



General Bylaws 2014

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PENTECOSTAL
CHURCH OF GOD

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SECTION 1: DIRECTORY

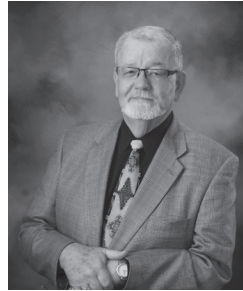


PENTECOSTAL CHURCH OF GOD

GENERAL COUNCIL



Charles G. Scott
General Bishop



Loyd Naten
General Secretary



Dwayne Deskins
Northwestern Division



Jan Lake
Southwestern Division



Joseph G. Skiles
North Central Division



Robert Jayne
South Central Division



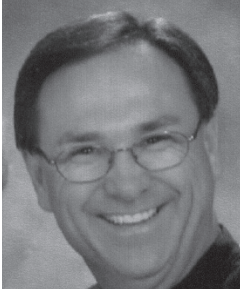
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Northeastern Division



James Rayburn
Southeastern Division

PENTECOSTAL CHURCH OF GOD

MINISTRY DIRECTORS



Virgil Kincaid
World Missions



David Petty
Indian Missions



Andy Hunt
National Missions



Joe Skiles
Youth Ministries



Janice Scott
Women's Ministries

International Headquarters Directory

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Women's Ministries Department
National Missions Department
Youth Ministries Department
World Missions Department
Indian Missions Department
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Due to constantly changing duty assignments, addresses are not listed for the chaplains.

Please ask the director for the current contact information for individual chaplains.

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Chaplain Cpt. Samuel Alsup
Chaplain Lt. Col. Tom Bowers
Chaplain Cpt. Chad Bowman
Chaplain Cpt. Carl Brown
Chaplain Maj. Tammie Elfadili
Chaplain Maj. James Foster
Chaplain Cpt. Dawn Garret
Chaplain Cpt. Guy Gifford
Chaplain Cpt. Altrich Harvey
Chaplain Maj. Ernest Ibanga
Chaplain Cpt. Patrick Kihui
Chaplain Cpt. Theron Ledford
Chaplain Maj. James Lester
Chaplain Cpt. Lelys Miller
Chaplain Cpt. Soe Miller
Chaplain Cpt. Stephanie Okolo
Chaplain Cpt. Joshua Remy
Chaplain Cpt. J.D. Sims
Chaplain Col. David Slaten
Chaplain Maj. Doug Swift
Chaplain Cpt. Anthony Williams

Air Force

Chaplain Cpt. Aaron Reynolds
Chaplain Lt. Col. David Reynolds

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Chaplain Lt. Marion King

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- MISSIONARIES33
- FIELD REPRESENTATIVES..... 5

MISSIONARY EVANGELIST	2
COUNTRIES.....	63
CHURCHES.....	3,153+
PREACHING STATIONS	752
TOTAL CHURCHES & PREACHING STATIONS.....	3,905+
CONSTITUENTS	583,870+
RESIDENT BIBLE SCHOOLS.....	29
EXTENSION TRAINING CENTERS.....	116
DAY SCHOOLS	41+
NATIONAL MINISTERS	4,224+
ORPHANAGES	2

2013 WORLD MISSIONS FIELD STATISTICS

Please note: Statistics change continually on the mission fields. The figures given concerning churches, outstations and constituents are approximate totals. Continually souls are receiving Christ, outreach ministries activated, new churches established, etc. These statistics are based on reports received from the missionaries.

AFRICA

BENIN: 2 Churches—3 Preaching Stations—80 Constituents—8 National Workers— Prison and Hospital Outreaches.

ETHIOPIA: 560 Churches—300,000+ Constituents—1 Bible School—600 National Workers.

GHANA : 29 Churches—2,108+ Constituents—45 National Workers—3 Elementary Schools (400 Students).

IVORY COAST: 4 Churches —3 Preaching Stations—300 Constituents—16 National Workers

KENYA: 140+ Churches—4, 500+ Constituents—Pastoral School.

LIBERIA: 5 Churches

MALAWI: 28 Churches—3,090 Constituents—4 Preaching Stations—77 National Workers—1 Pastoral Training School (with 2 Satellites)

MOZAMBIQUE: 20 Churches—3,000+ Constituents—59 National Workers—39 Preaching Stations

NIGERIA: 4 Churches—30 Preaching Stations—500+ Constituents—20 National Workers—1 Pastoral Training College—Maternity Clinic.

RWANDA: 18 Churches—11 Preaching Stations—1,487 Constituents—35 National Workers—6 Training Centers (35 Students).

SIERRA LEONE: 2 Churches—180 Constituents—10 National Workers—1 Bible School (25 students).

SOUTH AFRICA: 12 Churches—12 Preaching Stations—900—Constituents 27 National Workers—1 Bible Training College—Prison Ministry Chaplain—Tent Crusade Ministry—1 Day Care Center

SWAZILAND: 1 Church—1 National Worker—20 Constituents.

TANZANIA: 128 Churches—19 Preaching Stations—4,835 Constituents—Ministerial Training Center (70-88 Students)—126 National Workers.

TAGO: 1 Church—15 Constituents

DEMOCRATIC REPUBLIC OF CONGO (NORTH): 21 Churches—4,481+ Constituents—Carmel Bible Institute—4 training Centers—42 National Workers

DEMOCRATIC REPUBLIC OF CONGO (SOUTH): 36 Churches—5Preaching Stations—4,823 Constituents—116 National Workers—1Bible School—Numerous Day Schools

ZAMBIA: 25 Churches—7 Preaching Stations—2,550+ Constituents—42 National Workers—1 Bible School (10 Students)—15 Home Orphanages (50 children).

ZIMBABWE: 15+ Churches—900+ Constituents—75 National Workers—20 Preaching Stations.

ASIA:

CHINA: 3 Underground Phone Group Ministries—65 to 70 Constituents—2 National Workers—Teaching English

HONG KONG & MACAU: 4 Churches—400 Constituents—7 National Workers—6 Preaching Stations—3 Schools for Tutoring Children (28 Students)

INDIA: 137 Churches—152 Preaching Stations—12,700 Constituents—141 National Workers—2 Bible School (70 students)—1 Orphanage.

JAPAN: 2 Churches—80 Constituents—4 National Worker—1 Preaching Stations.

MYANMAR: 12 Churches—800 Constituents —8 Preaching Stations—12 National Workers.

CAMBODIA: 8 churches—90 Constituents —8 Preaching Stations—12 National Workers

SOUTH KOREA: 100 Churches—1,700 Constituents—100 National Workers— 1 Bible School (27 students)—2 Extension Training Schools – 30 Students— 1 Nursing Home.

THAILAND: 1 Church – 90 Constituents—10 Preaching Stations—2 National Workers

PAKISTAN: 20 Churches—45 Preaching Stations—Constituents—15 National Workers

VIET NAM: New field opened by Filipino missionary in 2005.

NORTHERN IRAQ: New Field 2009

CENTRAL AMERICA

BELIZE: 54 Churches—3 Preaching Stations—3,800+ Constituents—60 National Workers—3 Extension Bible Institutes.

COSTA RICA: 5 Churches—290 Constituents—4 National Workers—1 Training Center.

EL SALVADOR: 6 Churches—250 Constituents—6 National Workers—2 Extension Bible Institutes (20 Students)

GUATEMALA: 250 Churches—12 Preaching Stations—48,000 Constituents—260 National Workers—5 Training Centers—1 Bible Institute (19 Student)—2 Day Schools (260 Students).

HONDURAS: 92 Churches—6 Preaching Stations—8,503 Constituents—95 National Workers—1 Resident Bible Institute (7 Students)—7 Extension Bible Institutes—3 Elementary Schools (200+ students).

MEXICO: 252 Churches—55 Missions—28,000 Constituents –162 National Workers—1 Resident Bible School (20 Students)—7 Extension Bible Institutes (150 Students)—Regional Bible schools.

NICARAGUA: 35 Churches—2,400+ Constituents—30+ National Workers—1 Bible School Outreach (11 Students)—1 Extension Training School (15 Students)

PANAMA: 1 Church

CANADA

31 Churches—10 Preaching Stations—1,400 Constituents—196 National Workers- 3 Bible Schools (46 students)—2 Extension Training Schools (100 Students)—3 Day Schools (75 Students).

CARIBBEAN

BAHAMAS: New field opened by Trinidad minister in 2005

HAITI: 76 Churches—13+ Preaching Stations—22,464 Constituents—138 + National Workers—1 Bible School—20 Day Schools—2,500 Students.

JAMAICA: 41 Churches—10 Preaching Stations—6,000 Constituents—45 National Workers—1 Bible School (14 students)—4 Day Schools—300 Students.

TOBAGO: 1 Church—2 National Workers—1 Preaching Station—65 Constituents.

TRINIDAD: 13 Churches—1,300 Constituents—1 Preaching Station—17 National Workers.

DOMINICAN REPUBLIC: New Field

EUROPE

BELARUS: 1 Church—82 Constituents—2 National Workers.

ENGLAND: 2 Churches—100 Constituents—5 National Workers.

GERMANY: 6 House Churches—100 Constituents—8 National Workers

HUNGARY: 2 Churches—100 Constituents—3 National Workers

PORTUGAL: 10 Churches—2 Preaching Stations—500 Constituents—26 National Workers—1 Extension Training School

ROMANIA: 41 Churches—3 Preaching Stations—3,500 Constituents—36 National Workers.

RUSSIA: 5 Churches—1 Preaching Station—100 Constituents—8 National Workers.

