingdom Dispensation is being ushered in, will be given unto the apostles and prophets even as the dispensation of grace, which in other ages was not made known unto the sons of men, but was revealed unto holy apostles and prophets by the spirit (Eph. 3:5).

2.7. Whilst it is believed that revelation has yet to be given to the sons of men which may not be recorded in the letter of the written Word (Bible) yet nothing will be accepted which shall in any way disagree with that which is written in the Bible, or which will not bear comparison and investigation in the light of that Word. The redemption and righteousness of Christ revealed in the New Testament, though a further and greater revelation than righteousness by the Law of Moses and superseding it, was given by the same Spirit.

2.8. Such revelation will be given by the New Testament form of the Oracles (divine utterance), i.e. the Gifts of the Holy Spirit, and will always be within the Covenants of God made with man and particularly with Abraham, Isaac and Jacob, and with David and his house.

3. WHAT CONSTITUTES MEMBERSHIP OF THE APOSTOLIC FAITH CHURCH

3.1. A person when applying to become a member of the Apostolic Faith Church shall satisfy to the pastor that they understand the general rules of membership, have read, understand and

believe the Articles of Belief, and will act upon them. Each new member must acknowledge in writing that they fully understand their continued membership depends entirely upon them abiding by the rules and Articles of Belief and will "Obey them that have rule over them" (Heb. 13:17).

3.2. Names and addresses of all members are to be provided to their Overseer and shall be recorded not only at the local branch, but at the International Headquarters Church, Bournemouth, England.

ARTICLES OF BELIEF

4. Explanatory Note

4.1 It is becoming more and more evident that we are in a new day, and that the old is being rolled up as a scroll. A new heaven must take the place of the old one, that is a new vision of heavenly things, and this will make a new earth. Old vague interpretations of the scriptures will give way to clear detailed light, especially on the all-important subjects of the Appearing of Christ, the coming of the Lord, and the setting up of His Kingdom.

4.2. We remind those reading these articles that the Word is being presented in a new form and clearly we are in the Kingdom Day, as opposed to the Church Day. It may appear to many that nations have moved away from the teaching of Jesus Christ and that belief in God is no longer their foundation. It seems that men and women have turned away from the Lord and instead are placing their faith in man to provide all their needs, contentment and security. Whilst it is apparent that large numbers of people are leaving the established churches, there has been a quiet and steady growth in the numbers confessing Christ as their Lord and Saviour within the Pentecostal movement. While they do not take time to stumble over details of doctrine, they are being led into fellowship with God's ultimate plan for mankind. The Apostolic Faith Church is fortunate as it has many faithful members who have personally experienced the blessedness of being 'born again' of the spirit.

4.3. The articles of belief record those fundamental truths that are common within Christian communities, even those first principles of Christ from which many have passed into fuller and deeper knowledge of God. We do not record the truths solely for the sake of those who may yet embrace the Apostolic Faith Church vision, or those who are in darkness concerning even these first principles, but so that all may be reminded of the way of the Cross - the redemption of the Blood of the Lamb - by which all must come who desire to receive the fuller revelation of God which is being manifested to this generation.

4.4. In addition to these generally accepted fundamental truths, there will be found an outline of such further revelation as has thus far, by the grace and will of God and the operation of the Gifts of the Holy Spirit, been made known unto the church.

4.5. It has not been thought necessary here to enter into full details of each Article of Belief, but only to furnish sufficient scriptural proof that the teaching is in accordance with the written Word of God. Enquirers would do well not only to read the scriptures given here but to further search the Word of God themselves.

5. WE BELIEVE IN:

5.1. **The Bible** - the Old and New Testaments, is the inspired Word of God and in:

a. The Unity of the Father, Son and Holy Spirit.

b. The utter depravity of human nature in consequence of the fall.

-
- c. The incarnation and the virgin birth of our Lord Jesus Christ, the Son of God, and His work of atonement for all sinners of the human race.
 - d. The Kingdom of God being set up on earth.
 - e. The coming of the Lord Jesus Christ and the resurrection of the dead.
 - f. The eternal blessedness of the righteous and the punishment of the wicked.

5.2. **The Unity of The Faith.** That the Lord Jesus instituted His Church, the Body of Christ, as a means of fellowship and communion and that we should forget not to assemble ourselves together for worship and edification, that it is the duty of all Christians to become attached to the visible body (Hebrews 10:25)

5.3. **Conviction of Sin by the Holy Spirit,** whose presence Jesus said, would convict the world of sin. He shall reveal and bring home to the heart its depravity that it is dead in trespass and sins. They were pricked in their hearts (Acts. 2:37; John 8:9; John 16:8 (NKJV)).

5.4. **Repentance,** which follows conviction of sin. To repent is to have godly sorrow for and to renounce all sin by turning away from it. "Repent ye therefore and be converted that your sins may be blotted out." (Acts 3:19; also Matt. 3:2,8 and 2 Cor. 7:10).

5.5. **Restitution.** A person after conviction of sin, having become repentant, shall as far as possible and necessarily make restitution for all wrong done to others either in word or deed, remembering that "Faith without works is dead." Confession shall also be made where necessary, as the scriptures say, "Confess your faults one to another." Where a true work of grace has been wrought, (worked) admission of wrong done and restitution will naturally follow through the love of God entering the heart. Zacchaeus promised to give to the poor and to restore what he had obtained by false means (Luke 19:8). We are to have a conscience void of offence before God and man (Ezek. 33:15).

5.6. **Justification and Sanctification, or Death Union with Christ,** through faith in the finished work of our Lord Jesus Christ on Calvary, the spirit is "born again" or regenerated. Both were wrought (worked) at one time when Jesus died and rose again. Therefore both can be appropriated at one time by faith. "Thieves, drunkards, extortioners, but such were some of you, but ye are washed, ye are sanctified, but ye are justified in the name of the Lord Jesus and by the Spirit of our God" (I Cor. 6:9-11). This implies an accomplished fact.

a. **To justify** means to declare innocent, or to make just or righteous. Jesus Christ was delivered for our offences and was raised again for our justification (Rom. 4:25). The sinner is justified freely by His grace and His blood (Rom. 3:24; Rom. 5:9).

b. **To sanctify** means to make holy, to be separated or to be set apart. God sees the believer in Christ already sanctified. While the power of sanctification may be known and experienced with justification, yet for lack of hearing the truth aright or want of faith, this blessing may not be fully enjoyed by the individual until the soul proceeds with God and receives more light on the full work of the atonement. One heart may see the revelation of this truth at once and claim it, while another may not. It is according to faith. We are sanctified through the offering of the body of Jesus Christ once for all (Heb. 10:10). Jesus Christ within the believer is made unto him sanctification (1 Cor. 1:30). Sanctification is ours by the Word of God (John. 17:17; 8:32), by the blood of Jesus (Heb. 13:12) by the Holy Spirit (Rom. 15:16) and these three agree in one (1 John 5:8). We are called to sanctify Christ as Lord in our Hearts (1 Peter 3:15).

c. **The Death Union** embraces both justification and sanctification. While these are what God has done for us, we claim our death union with Christ and experience it daily. "Knowing

this, that our old man is crucified with him” (Rom. 6:6). “Ye are dead and your life is hid with Christ in God (Col. 3:3). This demands that every believer should walk in the light of God and thus have continual cleansing (1 John 1:7). Continuance in a state of salvation depends upon continued obedient faith in Christ (2 Peter 2:20-22; Heb. 6:1-6; 10:26-29).