MACEDONIA: 17 Churches—650 Constituents—2 Preaching Stations—55 National workers—1 Bible School

SPAIN: New Field 2009 (per Walter Nutt)

SOUTH AMERICA

ARGENTINA: 7 Churches—1,250 Constituents—15 National Workers—1 Bible Institute

BOLIVIA: 7 Churches—1,000 Constituents—20 Credentialed Ministers—1 Bible Institute.

BRAZIL: 341 Registered Churches—46,937 Constituents—428 National Workers—4 Bible Schools (420 Students)—1 Day School (170 Enrolled) —1 Orphanage (35 Children)

GRENADA: New field opened by Trinidad National Ministers.

GUYANA: 4 Churches—250 Constituents—2 National Workers.

CHILE: 2 Churches—98 Constituents—2 National Workers

GRENADA: New Field opened by Trinidad National Ministers

GUYANA: 3 Churches—195 Constituents—2 National Workers

URUGUAY: 2 Churches—100 Constituents—4 Credentialed Ministers —1 Bible Institute

SOUTH PACIFIC

AUSTRALIA: New Field.

INDONESIA: 102 Churches—20,000 Members—200 National Workers—2 Bible Schools

MALAYSIA: 3 Churches—5 Preaching Stations—100 Constituents—5 National Workers.

PHILIPPINES: 400 Churches—200 Preaching Stations—33,000+ Constituents—525 National Workers—3 Bible Schools (75 students)—3 Extension Training Schools

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SECTION 2: GENERAL BYLAWS



**PROPOSED REVISION
GENERAL BYLAWS
OF THE
PENTECOSTAL CHURCH OF GOD
(INCORPORATED)**

PREAMBLE

We believe that it is the express purpose of God, our Heavenly Father, to call out of the world a people who shall constitute the Body, the Church of Jesus Christ, built and established upon the foundation of the Apostles and Prophets, Jesus Christ Himself being the Chief Cornerstone.

We further believe that members of the Body, the Church, are enjoined to assemble themselves together for worship, fellowship and instruction in the Word of God, the work of its ministry, and for the exercise of those spiritual gifts and offices provided for in the New Testament; and according to God's Word, the early Christians came together in such fellowship as a representative Body of blood-washed and Spirit-filled believers, who cooperated with, and sent out, evangelists and missionaries and, under the leadership of the Holy Spirit, set over the churches, apostles, prophets, evangelists, pastors, teachers, deacons and helpers.

Therefore, we recognize ourselves as a cooperative Fellowship of Christians, endeavoring to keep the unity of the Spirit in the bond of peace, till we all come in the unity of the faith and the knowledge of the Son of God, unto a perfect man unto the measure of the stature of the fullness of Christ (Ephesians 4:3-13).

SECTION I - "ESSENTIAL VALUES"

**ARTICLE I
Doctrinal Statement**

As a covenant community comprised of followers of Jesus Christ devoted to the Word of God, the Pentecostal Church of God adheres to the following essential values as foundational doctrines and those things which we hold as absolute beliefs (Luke 1:1); seeking always the global advancement of the Kingdom of God (Acts 1:8); endeavoring to be connected and serve with a Christ-honoring approach that there be no divisive disturbance of the peace and harmony within the Body of Christ (Mark 10:45, 1 Corinthians 1:10) in order that we will be a relevant voice to reach the unreached peoples of our generation and send the reached into the harvest (Acts 13:36).

1. The Scriptures

The Scriptures of the Old and New Testaments are the inspired Word of God (2 Timothy 3:16) presenting to us the complete revelation of His will for the salvation of men, and constituting the Divine and only rule of Christian faith and practice (2 Peter 1:21).

2. The Godhead

We believe there is but one true and living God, who is everlasting, infinite in power, wisdom and goodness; that He is the Creator of all things, visible and invisible, and Preserver of all things (Romans 1:20; Colossians 1:16). In the unity of this Godhead, there are three persons of one individual essence, who are co-equal, co-existent and co-eternal; namely, the Father, the Son and the Holy Ghost (Matthew 3:16, 17; 28:18, 19; 2 Corinthians 13:14; John 1:1, 2, 18; 10:33; 14:26; 15:26; Philipians 2:6; Hebrews 9:14).

The Son is the eternally begotten of the Father and accepted earthly limitations for the purpose of incarnation, being true God and true man; conceived by the Holy Ghost and born of the Virgin Mary. He died upon the cross, the just for the unjust as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on High as our great High Priest, and He will return again to establish His Kingdom of righteousness and justice.

The Holy Spirit is a Divine Person, Executive of the Godhead on earth, the Comforter sent by the Lord Jesus Christ to indwell, to guide and to teach the believer, and to convince the world of sin, of righteousness and of judgment.

3. Man, His Fall and Redemption

Man is a created being, made in the likeness and the image of God, but through Adam's transgression and fall, sin came into the world (Romans 5:12). "All have sinned and come short of the glory of God." (Romans 3:23) "As it is written, there is none righteous, no, not one." (Romans 3:10) Jesus Christ, the Son of God, was manifested to undo the works of the devil, and gave His life and shed His blood to redeem and restore man to God (1 John 3:8).

4. Salvation

Salvation is made possible through the meritorious work of Jesus Christ on the cross and through Holy Spirit conviction. Godly sorrow works repentance and makes possible the experience of the new birth, and Christ formed within us is the gift of eternal life (Titus 2:11; Romans 10:13-15; Luke 24:47; Titus 3:5-7).

Man is a free moral agent and can at any time after the new birth experience turn away from God and die in a state of sin facing the consequences of hell (II Peter 2:20-22).

Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8).

5. The Church

The true Church, built upon the Foundation of Jesus Christ (1 Corinthians 3:11; Ephesians 2:20), is the Body of our Lord (Romans 12:5; 1 Corinthians 12:27); Christ being the Head (Ephesians 1:22; Colossians 1:18). Its earthly constituents are all true believers, born again of the Spirit (John 3:6) and of the Word (1 Peter 1:23), who are living an overcoming Christian life (Ephesians 5:27; Revelation 21:27). To the Church, through its members, is delegated the various gifts and offices of the Holy Ghost (1 Corinthians 12:7-11, 27, 28) which are necessary for the successful evangelization of the world and the perfecting of the Body of Christ (1 Corinthians 12:7; Ephesians 4:11, 12).

This universal, invisible, sanctified Church is the chaste virgin Bride of Christ (2 Corinthians 1:1, 2; Ephesians 5:26, 27; Revelation 21:9b, 27). It is this Bride for whom Jesus Christ returns, just prior to the Great Tribulation, to catch her away and take her to heaven (John 14:23; 1 Thessalonians 4:13-18).

6. The Ministry

God, through the Holy Spirit, definitely calls such as He desires to serve as apostles, prophets, evangelists, pastors and teachers, and specifically endues the one called with the talents and gifts peculiar to that office or offices (Ephesians 4:11-13). Under no circumstances should anyone be ordained or set apart to any such office unless the calling is distinct and evident.

7. Water Baptism

Baptism in water is by immersion, a direct commandment of our Lord (Matthew 28:19), and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial and resurrection (Romans 6:4; Colossians 2:12; Acts 8:36-39).

The following recommendation regarding the water baptism formula is adopted, "On the confession of your faith in the Lord Jesus Christ the Son of God, and by His authority, I baptize you in the name of the Father, and of the Son, and of the Holy Ghost. Amen."

8. The Baptism of the Holy Ghost

The Baptism of the Holy Ghost and fire (Matthew 3:11), is a gift from God, as promised by the Lord Jesus Christ to all believers in this dispensation, and is received subsequent to the new birth (John 14:16, 17; Acts 1:8; 2:4, 38, 39; 10:44-48). The Baptism of the Holy Ghost is accompanied by the speaking in other tongues as the Holy Spirit Himself gives utterance as the initial physical sign and evidence (Acts 2:4).

9. Sanctification

The Bible teaches that without holiness no man can see the Lord (Hebrews 12:14). We believe in the doctrine of sanctification as a definite, yet progressive, work of grace, commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 13:12; 2 Thessalonians 2:13; 1 Peter 1:2; Ephesians 5:26; 1 Corinthians 6:11; John 17:17; 1 Thessalonians 5:23).

10. The Lord's Supper

The ordinance of the Lord's Supper is a commandment of our Savior; and being a memorial to His death and resurrection, is strictly limited to Christian believers (1 Corinthians 11:27). The time and frequency of its observance is left to the discretion of each congregation (1 Corinthians 11:26).

Only unfermented grape juice, the fruit of the vine, as recommended by our Lord (Matthew 26:29; Mark 14:25; Luke 22:18) shall be used in connection therewith.

11. Foot Washing

Foot washing is recognized among many believers as a Christian practice, and the time, manner and frequency of its observance is left to the discretion of each local congregation (John 13).

12. Divine Healing

Healing is for the physical ills of the human body and is wrought by the power of God, through the prayer of faith, and by the laying on of hands (Mark 16:18; James 5:14, 15). It is provided for in the atonement of Christ and is available to all who truly believe.

13. Resurrection of the Just

The Bible promises, "This same Jesus shall so come in like manner" (Acts 1:11). His coming is imminent; when He comes, "The dead in Christ shall rise first: then we which are alive and remain shall be caught up together with them in the clouds to meet the Lord in the air" (1 Thessalonians 4:16, 17). Following the tribulation, He shall return to earth as King of kings and Lord of lords, and together with His saints, who shall be kings and priests, He shall reign a thousand years (Revelation 20:6).