5.7. The Blood of the Everlasting Covenant. The blood of our Lord Jesus Christ is the price of our redemption (Rev. 5:9). We believe in the blood of Jesus for our acceptance before God, for the fulfillment of every promise and also its use as a weapon against the powers of darkness. Our weapons are not carnal (2 Cor. 10:4). The blood is a spiritual weapon.

a. “They overcame him by the blood of the lamb and the word of their testimony” (Rev. 12:11). This has special reference to the day of the great revealing of the power of His blood preceding the revelation of Christ in His saints in the last days.

b. “We have boldness to enter the holiest by the blood” (Heb. 10:19-20). It is a new and living way. “There are three that bear witness in earth, the spirit, the water and the blood and these things agree in one” (1 John 5:8). We are come to the blood of sprinkling (1 Peter 1:2). The Passover was a type of our overcoming the enemy by the blood (Exodus 12:22-23). The blood speaks to the Father of our redemption, to the Saints of victory and to Satan, defeat (Heb. 12:24).

5.8. Divine Healing for the Body. Sickness, disease, infirmities, entered by the fall, they are part of the curse. While God may permit for His purpose, Satan is the author of these. Jesus came to destroy the work of the devil. “Himself bare our sickness and carried our infirmities” (Mat. 8:16-17). By the atonement Christ has redeemed us, spirit, soul and body from the curse. “By his stripes we are healed” (Isaiah 53:4-5). Healing is part of the Kingdom Gospel (Mat. 9:35; Mark 16:15-18). The early apostles taught divine healing (Acts 9:33-42; 28:8-9; Romans 15:19) and an ordinance was instituted (James 5:14-16). The sick are instructed to call for the Elders of the Church who shall pray over and anoint them with oil. Healing was promised to Israel as a nation (Exodus 15:26) and this will again be fulfilled when God’s people “give ear to His commandments and keep his statutes”. The Holy Spirit has taught us that if we come under God’s full promise of divine healing we should abstain from unclean meats (Deut. 14). Special miracles were wrought (worked) by the apostles (Acts 19:11-12). Where an apostle is, the Word of healing will be spoken apart from the ordinance for Elders.

5.9. The Baptism of the Holy Spirit, with the Sign of New Tongues. The disciples in the early church were always taught that they would receive the Gift of the Holy Spirit (the Baptism) after believing (Acts 1:4-5; 2:4; 10:34-46; 19:2-6). And in each case, “they spake with tongues,” which Peter declared to be the unmistakable evidence that the Holy Spirit had come. (Luke 24:49, John 7:38-39 and Acts 1:8; Luke 11:10-13). This blessing is for every believer (Acts 2:38-39). By it they are baptised into the body of Christ (1 Cor. 12:13,27). “I would that ye all spake with tongues’. “Tongues are for a sign” (1 Cor. 14:5,22). The gift of the Holy Spirit is also received at the laying on of the apostle’s hands as in the early church. (Acts 8:14-17; Act 19:6).

5.10. The Gifts of the Holy Spirit. The gifts as shown in (1 Cor. 12, 13 and 14) are for our use in the ministry of the gospel today. The body of Christ is manifested by the operation of these gifts. They are given by the Holy Spirit, and bearing the same nature are pure and holy. They are imparted at the laying on of the apostle’s hands and are for the comfort and edifying and building up of the body of Christ (Rom. 1:11). Vessels bearing gifts are exhorted to be clean, and be filled with perfect love, and if the life of any such vessel does not fully satisfy the Overseer, they are required to be silent. Through these gifts being given in individuals to the Church, chosen men are fitted for the set Offices, apostles, prophets, teachers, etc. These are to be in the Church until we all come into the unity of the faith (Eph. 4:1-16). This unity will be more and more seen when restored Israel, God’s nation, recognises the “one Lord, one faith, one baptism”.

5.11. The Word of God as Spoken Through the Gifts of the Holy Spirit. As has already been shown in clause 5.10, the Apostolic Faith Church believes that the Word of God is given in the voice gifts of the Holy Spirit, that is: wisdom, knowledge, prophecy, tongues and interpretation, discernment of spirits (2 Sam. 2:1; Isa. 37; Acts 13:2; 15:28, 11:27-30; 1 Thess. 5:20; 1 Tim. 1:18). It is recognized that the highest form of the Word comes through the first gift, the Apostle. Members of the church who desire guidance, comfort, edification or knowledge of the will of God may receive the same by applying to the Overseer of the assembly to which they are attached, and he may at his discretion call in the use of gifts. Such enquirers do so of their own free will, recognizing and accepting that the word spoken is indeed the Word of God to them. They shall not prefer another assembly for this purpose, and thus ignore the office set over them. Such enquirers, therefore, shall take all responsibility as to the result or effect of that same word. The Overseer shall not force any person against their freewill to receive guidance in this way, but he shall act with respect to any word coming in this way in whatever manner his wisdom directs and which is in accordance with the "Decrees". Overseers shall always exhort and encourage all who desire to give freewill offerings unto the church, to do so from the dictation of their own hearts. The Overseer is, therefore, free from all material responsibility with respect to the results of effects brought about by the Word of God coming to an individual or individuals through the Gifts of the Holy Spirit (Acts 5:1-6).

5.12. Signs and Wonders Wrought at the Word or Hands of the Apostle. In addition to healing by Prayer of Faith (clause 5.8), God will manifest Himself through the Gifts of Healing, Faith and Miracles (Heb. 2:4). At the word of an apostle special miracles, not of healing only, will be wrought (Acts 3:1-9; 13:8-12; 14:11-12; 20:9-12; Rom. 15:18-19; 2 Cor. 12:12).

5.13. The Restoration of the Kingdom of Israel (Acts 1:6), with which is connected to the coming Kingdom of God on earth (Matt. 6:10; Luke 14:11), that in the Commonwealth Nations rests the blessing of Jacob (Gen. 35:11) on Joseph (Gen. 49:22-26) and on Ephraim (Gen. 48:15-20) and that the British Throne is under the Covenant that God made with David and his house (2 Sam. 7:8-16; Jer.33:17, 20-26); this is also proved by history; that America carries Manasseh's blessing; that through this people now being revealed as Israel, the world will be evangelized; that the Jews are only a small portion of Israel and still in unbelief; that in the form of the gifts of the Holy Spirit, the Oracles are again revealed in Israel, to whom they were given. The kingdom is now restored to Israel, who in being revealed as such, becomes the Bride; that the Stone Kingdom of Dan. 2, is the earthy kingdom of Israel which is to fill the earth, with Christ revealed as the ruling Word, even the rod, the man child (Rev. 12:10). As a nation, we Israel will "remember the Law of Moses"; in the New Song, Moses is joined to the Lamb (Rev. 15:3).

5.14. The Appearing and Revelation of Christ. This is the first stage in that dispensation known as the Coming of the Lord Jesus Christ. He appears as Christ, the Anointed, in the form of the Word, revealed in His Body, the saints (2 Thess. 1:7-10). The power of God's Christ must be revealed on earth, preparatory to His being known as "Lord" (Rev. 12:10; 11-15).

Note: In many passages "Coming" in Greek means "revealing" and is rendered "presence" in the R.V.

a. **The Body of Christ.** Whilst those who are baptised into the Body, and who hold the one Head, are members of Christ (1 Cor. 6:15; Eph.5:30), it is set gifts and offices that are operating members of the body of Christ and not individual Christians. "Now hath God set members every one of them in the body as it pleased Him." "And God has set some in the Church first Apostles, secondarily prophets, thirdly teachers" etc. (1 Cor. 12:18, 28). "For as the body is one and hath many members...so also is Christ." (1 Cor. 12:12). "Now ye are the body of Christ" (the Church), "and members in particular" (1 Cor. 12:27).

5.15. **The Coming of the Lord.** (James 5:7-8). There is the Day of His Coming (Mal. 3:2; 1 Thess. 5:2; 2 Peter 3:12), covering a period of time; a day with the Lord is as a thousand years (2 Peter 3:8). He shall be known as "LORD" after this gospel of the kingdom has been fully preached to all nations (Mat. 24:14) and all creation own and hail Him as Lord (Zech. 14:9, 1 Cor. 15:23-25). This is the consummation of His revelation as "CHRIST".

5.16. **The Millennium.** (Isa. 11). This age of the operation of the Covenant of Peace with Israel (Ezek. 34:25-26; 37:26) is ushered in at the revealing of CHRIST, by the proclaiming of the gospel of the kingdom of God, when God's people are given ruling power over the nations. The iron rod of the man child – the new form of the Word – shall rule all nations (Rev. 12:5; 20:6). Theocracy shall be the form of national government and God will be sanctified in the midst of Israel when they will observe His statutes to do them. The Sabbath was a type of this age "and God rested the seventh day."

5.17. **The Resurrection.** The dead are to be raised; they that have done good to the resurrection of life, and they that have done evil unto the resurrection of condemnation (John 5:28-29; Heb. 9:27). Concerning the body "It is sown a natural body, it is raised a spiritual body" (1 Cor. 15:42-44, 51-56). Jesus said "I am the resurrection" (John 11:25). There is also resurrection of Israel as a kingdom predicted in (Ezek. 37:12-14). "I will open your graves and cause you to come up out of your graves and bring you into the land of Israel." (It must be made clear to each one that these Scriptures refer to the spiritual Israel kingdom, and the Resurrection is to a spiritual life. Care must be taken in teaching, explaining that there is not a resurrection to a material kingdom, or, that there is not a resurrection of the flesh and bone body that has expired and become dust.)

5.18. **The Punishment of the Wicked.** Hell is prepared for the devil and his angels. There is a great gulf fixed between heaven and hell. "If any man worship the beast and his image" (that is anti-Christ spirits and their teachings, such are rampant in false brotherhoods of this present day when Israel is being revealed) "he shall be tormented with fire and brimstone in the presence of the holy angels and in the presence of the Lamb" ... "They have no rest day or night whosoever receiveth the mark of his name" (Rev. 14:9-11; 19:19-20). Death and hell were cast into the lake of fire ... and whosoever was not found written in the book of life (Rev. 20:10-15).

5.19. **Tithes and Offerings.** One tenth of our income that is of all we receive is to be brought into the storehouse, where we obtain our spiritual meat – the Church. It belongs to the Lord and is not ours. God gives us nine tenths to be stewards of, from which we ought to give Freewill Offerings unto the Lord. The only promise in the Bible of the windows of heaven being opened and an overflow blessing, is in (Mal. 3:10), with this condition that God's people bring all tithes and Prove Me now. Such as neglect the paying of tithes and offerings are accounted as robbers of God and the whole nation of Israel was cursed with a curse because of it. The curse must be removed from God's people today and it will be necessary for the tithe to be paid that there may be meat in God's house, the House of Israel and that the land may be called a delightful land and all nations call us blessed. Paying of tithes originated in faith. Abraham voluntarily paid tithes, Jacob also. We are children of Abraham and thus follow through faith. Jesus recognised the right of God in this and approved of it (Luke. 11:42). Paul exhorts to proportionate giving (1 Cor. 16:2).

5.20. **The Dedication of Infants.** It is the duty and privilege of parents to bring their children to the Church for dedication unto the Lord. "He took them up in His arms ... and blessed them" (Mark 10:13-16; Luke 2:22, 1 Sam. 1:22).

5.21. **The Ordinance of Water Baptism by Immersion.** All should be baptised in water after believing. Jesus said "It becometh us to fulfil all righteousness (Mat.3:15). It is a type of our burial, following or death union with Christ and our rising in newness of life (Rom. 6:4; Col. 2:12;

Acts 10:47).

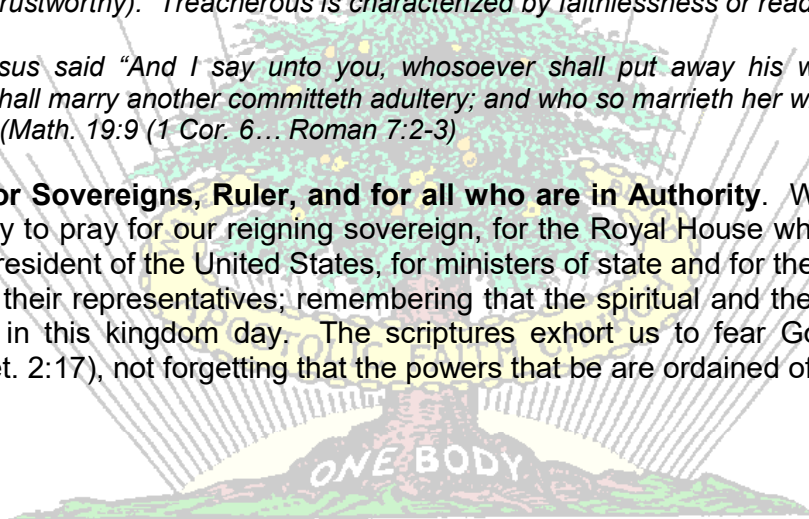
5.22. **The Communion of the Body of Christ in the Lord's Supper.** Fellowship and breaking of bread (Acts 2:42). We are to partake of the bread and wine in remembrance of the Lord's death (Matt. 26:29). To eat or drink unworthily is to eat and drink unto condemnation, but by discerning the Body, there is healing for such as are weak or sick (1 Cor. 11:23-30). There is no special season laid down for this ordinance; "as oft as you do this, do it in remembrance of me."

5.23. **Holy Matrimony.** Marriage is Holy (Heb. 13:14), and was ordained of God for the procreation of children (Gen. 1:28) to be brought up in the fear and nurture of the Lord, and also for companionship and mutual help (Gen. 2:18; 1 Cor. 11:3-7; Eph. 5:22-23). Divorce and re-marriage will (should) not be sanctioned while both parties are living. "What God hath joined together let no man put asunder" (Mark 10:1-12).