14. Setting a Time for the Lord's Return

It is unwise to teach that the Lord will come at some specified time, thereby setting a date for His appearing. It is also unwise to teach, preach or publish visions of numbers and dates which would tend to fix the time of the second coming of the Lord (Mark 13:32, 33).

15. The Coming of the Lord

We believe the Bible presents the coming of Christ as personal, imminent, pre-tribulational and pre-millennial. We further contend that this position alone admonishes watchfulness, incites holy living, prevents spiritual declension, and provides maximum incentive and motive for urgency and zeal in evangelizing the unsaved. As demonic deception and satanic darkness deepens, we urge our ministers to maintain and proclaim this doctrinal viewpoint as the “blessed hope” of the Church.

Furthermore, we recommend that should any of our preachers hold to the mid or post-tribulation doctrine, they refrain from preaching and teaching it. Should they persist in emphasizing this doctrine to the point of making it an issue, their standing in the fellowship will be seriously affected.

16. Hell and Eternal Retribution

The one who physically dies in his sins without Christ is hopelessly and eternally lost in the Lake of Fire, and therefore has no further opportunity of hearing the Gospel or for repentance (Hebrews 9:27). The Lake of Fire is literal (Revelation 19:20). The terms “eternal” and “everlasting” used in describing the duration of the punishment of the damned (Matthew 25:41-46) in the lake of fire, carry the same thought and meaning of endless existence, as used in denoting the duration of joy and ecstasy of saints in the presence of God.

17. Tithes

We recognize the scriptural duty of all our people, as well as ministers, to pay tithes as unto the Lord (Hebrews 7:8). Tithes should be used for the support of the active ministry and for the propagation of the Gospel and work of the Lord in general and not given to charity or used for other purposes (Malachi 3:7-11; Hebrews 7:2; 1 Corinthians 9:7-11; 16:2).

SECTION II – “MORAL VALUES”

ARTICLE II

Biblical Standards for Ministry

Section 1. Christian Affirmations.

As Christians, the members of the Pentecostal Church of God:

- A. We faithfully pledge our loyalty to Jesus Christ as Lord and Savior.
- B. We affirm complete confidence in the infallible Word of God.
- C. We affirm our commitment to the Great Commission (Matthew 28:19, 20; Mark 16:15, 16) and we declare our willingness to go anywhere, do anything and sacrifice everything God requires of us in the fulfillment of that commission.

- D. We accept God's call to preach and teach the Word to all people as God gives opportunity, and we do this because of God's love for every human being who, apart from faith in Christ, is judgment bound and destined for hell.
- E. We endorse the Gospel message of salvation by grace alone through faith in the risen Lord Jesus Christ and His atoning death on the cross for our sins.
- F. The proclamation of the Gospel must include a thoughtful call of every person to repent, to commit to Jesus Christ and to follow Him as Lord and Savior, and to do all these lovingly and without coercion or manipulation.
- G. We will stay prayerfully filled and controlled by the Holy Spirit for a deeply spiritual Christ-centered ministry.
- H. We will lead lives of holiness and moral purity, appropriately representing Christian ministry to the Church and the world.
- I. We will practice a life of regular Bible study and pray for personal spiritual growth and anointed ministry.
- J. We will be faithful stewards of all personal and church finances and we will be accountable to all concerned in the finance of our ministry and will be honest in reporting our statistics. We will keep personal and church financial activities separate and inviolate. Following these standards, we will faithfully promote our ministry in the community, "providing things honest in the sight of all men."
- K. We believe our family is a sacred trust and our responsibility to each family member is to be kept as faithfully as our call to minister to others.
- L. We are responsible to the local church and we will conduct our ministry to build up the local body of believers in the larger interest of the Church universal. We are responsible to faithfully discipline all who come to faith under our ministry, to encourage every person to identify with the local church, to work faithfully at evangelism, Christian education and Christian discipleship, and endeavor to train every believer in personal witnessing.
- M. We will share the cross of Christ by relieving both the social and spiritual sufferings of humanity, whether rich or poor, healthy or infirmed; we will do our utmost to alleviate human need, following Christ as our example.
- N. We will give ourselves to prayer, to evangelism, to revival, to Bible-based counseling, to Christian education, to peacemaking and to our particular office, ministry and calling until Christ returns for His own. We do solemnly affirm these biblical principles for Christian ministry.
- O. We will be subject to those who God has placed in authority over us.
- P. We believe that homosexuality is incompatible with Christian ministry and practicing homosexuals may not be credentialed within the Pentecostal Church of God.

ARTICLE III

Sexual Ethics

Section 1. Principles of Moral Behavior.

The following principles of moral behavior and relationships are foundational for sexual ethics throughout the Pentecostal Church of God. These principles arise from our understanding of God's Word as revealed by the Holy Spirit in Scripture, creation, and the tradition of the Church.

- A. The love of God revealed in Jesus Christ is central to our approach in ethics.
- B. The worth of persons is understood by God's eternal love.
- C. Scripture assigns to the Church the responsibility to protect the vulnerable.
- D. Personal responsibility for behavior is paramount.
- E. Freedom for the oppressed and for the captive is essential (Luke 4:18, 19).
- F. The marriage covenant between a man and a woman is foundational (Genesis 2:24; Malachi 2:13-16).
- G. Faithfulness to our covenants is vital (Ecclesiastes 5:5).

Section 2. Affirmations Regarding Sexuality.

We affirm the following statements about human sexuality:

- A. Sexuality is a good and holy gift of God to humanity bestowed in original creation (Genesis 1:27; 2:25). At the same time, we recognize that our sexuality has been affected by the fall of humanity in the Garden of Eden making necessary these statements about God's original and redeemed design for human sexuality.
- B. Monogamous marriage between a man and a woman, based on the principle of covenant initiated by God, is the relationship through which sexuality can fulfill its potential to bless human lives. The covenant of marriage stresses sexual fidelity to one's spouse. It promotes love, trust, companionship, intimacy, spirituality, and peace (Ephesians 5:31).
- C. Biblical sexual relationships demonstrate and are guided by the principles of Christ's love, mutual respect, responsibility, justice, covenant, and faithfulness (1 Corinthians 7:3-5).
- D. Sexual ethics should be the same for all persons without discrimination.
- E. People can lead fulfilling lives in harmony with God's will without being sexually active (1 Corinthians 7:17).

Section 3. Personal Action.

Based on these principles and affirmations, we believe God calls the Church and all persons to:

- A. Exemplify the morality of sexual ethics as expressed through Christ's love, justice, and faithfulness in the marriage covenant.
- B. Stress that sexual desire itself does not morally justify sexual activity.
- C. Renounce as immoral sexual activities that are selfish, irresponsible, promiscuous, degrading, or abusive.
- D. Denounce all forms of exploitation, abuse, and sexual violence. Sexual acts that degrade or dehumanize are contrary to God's will. These include, but are not limited to sexual harassment, pornography, genital mutilation, child abuse, incest, rape, prostitution, and human sex trafficking. No physical, emotional, or spiritual abuse is acceptable.
- E. Offer safety and healing ministry as a natural function of the Body of Christ to those who have been threatened, ostracized, exploited, abused, violated, and whose relationships have been broken.

ARTICLE IV

Marriage, Divorce and Remarriage

Section 1.

Affirmation of Marriage. The Pentecostal Church of God affirms that marriage is between one man and one woman. Homosexuality is not compatible with Christian ministry.

Section 2.

Designed by God. Marriage is a covenant designed by God and is a sacred covenant relationship between husband and wife for a lifetime. The sanctity of marriage and family is upheld in Scripture. It is understood, therefore, that divorce is the breaking of the marriage covenant and represents less than the ideal. We further understand that sin has disrupted marriage and family relationships. Divorce is not encouraged in Scripture, for the grace of God encourages reconciliation. Yet because of the hardness and stubbornness of the human heart, reconciliation is not always possible. The New Testament does reflect a higher standard for the ministry because of the responsibility of leadership in the Church and that the minister's life must model his/her message. We seek to comprehend and practice a balance between God's grace and holding the standard set forth in God's Word.

Section 3.

Divorced and Remarried Ministers. No divorced and remarried Christian shall be granted Credentials with the Pentecostal Church of God except in the following cases:

- A. The divorce occurred prior to the first confirmed experience of salvation (Hebrews 9:22; 2 Corinthians 5:17).
- B. The divorce was for the cause of fornication on the part of the applicant's former spouse (Matthew 5:32; 19:9), where the applicant was faithful to the marriage vows.

- C. The divorce occurred when an unbeliever departs from a believer (1 Corinthians 7:15). It must be determined that every effort was made personally and legally to save the marriage, and said divorce occurred against the will of the applicant.

ARTICLE V

Ministerial Discipline and Restoration

Section 1. Biblical Authority.

The Pentecostal Church of God recognizes the responsibility to exercise Biblical authority in the form of discipline. Disciplinary action should always honor God, follow Scriptural truth, maintain purity of intention, seek reconciliation and restoration, and safeguard the integrity and purity of ministry.

Section 2. Accountability of Ministers.

All ministers are accountable to their respective district board in every matter of conduct and doctrine. No accusations or charges against any credentialed minister shall be considered, unless all the procedure outlined within the Addendum to the General Bylaws shall be adhered to. Violations resulting in disciplinary action include lack of compliance of the Biblical Standards of Ministry (Article II of General Bylaws).

Procedure:

1. When an accusation is correctly filed with the District Bishop, the district executive committee shall meet with:
 - A. The accuser
 - B. The accused
 - C. Both parties
2. After the three meetings, the district executive committee shall determine if the accusation shall be made a formal charge.
3. If a formal charge is made, the investigation team shall be formed and the remaining procedures remain in place.

Section 3. Development and Approval of Policy.

- A. The General Board shall be assigned the functional role of developing the policies and procedures for accusations, discipline and restoration of ministers.
- B. The General Convention shall adopt the policies and procedures on accusations, discipline and restoration, which may be amended by a majority vote.
- C. These procedures shall be printed as a separate policy and included in the General Handbook along with the Bylaws of the Pentecostal Church of God.

Section 4. Indebtedness of Ministers.

All credentialed ministers who depart a place of ministry without making satisfactory stewardship arrangements for indebtedness shall be brought before their district board.

Section 5. Gambling.

The Pentecostal Church of God declares opposition to the sin of gambling in any form.

**ARTICLE VI
Youth Ministries Covenant**

We believe that God is calling the youth of the world to a personal experience of salvation, through faith in the sacrifice of Christ on Calvary, and is then baptizing them in the Holy Ghost; and

God is filling their hearts with a passionate love for souls, and with holy fire and zeal for service and sacrifice.

Because of God’s loving action toward us, the youth of the Pentecostal Church of God do hereby pledge themselves to a complete commitment to our Lord, and, recognizing the severity of our times, we hereby unite ourselves to do battle against Satan and his snares, and we will not be found in places of immoral entertainment or exhibition that bring dishonor to the Kingdom of God;

Knowing that Satan will do all he can to hinder us, we will keep ourselves free from all forms of gambling, tobacco, alcoholic beverages and drugs that are physically and mentally harmful; and we will avoid malicious talk and/or vulgar communications; and we will keep ourselves from the influence of, and personal involvement in witchcraft, astrology and the occult, from types of music which suggest behavior not conducive to wholesome Christianity, and from involvement in premarital, impure and/or unnatural sex; and,

Since our bodies are the temples of the Holy Ghost, we hereby pledge to clothe them with apparel which is neither suggestive nor provocative, but which attracts others to our Lord rather than our persons; and,

We do further agree to cooperate with our ministers and leaders, and with both our general and district officials for the glory of God, and the furtherance of the Gospel.

**ARTICLE VII
Women’s Ministries Covenant**

God is calling the women of our churches into His service to equip others; therefore as the Pentecostal Church of God Women’s Ministries, we do hereby commit as laborers together with God; empowered by the Holy Spirit to impact our families, our communities, our nation and our world.

SECTION III – “MISSIONAL VALUES”

ARTICLE VIII Ministerial Relationships

Section 1. Ministerial Relationships.

The following shall govern ministerial relationships in the Pentecostal Church of God.

- A. Each district shall, through its proper officials, ordain and license suitable candidates for the ministry, subject to the conditions set forth in the General Bylaws and the respective district.
- B. In recognition of the fact that ordination is the highest goal to which ministers may attain and, therefore, is reserved for those who have spent sufficient time in the active ministry so as to prove their qualifications for this high office, no person shall be ordained to the ministry who is not active in the ministry at the time application is made for ordination and/or who does not give clear evidence of his or her intention to remain in the active ministry.
- C. In order to be considered for ordination, the applicant must have fulfilled at least one (1) full year of full-time ministry; if working on a secular job, must have at least two (2) years' experience in an acceptable ministry. Each district's bylaw shall contain this provision.
- D. PCG churches are privileged to use the ministers of other churches of like faith, as evangelists only. Any pastor or evangelist is privileged to labor in other churches where he deems it wise to do so for the upbuilding of the cause of his or her district, providing he or she does not lend his or her efforts to a neighboring antagonistic assembly or church, thereby injuring the Pentecostal Church of God congregation in the community.
- E. PCG ministers shall cultivate mutual fellowship and work in harmony. They shall not lend themselves to any disgruntled element in any local church for the purpose of deposing the present pastor or causing dissension or strife. Those doing such are subject to discipline.
- F. Ministers and workers are advised not to interfere with others who may have charge of a church or mission, whether it be contacting the members without the consent of the one in charge, or by corresponding with the members of the church, so as to affect the influence of the leaders. All inquiries or correspondence that concerns the church, such as visiting the field, conducting meetings, etc., should be addressed to the pastor; or where there is no pastor, the correspondence should be addressed to the church secretary and/or trustees.
- G. Any minister moving from one district to another shall, upon arrival, notify the officials of the district into which they have relocated. After residing in the district for thirty (30) days, the minister shall be required to transfer except as permitted by the district board in which the minister now resides.

- H. No district may refuse the transfer of a minister, who is in good standing with another district, without bringing charges against the minister being transferred. When a minister is transferred from one district to another, a copy of the said transfer should be mailed or given to the minister being transferred. No district may refuse to transfer a minister who is in good standing without just cause. Good standing shall mean that the one being transferred has not violated any general or district bylaws, has no written accusations or pending charges and has paid all fees and met their obligations. Just cause is to be determined by the district executive committee. In the holding up of a transfer, proper notice is to be given to the minister who is seeking to be transferred.
- I. The ministers who are being considered for the pastorate of one of our churches shall be advised of any outstanding obligations to the general office, and shall be instructed regarding the responsibility to see that such obligations are paid by the respective department of the church for which the obligation was contracted.
- J. The Bible teaches that we should not be unequally yoked together with unbelievers, and that a Christian's effectiveness in witnessing would be drastically impaired, if not entirely destroyed, by maintaining membership in a lodge, secret order or secret society. Therefore, no minister of the Pentecostal Church of God shall be permitted to carry credentials with this organization and belong at the same time to a lodge, secret order or society. This shall not refer to trade unions, where membership is necessary for employment.
- K. Ministers applying for credentials are required to make their application through the district in which they reside, unless approval is granted from the resident district for application to be made through another district.

ARTICLE IX

Ministerial Credentials

PROVISO: The General Board is authorized to approve and implement new credential processes, such as: levels of credentials, introductory fees, conditions and timelines, with proposed credential modification to be presented to the 2015 General Convention.

Section 1. Minister's Study Series.

- A. The Minister's Study Series shall consist of the Exhorter's Study Series, License Study Series, and Ordination Study Series and shall be the official study course for ministers of the Pentecostal Church of God. This shall be the process for credentials for all new ministers and those advancing from exhorters to license and from license to ordination. Those ministers who believe they have completed equivalent studies shall be required to pass the final examination for the appropriate credential, in which case the requirement for completing the Study Series for that credential shall be waived. If equivalency is sought, the exam and either the transcript of classes taken or the Minister Study Series Equivalency Form shall be submitted with the minister's application to the office of the General Secretary. Upon the completion of the Minister's Study

Series, a comprehensive test, provided by the general office, will be given to the minister by the respective district. Said minister must receive a seventy percent (70%) score on the test in order to receive a certificate of completion. Should said minister fail to achieve a score of at least seventy percent (70%), he/she must repeat the test until the satisfactory score is achieved. No series will be deemed completed until satisfactory score is achieved. A certificate of completion shall precede acceptance for ordination. Although this is a national program, it shall be processed through the district office.

- B. For ministers transferring to PCG from another organization, a questionnaire shall be established from this series for exhorter, license and ordination. If passed and everything else is cleared, the minister shall be granted the desired credential. If the minister does not pass, they shall be asked to take the course from whatever level was failed.

Section 2. Exhorters.

Exhorter status is considered the first step toward the goal of ordination.

- A. Upon acceptance as an exhorter, by completing the Exhorter's Study Series, the minister shall hold this first step credential for a minimum of one (1) year. During this time the minister may exercise spiritual ministries as their gifts may be.
- B. During this one-year period the minister may complete the License Study Series and complete the reading of the whole Bible, but this must be completed within two (2) years.
- C. Within a two-year period the exhorter shall submit to their district board an application for advancement to licensed status. The district board shall then determine if the exhorter is granted licensed status. If the district board does not grant licensed status at this time, the exhorter may apply again within another two-year period. If after that time the district board does not grant licensed status, the exhorter shall no longer hold ministerial credentials.

PROVISO: Any person who holds exhorter status prior to August 1, 2013 may maintain this status for an additional two years as the exhorter proceeds toward licensed status. The district board shall then determine if the exhorter is granted licensed status. If the district board does not grant licensed status at this time, the exhorter may apply again within another two-year period. If after that time the district board does not grant licensed status, the exhorter shall no longer hold ministerial credentials.

Section 3. Licensed Minister.

The license credential is considered a second step toward the goal of becoming an ordained minister.

- A. Within a two-year period the licensed minister shall submit to their district board an application for ordination. The district board shall then determine if the licensed minister is approved for ordination. If the district board does not approve ordination at this time, the licensed minister may apply again within another two-year period. If after that time the district board does not

approve ordination, the licensed minister shall no longer hold ministerial credentials.

- B. Upon completion of the Ordination Study Series, a licensed minister may apply to the district board to be approved for ordination.
- C. In the district board's consideration, the following questions should be noted:
 - Has the licensed minister read the whole Bible?
 - Has the licensed minister given evidence of definite plans to be active in the ministry?
- D. Licensed ministers are at liberty to exercise their gifts as the Spirit leads and the doors open.

PROVISO: Licensed ministers who have served in this role for at least seven (7) years prior to August 1, 2013 may take the ordination exam and be ordained with the approval of the district board.

Section 4. Ordination.

Ordination is considered an eventual goal for Pentecostal Church of God ministers.