Note 1: *The Lord being a witness between a man and wife, against whom the man has treacherously dealt. We are warned to heed our spirit and let none deal treacherously against the wife of his youth. (Mal. 2:14-15). "The Lord God of Israel saith He hateth putting away (divorce), for one covereth violence with his garment saith the Lord of hosts; therefore take heed to your spirit, that ye deal not treacherously (Mal. 2:16). These paragraphs show that we should not deal treacherously in marriage. Treacherously is defined as "marked by betrayal of infidelity, confidence or trust: perfidious" (deceitful and untrustworthy). Treacherous is characterized by faithlessness or readiness to betray.*

Note 2: *Jesus said "And I say unto you, whosoever shall put away his wife, except it be for fornication, and shall marry another committeth adultery; and who so marrieth her which is put away doth commit adultery" (Math. 19:9 (1 Cor. 6... Roman 7:2-3)*

5.24. **Prayer for Sovereigns, Ruler, and for all who are in Authority.** We specially believe that it is our duty to pray for our reigning sovereign, for the Royal House which is the House of David, for the President of the United States, for ministers of state and for the Commonwealth of Nations with all their representatives; remembering that the spiritual and the national are being joined together in this kingdom day. The scriptures exhort us to fear God and honour the Sovereign (1 Pet. 2:17), not forgetting that the powers that be are ordained of God (Rom. 13:1).





Apostolic Faith Church

Church Immoveable Property Inventory Form

NAME OF COUNTRY:

Sheet No.: Date: Prepared by:

The valuation of the buildings shall be based on the current estimated market value. Church immoveable Inventory shall be prepared in triplicate [three (3) copies]: One copy for the Regional Overseer, one copy for the Country Overseer and one copy remains in the Inventory booklet/file.

No.	Description	Location	Value

Checked by Verified by:

Designation: Country Overseer

Date: Date:

Annex A2



Apostolic Faith Church

Church Moveable Property Inventory Form

Date of Inventory: _____

The valuation of the moveable assets of the Church shall be based on the current estimated replacement costs. The values for the assets are estimates only. Church Moveable Property Inventory are to be prepared in triplicate [three (3) copies], (one copy for the Regional Overseer’s Office, one copy for the Country Overseer’s Office, and one copy remains in the property inventory booklet/file).

Church Sanctuary				
Contents/ Item Description	Value in USD\$ of the Movable Assets/Items in these Areas			
	Auditorium	Offices	House/Hostel	Other
Subtotal				

Church Office – Stand Alone				
Office Address:				
Contents/ Item Description	Office	Boardroom	Kitchen	Other
Subtotal				

Church School				
Contents/ Item Description	Classrooms	Offices	Hostels	Kitchen / Other
Subtotal				

Subtotal One:

Subtotal Two:

Subtotal Three:

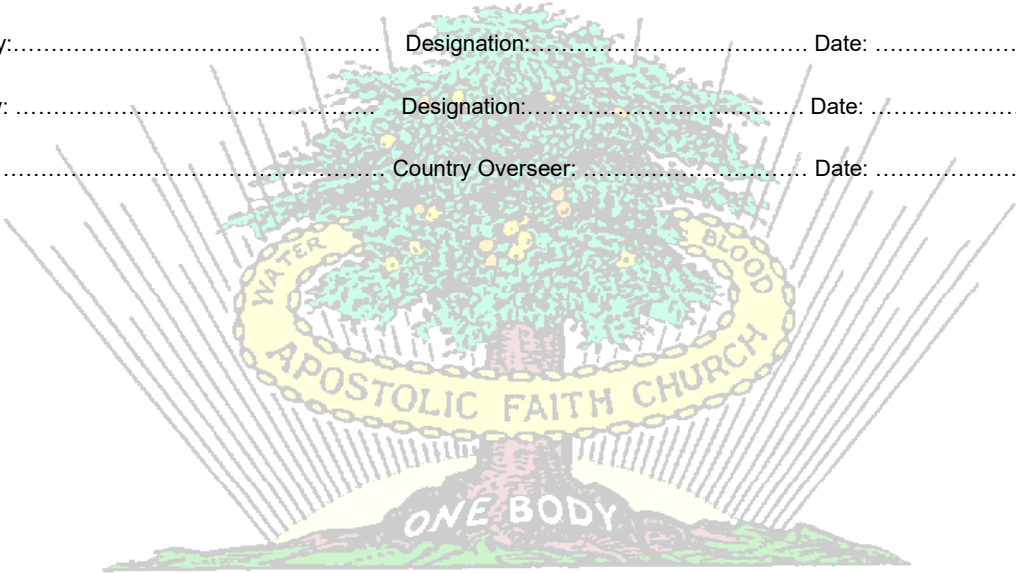
Subtotal Four: _____

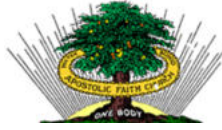
Total: _____ Total Value: _____

Prepared By:..... Designation:..... Date:

Checked By:..... Designation:..... Date:

Verified By:..... Country Overseer:..... Date:





**Apostolic Faith Church
CHURCH BRANCH LISTS**

COUNTRY NAME:	NUMBER OF DISTRICTS:
---------------	----------------------

LIST OF DISTRICTS AND BRANCHES:

1. NAME OF DISTRICT:

(I) Name of Branch:

Physical address	Number of buildings	Construction type

Church (Yes/No)	owned			Date purchased	Gifted by	Rented from
Value:					Name:	
					Date:	Rental:

(II) Name of Branch:

Physical address	Number of buildings	Construction type

Church (Yes/No)	owned			Date purchased	Gifted by	Rented from
Value:					Name:	
					Date:	Rental:

2. NAME OF DISTRICT:

(i) Name of Branch:

Physical address	Number of buildings	Construction type

Church (Yes/No)	owned			Date purchased	Gifted by	Rented from
Value:					Name:	
					Date:	Rental:

Prepared By:..... Designation:..... Date:

Checked By: Designation:..... Date:

Verified By: Country Overseer: Date:



Apostolic Faith Church

MEMBERSHIP LIST

COUNTRY NAME:.....

DISTRICT: **BRANCH:**.....

No.	Name	Date of Birth	Date of Membership	Baptism Date	Member Number	Home Address	Phone Number

Prepared By:..... Designation:..... Date:

Checked By: Designation:..... Date:

Verified By: Country Overseer: Date:



Apostolic Faith Church
SUNDAY SERVICE / PROGRAMME REPORT

COUNTRY: _____ DISTRICT: _____ BRANCH: _____

Date.....

ATTENDANCE		OFFERINGS	
Men		Sunday Offering	
Women		Membership Fee	
Children		Tithe	
Visitors		Projects Fund	
New Members		Development Fund	
Baptisms			
Total Number:		Total:	

Preaching

Preacher 1: Name Of Preacher:

Topic:

Scriptures:

Summary Of Message:
.....
.....
.....
.....
.....

Preacher 2 (If Any): Name Of Preacher:

Topic:

Scriptures:

Summary Of Message:
.....
.....
.....
.....
.....

Other Activities:
.....
.....
.....
.....

Branch Secretary:..... Branch Pastor:

Sign:

Sign:



Apostolic Faith Church

MIDWEEK SERVICE REPORT

COUNTRY:..... DISTRICT:.....

BRANCH: ZONE:..... SECTION:.....

Date.....

ATTENDANCE		OFFERINGS	
Men		Offering	
Women		Any Special Offering insert below:	
Children			
Visitors			
New Members			
Total Number:		Total:	

Preaching

Preacher: Name Of Preacher:

Topic:

Scriptures:

Summary Of Message:

.....