- A. The potential ordination candidate shall give clear evidence of the intention to remain in active ministry. The district shall notify the general office of new ordinations.
- B. Any licensed minister desiring ordination in any district, other than the district in which licensed status was granted, shall present a recommendation from the District Bishop of the district that issued the license.
- C. Applicants for credentials or promotions may be denied, even though all the required criteria is met, if it is deemed that the acceptance of the applicant for other reasons would be detrimental to the well-being of the church as a whole.
- D. Annual credential renewal shall be attested by the district office and issued by the general office.
- E. Any minister holding credentials with the Pentecostal Church of God cannot hold credentials in any other church organization or religious fellowship that issues credentials to preach the gospel.
- F. The place of women in ministry relates to the principle that the Holy Spirit divides upon each as He will. "In the last days our sons and daughters shall prophesy" (Joel 2:28, 29; Acts 2:17, 18). When called of God and anointed by the Spirit, our women may freely serve as helpers, pastors and evangelists, but in order to fulfill the admonition of the Apostle Paul in 1 Timothy 2:12, all executive positions in the district and the national movement shall be occupied by men.

- G. No credentials shall be approved for any candidate nor any minister be given annual renewal of ministerial status who attended Messenger College and still has outstanding amounts payable to the college unless a letter is presented from the college indicating that proper arrangements have been made for payment. Each district office shall be notified by the college no later than December first of each calendar year of any delinquency of payments by the respective student.

Section 5. Credential Fees.

Each minister shall participate financially for the maintenance of the General offices by paying the sum of \$30.00 each month, two dollars of which shall go to support Messenger College, six dollars for the support of the department of Youth Ministries, one dollar to the National Missions department, with five dollars being placed in the benevolent death benefit fund to be applied to death benefits only.

1. Included in the monthly contributions shall be the following:
2. The usual application or renewal fee for credentials.
3. The subscription to *The Pentecostal Messenger*.
4. Only current gratis ministers (as of 12/31/2007) will be covered with the \$4,000 death benefit (payable to the beneficiary upon death).
5. Where both husband and wife are ministers, either ordained or licensed, or licensed to exhort, the following option is available: One minister shall pay \$30.00 monthly, which is the usual application or renewal fee for ministers, and the other shall pay half the regular rate (\$15.00 monthly) and would not be entitled to a separate subscription to *The Pentecostal Messenger*.
6. If said fees are not paid for a period of thirty (30) days, the minister will receive a letter of delinquency with a copy to the district office. If the minister is still delinquent after sixty (60) days, the credentials will be dropped by the General office and the district office will be notified.
7. The following ministers shall have their credential fees and their subscription to *The Pentecostal Messenger* waived for one of the following three conditions; (1) When credentialed ministers reach the age of seventy (70) and have carried ordination with the Pentecostal Church of God for at least twenty (20) years or (2) if they are totally disabled with a terminal illness/physically debilitating condition and are not pursuing active ministry, or (3) if they are seventy (70) year of age with twenty (20) years of continuous service and who do not qualify for gratis status and cannot pursue active ministry. In order for ministers to begin receiving this waiver, their credential fees must be paid up to date.
8. All ministers shall pay their tithe/dues as required by their district.

ARTICLE X Ministry and Mission

Section 1. Ministerial Philosophy.

A structure of ministry teams built on clear values and functions rather than interest groups perpetuates corporate significance. A model based on values and mission will promote corporate significance. Departments built on personality driven models appealing to special interests groups divide the corporate body. Direction toward values and mission disseminates corporate vitality.

Section 2. Ministry Leaders.

- A. Each ministry of the general organization shall be directed by a ministry director.
- B. The General Board shall elect ministry directors. Up to three nominations for each position may be made by the General Council with other nominations being in order from the floor during the General Board meeting.
- C. Ministry directors shall be elected for a first term of two years and subsequently to terms of four (4) years.
- D. Ministry directors shall have the same qualifications as that of the General Bishop.
- E. Ministry directors shall be responsible to the General Bishop and the General Council and report to General Bishop, the General Secretary and to the General Board.
- F. Ministry directors shall meet monthly with the General Bishop and General Secretary and shall furnish a financial budget report at this meeting, as well as an update of how their department is moving toward the overall mission of the PCG. The General Board shall have the authority to reprimand and, if needed, to terminate the Ministry Directors who do not adhere to and comply with job description.
- G. Ministry directors shall promote in unity the overall vision and strategic plan of the General Bishop for the movement. Each district is encouraged to follow a similar procedure with the District Bishop having the opportunity to choose the district ministry team to advance one vision of the district.

Section 3. Finance.

- A. Ministry directors shall be paid a salary from the general fund, the amount to be stipulated by the General Board. They shall each be paid a stipulated travel expense for all travel made necessary by the business of their office.
- B. Each ministry department shall develop a preliminary budget for the department and submit it for review and approval by the General Board.

Section 4. General Missions Board.

The Pentecostal Church of God, being cognizant of the great need for missionary work in the United States and foreign lands, does hereby establish

a general missions board, which shall be under the direction and supervision of the General Council and General Board. The membership of this board shall include all missions directors and nine (9) members elected by the General Board for a term of two (2) years or until their successors are elected. Should a vacancy occur in one of the elected positions on the General Missions board, the General Board shall elect a successor for the remainder of the two-year term. The General Missions Board shall be responsible for the budgetary management and procedural areas of the mission efforts of the Pentecostal Church of God.

Section 5. Global Missions.

The director of Global Missions shall have general supervision, direction and management over all undertakings, business and operations of missions and shall be responsible to the General Bishop, the General Missions Board and the General Board.

- A. He shall devote his full time to the work of his office for the purpose of promoting greater interest in, and support of world missions.
- B. He shall be granted a place on the General Board and shall be chairman of the General Missions Board and the World Missions task force. He shall be paid a salary from the World Missions fund, the amount to be stipulated by the General Board. He shall be paid a stipulated rate per mile for traveling expenses for all travel made necessary by the business of the office.
- C. A world missions task force shall be appointed by the General Bishop in coordination with the director of world missions. The world missions task force shall assist the director in fulfilling the outreach mission of PCG throughout the world.

Section 6. National Missions.

- A. National Missions shall be responsible for benevolent ministries that display the core values of the Gospel of Jesus Christ by mobilizing the church for compassionate services. National Missions shall provide inspiration, information (training and resources) and initiative for mobilizing local church groups to meet the needs of victims of unforeseen circumstances, necessities to the needy, and network with other compassionate ministries to provide assistance nationally.
- B. The director of National Missions shall have general supervision, direction and management over all undertakings, business and operation of the National Missions department, within the U.S.A. and in foreign countries, subject to the General Bishop, the General Missions board and the General Board.
- C. He shall devote the work of this office to the purpose of promoting greater interest in, and support of National Missions.
- D. He shall chair the National Missions task force. He shall be paid a salary from the National Missions fund, the amount to be stipulated by the

General Board.

- E. A National Missions task force shall be appointed by the General Bishop in coordination with the director of National Missions. The National Missions Task Force shall assist the director in fulfilling the outreach mission of PCG throughout the nation.
- F. The King's Men Fellowship, evangelists, inner city ministries, prison and domestic chaplains, shall each be a division of national mission's department.
- G. Endorsed evangelists and non-military chaplains by the department shall pay their tithe to their home district with fifty percent (50%) of the tithe being sent to the national mission's department.

Section 7. Indian Ministries.

- A. Indian Ministries shall be responsible for evangelization of and bring ministerial support to Native Americans.
- B. The director of Indian Missions shall have general supervision, direction and management over all undertakings, business and operation of the Indians missions department, within the U.S.A. subject to the General Bishop, the General Missions board and the General Board.
- C. He shall devote his full time to the work of his office for the purpose of promoting greater interest in, and support of Indian Missions.
- D. He shall chair the Indian Missions task force. He shall be paid a salary from the Indian Missions fund, the amount to be stipulated by the General Board.
- E. An Indian Missions task force shall be appointed by the General Bishop in coordination with the director of Indian Missions. The Indian Missions task force shall assist the director in fulfilling the outreach mission of PCG throughout the nation.

Section 8. Ministerial Development.

Ministerial relations shall be responsible for developing healthy pastors and ministers in the covenant community of the PCG, the ministerial relations department would focus on four key vital areas:

- A. Pastoral Care for overall spiritual, physical and relational health of those serving in pastoral roles.
- B. Pastor's Networking to provide connectivity to resources, relationship, coaching and mentoring systems for all PCG pastors.
- C. Ministerial Development through assisting in systematizing the maturation processes for all PCG ministers allowing for spiritual and academic development in an atmosphere of excellence and accountability.

- D. Healthy Churches: Covenant community spiritual growth focused on serving local churches with implements for the overall spiritual health of local congregations.
- E. This department is charged with the performance of the strategic values of the PCG: “Pray, Go, Lead and Reach.”

Section 9. Military Chaplaincy.

The mission of military chaplaincy is to increase the quality and quantity of ministry opportunities to the total military community via the training of Pentecostal students, clergy and laity.

- A. The commission on military chaplaincy shall consist of the General Bishop, the national representative for the military chaplaincy, two active duty chaplains residing in the United States and whomever designated by the General Bishop.
- B. The national representative shall be nominated by the General Council and elected by the General Board for a term of two years. He shall:
 - 1. Represent the denomination in all functions concerning military matters.
 - 2. Process all applications of candidates for the military chaplaincy for submission to the Commission on Military Chaplaincy in the conferring of ecclesiastical approvals and endorsements.
 - 3. Work among service personnel (military personnel ministries—MPM) with the understanding that there shall be a proper liaison between the MPM and foreign shore military ministry already supervised by the denomination’s overseas missions program to deployed personnel.
 - 4. Appoint contact pastors for military bases in the U.S.
 - 5. Serve as the certifying and approving authority for those applying to the military as directors of religious education.
 - 6. Visit each active duty chaplain once per tour-of-duty for encouragement and in the representation of the denomination’s General Bishop.
 - 7. Visit Messenger College annually for recruitment.
 - 8. Recruit local ministers into the reserve chaplaincy.
 - 9. Monitor the scholarship funds for the future chaplain candidates.
 - 10. Be directly amenable to the General Bishop.
- C. Funding for the commission on military chaplains/military and VA personnel will be provided by active, reserve and VA chaplains’ tithes and other designated offerings as determined by the General Board Policy. If

pastoring a PCG church, the tithes from the pastorate shall be paid to the district. All other tithes from all other sources shall be under the jurisdiction of the respective districts.

Section 10. Youth Ministries.

Youth Ministries shall encourage youth in the work of the Lord; to stimulate Christian fellowship among ourselves and other Christian youth; to develop our talents and abilities as Christian workers, by a life of prayer, in studying the Word of God, the Bible, and through actual participation in the ministry, that souls may be saved and believers filled with the Holy Ghost; to increase acts of charity, serve in visiting the sick, and relieve the afflicted and unfortunate; and, that the gifts and callings of Christ, through the Spirit, may be shown forth through a life of holy consecration and sincere devotion.

- A. The director of Youth Ministries shall have general supervision, direction and management over all undertakings, business and operation of the Youth Ministries department, subject to the General Bishop, the General Missions board and the General Board.
- B. He shall devote his full time to the work of his office for the purpose of promoting greater interest in, and support of Youth Ministries.
- C. He shall be granted a place on the General Board and shall be chairman of the national youth leadership team. He shall be paid a salary from the Youth Ministries fund, the amount to be stipulated by the General Board. He shall be paid a stipulated rate per mile for traveling expenses for all travel made necessary by the business of his office.
- D. A National Youth Leadership Team (NYLT) shall include:
 - 1 National Director
 - 1 District Director from each district
 - 1 National Bible Quiz Director
- E. Each district shall participate in funding Youth Ministries according to the number of churches in the district. The national Youth Ministries budget shall include funding from National Youth Week offerings and special offering days. Any amount over the budget shall remain in the district office.
- F. The title of the district youth directors shall be designated for the support of the Youth Ministries department.

Section 11. Women's Ministries.

Women's Ministries exist to represent Jesus Christ throughout the earth empowered by the Holy Spirit. Our mission is to evangelize, disciple, and encourage.

- A. The director shall be a woman with at least (5) years' experience in the ministry with proven ministerial ability. The leadership team shall have the

prerogative of submitting up to three (3) nominees to the General Board for consideration at the post-convention meeting. The director shall be elected by the General Board of the Pentecostal Church of God for a term of two (2) years.

- B. The director shall have the responsibility to promote the vision and mission of the department. She shall be responsible for leading the Women's Ministries Leadership Team (WMLT); stewarding the budget as recommended by the WMLT and approved by the General Board; and other duties and responsibilities as shall be required by the General Council and the General Board.
- C. The Women's Ministry leadership team shall formulate guidelines and activities to support Women's Ministries throughout the church and shall consist of:
 - General Director of Women's Ministries
 - General Bishop's wife
 - General Secretary's wife
 - Assistant General Bishops' wives
 - Two representatives from each district, the district director and secretary, or a representative duly appointed by the district director.
- D. The director of Women's Ministries, General Bishop's wife, General Secretary's wife, and Assistant General Bishop's wives shall be called the National Women's Ministries Leadership Council.
- E. The Women's Ministries fund shall be managed by a budget recommended by the Women's Ministries Leadership Team and approved by the General Board.
- F. Each district director of Women's Ministries shall pay her tithe from all monies received from her office to the general Women's Ministries department.

Section 12. Senior Adult Ministries.

Senior Adult Ministry shall serve the ministerial needs of senior adults working in cooperation with the general and district officials and local pastors.

- A. The Senior Adult Ministry shall be under the direction of the national Senior Adult Ministry director. There shall be a district representative, appointed by the district board and one (1) chairman in each local church (to be appointed by the pastor) who shall be a member in good standing in said local church.
- B. The director shall be nominated by the General Council and elected by the General Board for a term of two years.

- C. He shall be directly amenable to the General Bishop.
- D. One Sunday each year (date to be set by the General Council) shall be designated as National Senior Minister's Day to honor our retired and aged ministers.

Section 13. Messenger College Support Plan.

The following ongoing support plan is designed to provide total organization participation/support for Messenger College, which investment will perpetuate the world ministry of the church.

- A. Districts — A budget based on \$25.00 per church per year. When a district is not current in its district college assessment at the time of the Board of Regents meeting, the District Bishop will not have a voice or vote on the board of regents with the exception of a dependent district that is unable to pay.
- B. Churches — A minimum of \$10.00 per month. If the District Bishop can show just causes of hardship of the churches to the General Council, the churches will be relieved of the obligation; to be reviewed annually.
- C. A complete Messenger College financial report is to be presented for discussion to each registered delegate at each General Convention.

ARTICLE XI Communications Ministry

Section 1. Official Periodical.

The official periodical of the Pentecostal Church of God shall be known as *The Pentecostal Messenger*.

- A. *The Pentecostal Messenger* shall be published at least quarterly.
- B. The General Bishop shall be the editor-in-chief.

Section 2. Communications Network

- A. A board of communications shall be established, nominated by the General Council and elected by the General Board, of at least five and no more than seven individuals with the oversight of: public relations, marketing, media and digital ministries of the Pentecostal Church of God.
- B. A communications review board shall be established consisting of all ministry directors.
- C. A communications director shall be appointed by the General Board.

SECTION IV – “STRATEGIC VALUES”

ARTICLE XII General Leadership

Section 1. Form of Government.

The Pentecostal Church of God shall maintain a representative and congregational form of government.

Section 2. Corporate Officers.

A. Officers.

1. The officers of this corporation shall be a president and a secretary.
2. The officers shall jointly sign all deeds, notes, mortgages, leases and other documents of every character and description, and shall attach the corporate seal to such thereof as may be necessary, for and on behalf of the corporation; and shall manage, direct, superintend and carry on the business of the corporation; subject to the approval or disapproval of the General Board:
3. The office of president shall at all times be filled by the General Bishop.
4. The office of secretary shall at all times be filled by the General Secretary.

B. Selection, Qualifications and Duties of Corporate Officers

1. General Bishop (President).

- a. The General Bishop and president shall be a male member of the organization, an ordained minister with not less than ten (10) years of experience in the ministry and shall not be less than thirty-five (35) years of age. He shall be elected by a two-thirds (2/3) vote of the organization cast at a General Convention for a first term of two (2) years and subsequently to terms of four (4) years. He shall be required to establish a home and reside in the vicinity of the general headquarters, and shall be required to spend at least ten (10) days of each month in the general office. Should said office become vacant, for any reason, the General Board shall appoint a suitable, qualified male person to fill the unexpired term.
- b. The General Bishop shall have general supervision, direction and management over all undertakings and operations of the organization, to which he shall devote full time. He shall act as chairman of all General Conventions, General Board and General Council meetings, and shall be ex officio member of all standing committees and shall also perform such duties as may be required of him as president of the corporation; and shall report his activities in writing and shall be accountable to the General Board meetings and General Conventions.

- c. He shall be requested to represent our organization to other functions at which we should have a voice, and to the government when necessary.
- d. The General Bishop shall be fully accountable to the General Council, General Board and General Convention and shall give account of his activities and vision to each of these.

2. General Secretary (Secretary)

- a. The General Secretary shall be a male member of the organization and an ordained minister with not less than six (6) years' experience in the ministry. He shall be elected under the same rules which govern the election of other general officials. He shall devote full time to his duties.
- b. The General Secretary shall be the corporate secretary and legal officer in custody of the corporate seal and shall retain and maintain current documents necessary for the corporation, including registration with all agencies as needed.
- c. He shall provide information on legal matters from legal counsel to the general and district offices. The proper deeding of properties and other legal documents shall have his oversight.
- d. He will be custodial secretary of the corporate seal and as the corporate secretary shall, with the president, sign all deeds, notes, mortgages, leases and all corporate documents shall attach the corporate seal to such thereof as may be necessary on behalf of the corporation.
- e. He shall supervise the official archives of the movement and keep it in good and proper order. He shall be responsible to maintain an accurate record of the minutes of all meetings of the General Convention, General Board and General Council (and related committees and boards) which shall be presented at such meetings. He shall be a member of the General Board, the General Council, the global missions board, the National Missions board, and ex officio member of all standing committees and boards.
- f. He shall maintain a record of all credentialed ministers and shall issue the necessary credentials when so instructed by the credentials committee of the district from which the application comes provided, however, all requirements of the general bylaws are fully met. In the event an application is in question on any matter, said application will be held for review by the General Council. He shall also issue church membership charters.
- g. He shall keep records of churches, membership and important related information.

- h. He will develop and supervise the official office of information, maintaining current data to share with our constituency and national directors.
- i. He will direct communications and public relations and the office of development.
- j. He will develop and direct the stewardship program being involved in acquisition of resources for ministry.
- k. He will assist the General Bishop in communicating the vision and purpose of the church throughout the constituency.
- l. He will administer the ministerial credentials and church charter office along with the church membership roll.
- m. He shall submit written reports as may be required of the activities of his office to and be accountable to the General Convention, General Board and General Council meetings.
- n. He shall reside in the vicinity of the international headquarters.
- o. This position is considered a full time resident office position.
- p. He shall furnish such reports and data to the General Bishop as needed upon request.
- q. A list of all ministers of the organization shall be maintained by the General Secretary.