Other Activities:

.....

Branch Secretary:..... Branch Pastor:

Sign:

Sign:



Apostolic Faith Church

WOMEN'S FELLOWSHIP WEEKLY REPORT

COUNTRY:..... DISTRICT:..... DATE:

BRANCH: ZONE:..... SECTION:.....

ATTENDANCE		OFFERINGS	
Women		Offering	
Children		Any Special Offering insert below:	
Visitors			
New Members			
Total Number:		Total:	

Preaching

Preacher 1: Name Of Preacher:

Topic:

Scriptures:

Summary Of Message:
.....
.....
.....
.....
.....
.....
.....

Preacher 2: Name Of Preacher:

Topic:

Scriptures:

Summary Of Message:
.....
.....
.....
.....
.....
.....
.....

Other Activities:

Women's Secretary:..... **Chair lady:**

Sign: Sign:



Apostolic Faith Church

MEN'S FELLOWSHIP REPORT

COUNTRY:..... DISTRICT:..... DATE:

BRANCH: ZONE:..... SECTION:.....

ATTENDANCE		OFFERINGS	
Men		Offering	
Children		Any Special Offering insert below:	
Visitors			
New Members			
Total Number:		Total:	

Preaching

Preacher 1: Name Of Preacher:

Topic:

Scriptures:

Summary Of Message:
.....
.....
.....
.....
.....
.....
.....

Preacher 2: Name Of Preacher:

Topic:

Scriptures:

Summary Of Message:
.....
.....
.....
.....
.....
.....
.....

Other Activities:

Men's Secretary:..... Pastor/Chairman:

Sign: Sign:



Apostolic Faith Church

YOUTH FELLOWSHIP WEEKLY REPORT

COUNTRY:..... DISTRICT:..... DATE:

BRANCH: ZONE:..... SECTION:.....

ATTENDANCE		OFFERINGS	
Males		Offering	
Females		Any Special Offering insert below:	
Visitors			
New Members			
Total Number:		Total:	

Preaching

Preacher 1: Name Of Preacher:

Topic:

Scriptures:

Summary Of Message:

Preacher 2: Name Of Preacher:

Topic:

Scriptures:

Summary Of Message:

Other Activities:

Youth Secretary:..... Youth Chairman/Leader:

Sign:

Sign:



Apostolic Faith Church

CHILDREN'S MINISTRY SUNDAY REPORT

COUNTRY:..... DISTRICT:..... DATE:

BRANCH: ZONE:..... SECTION:.....

ATTENDANCE		OFFERINGS	
Boys		Offering	
Girls		Special Contributions (for events) insert below:	
Visiting Children			
New Children			
Total Number:		Total:	

Teaching of the Day

Name of Sunday School Teacher:

Subjects/Topics.....

Scriptural reference:

Summary Of Message:

Children's Activities:

Activity 1.....

Activity 2.....

Activity 3.....

Other Activities:

Sunday School Teacher:..... Pastor:

Sign: Sign:



Apostolic Faith Church

BRANCH WEEKLY SUMMARY REPORT

COUNTRY: _____ DISTRICT: _____ BRANCH: _____

REPORTING WEEK:

Date:

Activity	Actual dates	Responsible Leader	Teachings/ Topics/Purpose	Offerings Totals	Attendance
Sunday Service					
Prayer Meetings					
Men's Fellowship					
Women's Fellowship					
Youth Fellowship					
Sunday School					
Special Services/ Events/ Activity					
Leadership Meetings					
Totals					

Other Activities	Actual dates	Leader Responsible	Aim/Goal	Remarks

General Comments by Pastor / Branch Leader

.....

Branch Secretary:..... Branch Pastor:

Sign:

Sign:



Apostolic Faith Church

BRANCH MONTHLY SUMMARY REPORT

COUNTRY: _____ DISTRICT: _____ BRANCH: _____

REPORTING MONTH: PASTOR: Date:

Activity	Leader Responsible	No. of Mtgs	Monthly Theme of Teachings	Purpose	Offerings Totals	Average Attendance
Sunday Service						
Prayer Meetings						
Men's Fellowship						
Women's Fellowship						
Youth Fellowship						
Sunday School						
Leadership Meetings						
Special meetings						
Totals						

General Comments by Pastor / Branch Leader

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

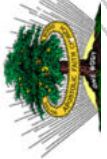
.....

.....

Branch Secretary: Branch Pastor:

Sign:

Sign:



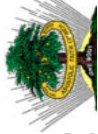
Apostolic Faith Church

DISTRICT MONTHLY SUMMARY REPORT 1

COUNTRY: _____ DISTRICT: _____

DISTRICT OVERSEER: _____ REPORTING MONTH: _____ Date: _____

	BRANCH	Branch Leader	Monthly Theme of Teachings	Average Attendance Figures						Offerings Totals
				Sunday Service	Men's Fellowship	Women's Fellowship	Youth Fellowship	Sunday School	Leadership Meetings	
1										
2										
3										
4										
	Total Average figures									

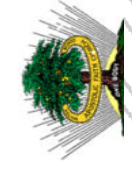


Apostolic Faith Church

DISTRICT MONTHLY SUMMARY REPORT 2

COUNTRY: _____ DISTRICT: _____

BRANCH	Branch Leader	New Members	Water Baptisms	Marriages	Babies Dedicated	Funerals conducted	Comments
1							
2							
3							
4							
5							
Total Numbers							



Apostolic Faith Church

QUARTERLY SUMMARY REPORT

COUNTRY: _____

COUNTRY OVERSEER:..... **REPORTING QUARTER :** **Date:**.....

DISTRICT	District Overseer	Theme of Teachings	Average Attendance Figures						Offerings Totals
			Sunday Service	Men's Fellowship	Women's Fellowship	Youth Fellowship	Sunday School	Leadership Meetings	
1									
2									
3									
4									
Total Average figures									

QUARTERLY SUMMARY REPORT 2 COUNTRY: _____							Comments
DISTRICT	District Overseer	New Members	Water Baptisms	Marriages	Babies Dedicated	Funerals conducted	
1							
2							
3							
4							
5							
Total Numbers							

Annex F



Apostolic Faith Church

FACT FINDING INVESTIGATION REPORT

COUNTRY..... DISTRICT..... BRANCH

INVESTINGATING OFFICERS (1): (2).....

CASE FILE NUMBER:.....