ARTICLE XIII

Assistant General Bishops

Section 1. Requirement.

The assistant General Bishops shall meet the requirements as set forth in the general bylaws for the General Bishop and must be in the active full-time ministry, but shall not be required to be a member or have been a member of the General Board.

Section 2. Election.

They shall be elected by the voting constituency of each of six geographical divisions of the United States in which the assistant General Bishop resides. This election shall be ratified by the General Convention.

Section 3. Residence.

Each must reside in the division from which he was elected and remain in that division during his entire stay in office. In the event he shall move from the area he serves, the office shall immediately become vacant. The assistant General Bishop shall reside within the geographical division of the United States of their respective divisions, as follows:

- A. North Central Division—Districts: Central, Illinois, Minnesota, North Central, Southern Missouri.

- B. South Central Division—Districts: Arkansas, East Texas, Louisiana, North Texas, Oklahoma, South Central Hispanic, Southwest Texas.
- C. Northeastern Division—Districts: Capital, Indiana, Michigan, Northeast Hispanic, Ohio.
- D. Southeastern Division—Districts: Alabama, Florida, Georgia, Kentucky, Mid-Atlantic Coast, Mississippi, Tennessee, West Virginia.
- E. Northwestern Division—Districts: Alaska, Colorado, Oregon/ Southern Idaho, Pacific Northwest, Utah-Wyoming, Yellowstone.
- F. Division—Districts: Arizona, Arizona Hispanic, Central California, New Mexico, Southern California, Southern California Hispanic, Northern California, Northern California Hispanic.

Section 4. Ministerial Supervision and Assistance.

Each Assistant General Bishop shall communicate with the districts in the division and assist the District Bishops as needed.

Section 5. Terms.

They shall serve a term of two (2) years or until their successors are elected.

**ARTICLE XIV
General Board**

Section 1. Membership.

The members of the General Board, consisting of the following described officials, shall be the managing directors and together serve as the governing body of the organization between meetings of the convention:

- General Bishop
- General Secretary
- Assistant General Bishops.
- Director of Global Missions.
- Director of National Missions.
- Director of Youth Ministries.
- Director of Indian Missions.
- Director of Military Chaplains
- Director of Communications
- President of Messenger College.
- District Representation.

- A. Districts consisting of one (1) to fifteen (15) duly chartered churches shall be represented by the District Bishop. In the event the District Bishop is unable to attend, one of the other district officials shall represent the district.
- B. Districts consisting of sixteen (16) to twenty-five (25) duly chartered churches shall be represented by the District Bishop and either the district secretary/treasurer or the district presbyter.
- C. Districts with more than twenty-five (25) duly chartered churches shall be represented by the District Bishop, the district secretary/treasurer and the district presbyter.
- D. This does not exclude honorary board members.
- E. Only members of the General Board will pay tithes to the General office.

Section 2. Decision Making.

The corporation shall be bound by the official acts of approval or disapproval rendered by the required vote of those General Board members present and voting at a regular or properly called meeting at which a quorum is present.

Section 3. Presiding Officer.

The General Bishop shall preside at all meetings of the General Board unless the General Bishop should yield the chair to one of the assistant General Bishops.

Section 4. Official Record and Summary.

The General Secretary shall serve as secretary of the General Board. The General Secretary shall maintain the minutes of the General Board. A summary of action taken at all General Board meetings shall be made available, upon request, to any ordained minister of the Pentecostal Church of God, in good standing, said summary to exclude all discussion and comment which reflects negatively on any individual.

Section 5. Regular Meetings.

Regular meetings of the General Board shall be held in the months of June and November for the purpose of transacting such business of the corporation that shall come before it. Written notice of each regular meeting shall be provided to each member of the General Board at least thirty (30) days prior to the meeting.

Section 6. Special Meetings.

Except during General Convention, special meetings of the General Board may be called by the General Bishop upon notice provided to all members of the General Board at least ten (10) days prior to the special meeting. The meeting notice shall give with specificity the item or items of business to be transacted. Only those items of business noticed in the call of the meeting may be enacted at a special meeting of the General Board.

Section 7. Conference Call or Electronic Means.

The General Board may conduct business by conference call or by other electronic means so long as all members may hear each other and participate simultaneously.

Section 8. Quorum.

The quorum for the transaction of business at any regular or special meeting of the General Board shall be a majority of the General Board members in office whether or not the meeting is held in person or by conference call or other electronic means.

Section 9. General Board Committees.

The General Bishop or the General Board may create committees as needed which shall report to the appointing office or board. The General Bishop shall appoint the members of all committees created.

Section 10. Location, Date and Schedule for Youth Ministries Event.

The General Board will determine the location, dates and schedule for the biennial Youth Ministries event held in the even numbered years.

Section 11. Authority Between Conventions.

The General Board shall be authorized to decide issues relative to policy, personnel, operations and budgets between General Conventions for the welfare of the PCG.

Section 12. Tithes.

All members of the General Board shall send their tithe/dues from whatever source received to the general office.

**ARTICLE XV
General Council****Section 1. Membership.**

There shall be a General Council consisting of the following:

- 1 General Bishop;
- 1 General Secretary;
- Assistant General Bishops.

Section 2. Conference Call or Electronic Means.

The General Council may conduct business by conference call or by other electronic means so long as all members may hear each other and participate simultaneously.

Section 3. Quorum.

The quorum for the transaction of business at any regular or special meeting of the General Council shall be six (6) members regardless of whether the meeting is in person or by other electronic means.

Section 4. Meetings.

Regular meetings of the General Council shall be set by the General Council. Special meetings shall be called by the General Bishop or by at least three (3) members of the General Council by petition to the General Bishop or General Secretary.

Section 5. Notice.

Seven (7) days' notice shall be given to all members of the council prior to any regular meeting. Three (3) days' notice shall be given prior to any special meeting of the General Council unless such notice is waived by each and every member of the General Council in emergency situations.

Section 6. Duties and Responsibilities.

The following shall be included in the duties and responsibilities of the General Council.

- A. The General Council shall serve as the ministerial credential review committee.
- B. The General Council shall serve as the finance committee, for the Pentecostal Church of God.
- C. The General Council may be assigned other duties by the General Board from time to time.
- D. The General Council is authorized to act on behalf of the General Board in emergency situations.
- E. The General Council shall be fully accountable to the General Board and General Convention.

**ARTICLE XVI
Districts****Section 1. District Boundaries.**

The field shall be divided into districts, whose boundaries shall be established by the General Board after mutual agreement between the officials of the district and the General Board.

Section 2. District Government.

Each district shall have its own representative form of government which shall include a District Bishop, who shall be proactive in training and equipping ministers and shall assist local churches to become healthy, growing expressions of the Body of Christ. The district may elect such other officers as it shall determine. No provision in district bylaws shall conflict with any provision of the general bylaws or policies established by the General Board.

Section 3. Emergency Situations.

In emergency situations the General Board is authorized to place the district on dependent district status following the guidelines established by the General Board. When the General Board is not meeting, the General Council shall have this responsibility.

Section 4. Qualifications.

The qualifications for District Bishops shall be the same as those for the General Bishop.

ARTICLE XVII

Local Churches

Section 1. Governance of Congregations.

Local churches shall elect their own pastors and officers and shall adopt their own form of government and bylaws, which shall not conflict with the district or general bylaws. Each church shall cooperate by completing an annual "Local Church Report."

Section 2. Emergency Situations.

If any pastor, official, member or any other person or persons of any congregation or church should be found to be conspiring, plotting or planning in any manner against the welfare of the Pentecostal Church of God, for the purpose of gaining control of any real estate or personal property of any congregation, the Pentecostal Church of God, or any other situation should arise that might require prompt and definite action, the General Bishop or the District Bishop shall, and are authorized and directed to promptly take possession of said property or properties in the name of the Pentecostal Church of God and retain of them until the emergency has passed.

Section 3. Tithe.

Since the tithe is God's plan for financing His church, each church affiliated and associated with the Pentecostal Church of God is encouraged to support general and district ministries with the firstfruits (10%) of their undesignated income. Undesignated income shall be defined as the total of all congregational income minus the costs of personnel compensation and all missions offerings. Each church's firstfruits shall be sent to their respective district office with the district office forwarding 1/2 of local church contribution to the general office. Districts with 35 churches or less will forward 1/3 of local contribution to the general office.

Section 4. Membership.

Any person accepted for membership in a Pentecostal Church of God must have a born again experience of salvation, and either have or be actively engaged in seeking the baptism of the Holy Ghost according to Acts 2:4.

Section 5. Applicants for Ministerial Credentials.

No applicant for ministerial credentials shall be allowed to apply for any congregation of the Pentecostal Church of God or be an interim pastor until the applicant is cleared by the general office, even though the applicant may have been approved by the district board.

Section 6. Title to Local Church Properties.

Title to all local church properties (both real and personal), either purchased by or given to the Pentecostal Church of God, is to be held in fee simple in the name of the recognized district of the Pentecostal Church of God in which the property is located. Each district shall carry a dissolution clause directing, upon the dissolution of the district, that all net assets shall accrue to the Pentecostal Church of God (Incorporated), a Texas corporation whose headquarters is located in Bedford, Texas.