ALLEGED MISCONDUCT:	
Person Reporting:	
Person Reported:	
Place of Misconduct:	
Date of Misconduct:	
Time of Misconduct:	

WHAT PERSON REPORTING SAW	
What Happened:	
When it Happened:	
Where it Happened:	
Who was Involved:	
Why it Happened:	
How it Happened:	
What impact is it likely to have/is it having on The Church	

OTHER WITNESSES:	CONTACT DETAILS
Name:	
Name:	
Name:	

INTERVIEWS AND STATEMENTS RECORDED				
Person Reporting	Name	Interview Date and Time	Statement Date and Time	Corroborated by Witnesses
Witness				

Witness				
Witness				
Person Reported				
Witness				
Witness				
Witness				
Emergency Services				
Doctor				
Police				

ESTABLISHED FACTS OF THE CASE	
Based on the corroborated evidence obtained during interviews with all the parties involved and their recorded statements, the Investigation has established the following facts:	
Fact 1:	
Fact 2:	
Fact 3:	
Conclusion	
Based on the Balance of Probabilities are there sufficient and reasonable grounds to support the allegation of Misconduct.	
<input type="text" value="Yes/No"/>	
Identified Misconduct:	
Recommendation:	Declare and Prove Case at a Hearing
	Case to Answer
	<input type="text" value="Yes/No"/>
	<input type="text" value="Yes/No"/>

Signature	Functional Title	Date/Time	Signature	Functional Title

The Fact Finding Investigation File, including statements recorded from all parties and other supporting Documentation has been handed over to the Office of the Overseer:

Received By Signature _____ Functional Title _____

Date and Time of Hearing:	Venue for Hearing	Notice of Hearing to All Parties

Annex G

Guide for the Preparation of Financial Accounts at AFC Country Level

The following figures are just assumptions for purposes of providing an example:

Let us consider the following as a summary of activities of the AFC Country Headquarters as at 31 August 2017:

Activity Description	Amount
1. Membership	1,500
2. Offering	2,000
3. Sale of badges	800
4. Other contributions	300
5. Furniture bought for office	800
6. Development Fund	600
7. Orphans and widows	400
8. Printing and stationery	250
9. Board of trustees meetings	200
10. Other ministry activities	200
11. Support to Regional Office	100
12. Support to Country Overseer's Office	100

Where the following information was also available

13. Cash at bank	1,750
14. Cash in hand	200
15. Pledges not yet received	450
16. Membership paid in advance	100
17. Subscriptions due to regional office	300
18. Water bills not yet paid	150
19. Ground rates paid in advance	100

From the above information or records, we now prepare:

- (i) **Receipt and Payment Account**
- (ii) **Income and Expenditure Account**
- (iii) **Balance Sheet**

Please see below:



Apostolic Faith Church

(i) Receipt and payment account for the year ending 31st August, 2017

Receipts (Money Received)	Amount	Payments (Payments made out)	Amount
Membership	1,500	Furniture bought	800
Offerings	2,000	Development Fund	600
Sale of badges	800	Orphans and widows support	400
Other contributions	300	Printing and stationery	250
		Board of Trustees meetings	200
		Support to Regional Office	100
		Support to Overseer's Office	100
		Balance c/d (Balancing figure) (4600-2450)	2,150
	4,600		4,600
Balance b/d	2,150		

(ii) Income and Expenditure Account for the year ended 31st August, 2017

Expenditure	Amount	Income	Amount
Development Fund	600	Membership	1,500
Orphans and widows	400	Offering	2,000
Printing and stationery	250	Sales of badges	800
Board of trustees meeting	200	Other contributions	300
Support to Regional office	100		
Support to Overseer's office	100		
Excess of income over expenditure (4,600-1,650)	2,950		
	4,600		4,600



Apostolic Faith Church

(iii) Balance Sheet as at 31st August, 2017

Accumulated funds/Liabilities	Amount	Assets	Amount
Excess of income over expenditure	2,950	Furniture	800
Current liabilities		Current Assets	
Subscriptions due to regional office	300	Pledges not yet received	450
Water bills not yet paid	150	Ground rates paid in advance	100
Membership paid in advance	100	Cash in hand	400
		Cash at bank	1,750
	3,500		3,500

Notes and Narrations

1. *Membership*
Represents total membership contribution for the period under review.
2. *Offering*
Represents all offerings in the period stated
3. *Sale of badges*
These are official church badges and this amount represents the net sales value
4. *Other contributions*
This is a total of other contributions too numerous to mention
5. *Furniture bought for office*
This represents office furniture, which could be an office desk and some chairs bought for the office of the Overseer
6. *Development Fund*
This is the amount spent on developmental projects of the Church
7. *Orphans and widows*
Represents amount spent on supporting orphans and widows in the period under review.
8. *Printing and stationery*
Represent all printing costs, minutes, booklets, brochures, and posters for crusades, memos and publications
9. *Board of trustee meetings*
Represents cost towards hosting of board of trustees meetings in the period under review

10. Other ministry activities

Total sum of other ministry activities too numerous to itemize

11. Support to Regional office

Represents amount spent towards the support of the Office of the Regional Overseer.

12. Support to the Office of Country Overseer

Represents amount paid towards the support of the Country Overseer.

13. Cash at bank

Represent the cash sitting in the church bank account(s)

14. Cash in hand

Represents cash available at church office not yet deposited at the bank

15. Pledges not yet received

Represents all monies members have committed to give to the church but still being awaited.

16. Membership paid in advance

This is membership paid beyond the period we are reporting or under review

17. Subscription due to regional office

Represents all monies which are to be paid to the regional office but have not yet been submitted

18. Water bill not yet paid

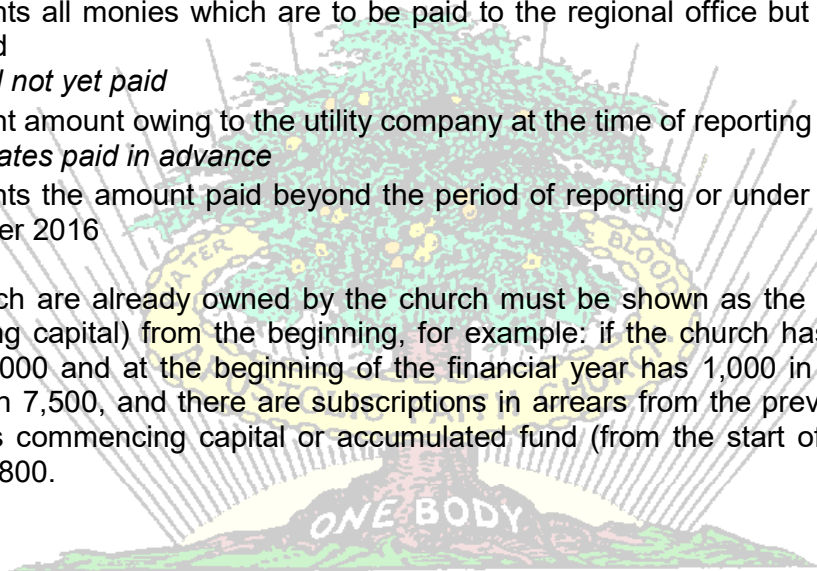
Represent amount owing to the utility company at the time of reporting

19. Ground rates paid in advance

Represents the amount paid beyond the period of reporting or under review i.e. Bill for September 2016

Note:

Any assets which are already owned by the church must be shown as the accumulated fund. (the commencing capital) from the beginning, for example: if the church has acquired its own property for 20,000 and at the beginning of the financial year has 1,000 in the bank, musical equipment worth 7,500, and there are subscriptions in arrears from the previous financial year of 300, then, its commencing capital or accumulated fund (from the start of the new financial year) will be 28,800.





HEARING NOTIFICATION

BRANCH		DISTRICT	
BRANCH PASTOR		DATE	
FROM:		DESIGNATION	
SUBJECT	HEARING NOTIFICATION	VENUE:	
		DATE:	
TO:	OFFENDER	NAME:	
	COMPLAINANT	NAME:	
	HEARING OFFICIALS:		
	1.	DESIGNATION:	
	2.	DESIGNATION:	
	3.	DESIGNATION:	

OFFENCES	1.	
	2.	
	3.	

WITNESS FOR OFFENDER	1.	
	2.	
	3.	
WITNESS FOR COMPLAINANT	1.	
	2.	
	3.	

ADDITIONAL INFORMATION

.....

Signed: Designation:

Date:



Apostolic Faith Church

MISCONDUCT REVIEW FORM

COUNTRY: _____ **District:** _____ **Branch** _____

Case Number: _____ **Date:** _____

Person Reported/Offender	Alleged Misconduct	Person Reporting/Complainant	Other Witnesses	Hearing Official

Pre Hearing Administration:

Investigations	Facts Obtained	Statements Obtained	Reviews Facts

After Review:

After reviewing the case if the Church Official at the appropriate level believes there are grounds for further action, he may consider the case and interview the member reported. If the Church Official is satisfied that the incident is a one-time only event and not likely to be repeated or a mistake and that the member is honestly and genuinely repented the Official may issue a written warning as to future misconduct and discharge the case with no further action required. However, if there is sufficient evidence to show that the member is unrepentant and continues with the unacceptable behavior the Official may schedule a defended hearing to fully deal with the case. In all cases where there is open defiance of the Overseer/Senior Church Officials or open dissension a hearing is to be held.

After Review Action:

Interview Date:	Person Reporting	Person Reported	Decision Taken:
Finding:	Accepts Findings:	Accepts Findings:	Warning:
Case To Answer	Yes:	Yes	Hearing Date:

Case to Be Heard:

I understand the Case against me, it has been fully explained:
I know that I can have a representative present during the hearing:
I know I can call witnesses to support my case:
I know the date, time and venue for my hearing:
I have been given all the documents relating to the case:
I know I am responsible for ensuring my witnesses attend:
I know if my witnesses are absent the case can proceed without them:
I know that if I am not able to attend I could send a proxy/ If I am absent the case will proceed:

Person Reported Signature: _____ **Chairman/Overseer Signature** _____

Date: _____ **Time:** _____

Witnessed By: Name _____ **Signature:** _____



OPENING OF HEARING

DISCIPLINARY COMMITTEE CHAIRPERSON'S GUIDE

Description/Actions	Yes	No	Further Explanation	
Chairperson Welcomes All to the Hearing: Opening Prayer				
Chairperson introduces the panel and all parties in attendance and explains the purpose of the hearing			Must outline the misconduct in detail	
Chairperson outlines the findings of the independent investigation conducted into the allegations				
Chairperson reads out identified misconduct as identified in the Governance and Administration Document - Unacceptable Conduct paragraph 12.2 a. through e. Chairperson asks if the member concerned accepts the investigation findings: If answer is 'No', the full hearing continues, all witnesses to leave the room until called to give evidence.			If 'No' continue with full hearing. If 'yes' adjourn to discuss penalty	
Chairperson calls on member reported to give account of actions/response to allegations/				
Chairperson and Panel may question member reported about their facts or lack of details.				
Chairperson and panel examine each witness Person Reporting the misconduct Witnesses supporting the allegation of misconduct Witnesses assisting in the defense of the member accused of the misconduct.				
Chairperson must ask all parties if there may be any mitigating circumstances that should be considered				
Chairperson and panel adjourn to assess the case findings/facts				
Chairperson re-opens the hearing and makes known the findings and explains the penalty as per Governance and Administration Document paragraph 19 through 20.			Penalties outlined in Governance/Admin Document	
FINDINGS:	Plea	Proved	Not Proved	Penalty
Misconduct One:				
Misconduct Two:				
Misconduct Three:				
<p>Signed Chairperson _____ Signed : Offender _____ Signed Secretary _____</p> <p>Date _____ Time _____</p>				

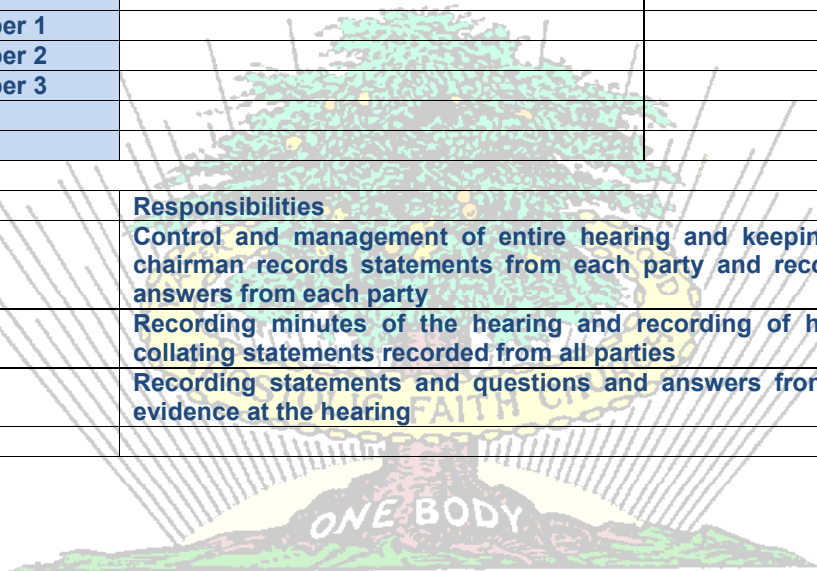


DISCIPLINARY ATTENDANCE REGISTER

Chairperson must ensure that the Secretary records and completes the attendance register:

ROLE	NAME	SIGNATURE
Chairperson		
Secretary		
Panel Member		
Panel Member		
Panel Member		
Person Reporting the alleged misconduct		
Member reported		
Witness 1		
Witness 2		
Witness 3		
Witness for Member 1		
Witness for Member 2		
Witness for Member 3		
Other		
Other		

Role	Responsibilities
Chairperson	Control and management of entire hearing and keeping good order. The chairman records statements from each party and records questions and answers from each party
Secretary	Recording minutes of the hearing and recording of hearing procedures, collating statements recorded from all parties
Panel Members	Recording statements and questions and answers from all parties giving evidence at the hearing





DISPLINARY HEARING GUIDE

1. Opening Statements:

Chairperson records opening statements from person reporting/complainant the allegation of misconduct. No questions to be asked at this stage, check the statement recorded against the statement made during the fact finding investigation. This will help in preparing the questions for each party to either prove or disprove the case.

Chairperson records statement from the member who allegedly is involved in the reported misconduct. No questions to be asked at this stage, check the statement recorded against the statement made during the fact finding investigation. This will help in preparing the questions for each party to either prove or disprove the case.

2. Case

Chairperson may call witnesses and they can be questioned by the member accused of misconduct through the Chairperson. The member can only answer questions directed at him, to the Chairperson. The Chairperson must ensure that only one person speaks at a time.

Chairperson may call witnesses and the complainant may question the witnesses through the Chairperson. The complainant can only answer questions directed to him or her.

3. Closing Arguments:

Chairperson records closing statement from complainant/person reporting the allegation of misconduct. Just a statement of what was either proven during the case hearing.

Chairperson records the statement from the member allegedly involved in misconduct. Just a statement of what was proven during the hearing.

4. Chairperson and Panel Ask Clarifying Questions of Each Party:

5. Adjourn Hearing to Discuss Verdicts



6. Verdict/Outcome of hearing

Chairperson prepares and records verdict/findings and only relies on the evidence obtained during the hearing. Essentially was there a particular rule, behavior or conduct expected of a church member and was the member accused of misconduct aware of the rule, behavior or conduct at the time of the alleged misconduct. Is the said rule, behavior or conduct reasonable and fair. The verdict/outcome of the hearing is based on the balance of probabilities from the evidence presented, is it more probable that the member is guilty or not guilty of misconduct as charged. The member must be found guilty or not guilty of the charge.

Chairperson: Having taken into account all the evidence presented during the hearing and weighed it against the balance of probabilities, and find as follows:

Misconduct	Proved	Not Proved	Remarks

7. Mitigation Plea

Members Plea	Remorseful	Seeks Forgiveness	Remarks
Accepts Findings:	Yes:	Yes:	Appealing:
Rejects Findings:	No:	No	Not Appealing:

8. Members Background and Contribution to the Church

The Chairperson considers the background and contribution made to the church by the member.

Alleged Misconduct	Previous cases of misconduct	Final Considerations

9. Issue Penalty

Misconduct	Finding	Penalty

Appeals Procedure:

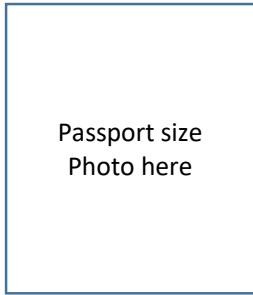
Chairperson must explain Appeals Procedure:

Description	Yes	No	Further Explanation
Member has understood the findings and penalty			
Member understands the right of appeal			
Member understands the appeal must be in writing			
Member understands that the appeal must contain evidence why the appeal is being submitted			
Member understands the appeal must be based on more than simply not agreeing with the penalty or the findings			
The member understands that the appeal must be submitted within seven days after the conclusion of the hearing			
The Member understands that the findings of the appeal are final.			

Signed Chairperson _____ Agreed and Signed Member _____

Date _____ Time _____ Witnessed and Signed Secretary _____

Annex P



Apostolic Faith Church

MEMBERSHIP DECLARATION FORM

Member's Name: Mb No.:

Cell:..... Email.: Male: Female:

Branch: Presiding Pastor:

District: Country: Overseer:

REQUIREMENTS FOR MEMBERSHIP

- a) You believe, accept and affirm that Jesus Christ is your Lord and Savior (Roman 10:9-10; John 1:12; 1 John 5:11).
- b) You accept that the Bible is the infallible written Word of God and agree to be guided by it in your Christian life (2 Timothy 3:16; Deut. 11:18-20).
- c) You acknowledge and accept the Doctrine and Articles of Belief of the Apostolic Faith Church and make a commitment to act upon them (Acts 2:42; 1 Timothy 4:16)
- d) You understand and accept to follow to the rules and regulations of the Apostolic Faith Church, acknowledging that your membership depends on adherence to them and the Doctrine and Articles of Belief of the Church. (1 Cor.14:40; John 15:10; 2 Timothy 3:16)
- e) You understand the need and commit to support the work of God through the Apostolic Faith Church by way of giving: in Offerings, Tithes, Gifts, Membership fees and general contributions, towards supporting the work of God financially, including through your time and availability for church programs (Malachi 3:10; Luke 11:42; 1 Cor. 16:2; Acts 20:35)
- f) You agree and declare your commitment and loyalty to the leadership of the Apostolic Faith Church, acknowledging that the servants of God have a Pastoral duty over you. (Hebrews 13:17; 1 Timothy 5:17)

The above requirements and general rules for membership have been explained to me and I fully understand them. I have, therefore, of my own will, voluntarily made a decision to be part of the fellowship of the believers and members of the Apostolic Faith Church, whose International Headquarters is at Bournemouth, England, United Kingdom. Henceforth, I today the..... of 20..... declare I that I am a committed Member of the Apostolic Faith Church.

Member's Signature:Date:..... Pastor:

Existing Member: Period of Membership New Member:

Membership Declaration Form cont.

Current Status: Single: Married : Widow(er): Orphan: (Please tick)

Occupation:..... Date of birth:.....

If Married

Name of Spouse: Cell Phone:

If Student: Field of Study: Year of Study:

If in: Secondary School – Grade/Form of Study: Primary Sch. Grade:

Residential Address

.....

Please Insert Names of relatives of your household & those close to you below:

Relationship	First Name	Surname	Are they an AFC Member? Tick Box		If not AFC Member Please Insert their Contact Cell Phone no. below:
			Yes	No	

Kindly submit 2no. passport size photos: 1 to be inserted on this Form, the other to be placed in the Membership Card. Leaders should submit an extra photo for the leadership form

Membership Card Issued on (Date): Comment:

Member Sign: Secretary Sign: Pastor:

Annex Q



Apostolic Faith Church

LEADERSHIP COMMITMENT FORM

1 Cor. 4:2 – Moreover It is required in Stewards, that a man be found Faithful. 1 Peter 4:10 – As every man has received the Gift, even so Minister the same to one another, as Good Stewards of the Manifold Grace of God

Leader / Candidate's Name:..... Mb No.:

Office of Setting / Position Recommended:

Current Position:..... Cell Phone:..... Email:

Name of Spouse: Cell Phone:

Branch: Presiding Pastor :

Cell Phone: Email: District:

Country Overseer: Country:

COMMITMENT & LOYALTY DECLARATION

I hereby pledge my absolute loyalty and commitment to the Apostolic Faith Church (AFC) founded as a Pentecostal Church by the Rev. William Oliver Hutchinson in 1908, with its International Headquarters in England at Bournemouth, United Kingdom, and I declare that:

- a) I acknowledge and accept the International Chief Overseer and Chief Apostle as the sole and final authority of the AFC, and I understand that I am ultimately responsible to him.
- b) I declare my commitment and loyalty to the Church and its international and local leadership both in the region and country and accept to serve under the leadership of my presiding Overseer and Pastor, and I acknowledge the servants of God who have a Pastoral duty over me. (Heb. 13:17; 1 Tim 5:17)
- c) I affirm and accept to serve the Lord according to the Scriptures in the Word of God, (1 Tim 3:1-13; 1 Peter 5:1-11; Mark 16:15-20; John 21:16; 1 Cor.4:1-2; 1 Peter 4:10-11; Matt.25:20-21; Acts 20:28-32) and the Doctrine of the Church, and I make a commitment to act upon them and teach as guided (Acts 2:42; 1 Tim 4:1-16). I acknowledge that I am privileged to serve by the Grace of God.
- d) I understand and fully commit to the rules and regulations of the AFC and acknowledge that the privilege of leadership depends on adherence to them (1 Cor.14:40; John 15:10; 2 Timothy 3:16); that my leadership service is voluntary for the work of the ministry of the Gospel under the Church (Acts 13:1-5). I shall remain faithful to my calling, answerable and accountable as a good Steward (Luke 12:47-48; 1 Cor. 4:1-2).

I hereby affirm that I understand the above requirements and accept my Appointment Confirmation to the Office/Position of

Sign: Date: Presiding Pastor: Date:

Country Overseer:..... Regional Overseer:
Date :..... Date :