- A. Property owned, paid for or partly paid for by, or given to, the Pentecostal Church of God or one of its districts may be deeded to the local church (or its trustees), provided the following reversionary clause is a part of the deed:

“In the event of either an attempted conveyance of any interest in this real estate, or disaffiliation with the Pentecostal Church of God, or the dissolution of the local church, or the use of this real estate for any purpose other than as a church, this real estate will automatically revert to the recognized district of the Pentecostal Church of God in which this real estate is located with no further act or deed required.”

- B. The respective district shall provide its written consent, waiver or subordination agreement to a local church which has been granted title to its real estate with the above reversionary clause to sell, exchange, transfer and convey said property, or to borrow money and pledge the said real estate for the repayment of the same and to exercise all necessary deeds, conveyance, etc.; after satisfaction of the following:
1. The proposed transfer shall be brought before a regular or special meeting of the local church;
 2. Said meeting and the notice thereof shall be in compliance with all bylaws of the local church;
 3. A simple majority of the local members must be present at the meeting;
 4. The meeting must be chaired by the District Bishop of the Pentecostal Church of God or by one he may appoint or one provided for by the district bylaws;
 5. The proposed transfer shall be approved by two-thirds (2/3) of all church members present at the meeting;
 6. The proposed transfer is approved by a two-thirds (2/3) majority of the members of the district board after compliance with the respective district's bylaws relative to the transfer of real estate.
- C. Inasmuch as Indian Missions properties (churches) have land grants, revocable permits, and the others are deeded to the Pentecostal Church of God (Incorporated), Bedford, Texas, a Texas corporation, they shall be excluded.
- D. Any minister who does not comply with the bylaw provision for transfer of property shall be required to meet the respective district board for accountability. If there is no quorum of five members of said district board, the General Council shall replace the district board. The credentials of any minister in noncompliance with bylaw procedures for legal transfer of property shall be in jeopardy.
- E. The conveyance of any district interest in real estate or the execution of a consent to transfer an interest in real estate owned by a local church shall be made and executed by the District Bishop and the district secretary

only after a regular or special district board meeting at which the issue of real estate is on the notice of meeting and agenda and approved at said meeting, at which a simple majority of members must be present, by two-thirds (2/3) of the district board members in attendance.

- F. All churches listed on the Pentecostal Church of God IRS lists shall be pastored by ministers credentialed with the Pentecostal Church of God. All district bylaws shall be amended to provide the same.

SECTION V – “LEGAL VALUES”

ARTICLE XVIII

Name

The name of the corporation shall be: Pentecostal Church of God (Incorporated).

ARTICLE XIX

Purpose

Section 1. Objects.

The objects of this corporation shall be:

1. To preach the Gospel and further the cause of the Kingdom of God in the United States of America and foreign lands;
2. To promote and maintain churches and missions;
3. To promote fellowship and means of cooperation between churches of similar faith and doctrine;
4. To promote, establish and maintain certain districts therein, which shall be self-governing insofar as same do not conflict with the objects and purposes of this organization, subject to the jurisdiction and control of the corporation;
5. To promote freedom of worship and liberty of expression, within the limits of its own statement of faith and doctrine, among its own churches, ministers and members;
6. To qualify and credential ministers to preach the Gospel;
7. To foster biblical education and ministerial training, and establish other institutions and to own and operate such properties as will support Christian ministry as directed by the General Board;
8. To own, operate and maintain such printing and publishing plants as may, in the opinion of the General Board, be necessary to print and publish Bibles, books, pamphlets, periodicals and other religious literature as may be required for its own use; and to sell, give away or otherwise dispose of same in the furtherance of the work of said organization without pecuniary profits to any members of said corporation;

9. To buy, rent, acquire by gift or otherwise, and to own, operate, maintain and use, such real estate and personal and mixed property as shall be necessary for the maintenance, operation and carrying on of the business of the corporation; and to lease, sub-rent, sell, assign, transfer, convey and otherwise dispose of said properties upon such terms and conditions and at such times as, in the opinion of the General Board, be advantageous to the interest of the corporation;
10. To borrow money for the purpose of purchasing such real estate, personal and mixed property as, in the opinion of the General Board, may be necessary to properly and adequately carry on the objects and purposes of the corporation business and undertakings, and to execute notes, deeds of trust, mortgages and other evidences of indebtedness, on behalf of the corporation, for the repayment thereof, and to satisfy and release notes, deeds of trust, mortgages and other evidences of indebtedness, on behalf of the corporation; (For clarification purposes in connection with organizational business affecting church-owned properties, the respective interests in properties, real, personal and mixed, owned in whole or in part by the Pentecostal Church of God (Incorporated), a Texas Corporation, or any of its districts, shall be construed to be interests in fee simple.) and
11. To make bylaws for the government of the corporation, not inconsistent with the constitution and laws of the State of Texas, the United States of American, other states or foreign countries; and to alter, revise and amend the same.

ARTICLE XX

Fiscal Year and Budget

The fiscal year for the Pentecostal Church of God, its departments, and all of its subsidiaries shall be from January 1 to December 31 of each year. The budget for each succeeding fiscal year shall be submitted to the General Board for approval at each November regular meeting.

ARTICLE XXI

General Conventions

Section 1. Location, Date and Schedule.

The General Board will determine the location, dates and schedule for the biennial General Convention. The convention shall be held between June 15 and July 2 of each odd numbered year. The dates of each General Convention shall be established at least two years prior to the convention.

Section 2. Voice and Vote in the Convention.

When properly registered, the following persons shall have voice and vote in the General Convention:

- A. Credentialed ministers;
- B. The saved spouse of each credentialed ministers;
- C. Spouses of deceased ministers who continue to maintain active membership in local Pentecostal Church of God churches;

- D. Two (2) delegates elected or duly appointed from the membership of each chartered church who are at least eighteen (18) years of age based on one delegate per fifty (50) or a fraction thereof in average Sunday morning attendance as reported on the last Annual Local Church Report;

Section 3. Present and Registered In Order To Vote.

All persons with voting rights at the General Convention must be present and registered and shall show proper credentials to the Registration committee, who shall pass on whether or not they shall be seated with voice and vote in the proceedings of the convention.

Section 4. Proxy and Absentee Ballots.

No proxy or absentee voting shall be permitted at General Conventions.

Section 5. Vote Required for Adoption of Actions of the Convention.

All matters coming before the General Convention shall be decided by majority vote except those specifically requiring a two-thirds (2/3) vote as set forth in the adopted parliamentary authority or in these bylaws.

Section 6. Convention Budgets.

Each department shall submit a proposed budget including income from convention offerings and its convention expenses to the General Council prior to General Convention for their consideration and approval.

Section 7. Convention Business.

The General Convention may

- Elect general officers;
- Consider properly proposed amendments to the general bylaws;
- Consider adoption of policies and procedures for the governance of the corporation;
- Consider the approval of resolutions that state positions on matters of importance; and
- Take any other action that may, in the opinion of the convention, best foster the objects of the corporation.

Section 8. Highest Ruling and Policy Making Body.

The General Convention when convened for any regular or special meeting shall be the highest ruling and policy making body in Pentecostal Church of God. Any action taken by the General Convention shall be binding upon the denomination in all respects. All officials, general and district, as well as all boards and committees, shall be bound by the actions of the General Convention.

Section 9. Registration Report, Convention Rules and Agenda.

The convention registration report, convention standing rules and the convention agenda shall be governed by rules recommended by the General Board and adopted at the beginning of each General Convention.

ARTICLE XXII Dissolution

Section 1. Exclusively for Religious and Charitable Purposes.

The assets of the Pentecostal Church of God (Incorporated), a Texas corporation, are irrevocably dedicated exclusively for religious, charitable and/or education purposes. In the event of dissolution of the corporation, the General Board shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation, so as to insure that the remaining assets will not inure to the benefit of any private person or persons, but that all remaining assets will be distributed to a non-profit organization or organizations, which are exempt under Section 501 (c) (3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law as the General Board shall determine).

Section 2. Transfer of Assets Upon Dissolution.

In the event of the dissolution of any district corporation, the assets of the district corporation will be transferred to the general corporation. In the event of the dissolution of any local church, the assets of the local church will be transferred to the district corporation in which the church is located.

ARTICLE XXIII Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern this corporation in all case to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order or standing rules adopted for the meetings of the General Convention, General Board or General Council by those respective bodies for their own meetings.

ARTICLE XXIV Amendment of Bylaws

Section 1. Bylaws Committee Selection.

A bylaws committee shall be appointed by the General Bishop and approved by the General Council and shall begin its functions at least one year prior to each General Convention.

Section 2. Duties of the Bylaws Committee.

The duties of the bylaws committee shall be:

- A. To offer suggestions to and have consultation with the proposer(s) of any suggested bylaws amendment. If after such advice and consultation, the proposer(s) may choose to rewrite the proposed amendment or choose to withdraw the amendment.
- B. To correct grammar, punctuation and formatting to ensure proper consideration of the proposed amendment by the General Convention and not to alter or remove from the convention agenda any proposed amendment to the bylaws properly presented to the committee.

- C. To submit any proposed amendment to the bylaws, together with their recommendations, for the consideration of the General Convention.

Section 3. Specific Language.

All proposed amendments to the general bylaws shall indicate with specificity what language is to be struck out and what language is to be inserted together with the exact article and section designation to which the proposed bylaw amendment shall apply if adopted.

Section 4. Proposing Bylaws Amendments.

Any proposed amendments to the general bylaws, other than those proposed by the General Board, must be approved by at least one district board. In order to be considered by the General Convention, any proposed amendments to the bylaws from district boards must be received by the General Secretary's office by January 1 of the convention year.

Section 5. Notice of Proposed Amendments to the General Bylaws.

Any proposed amendments to the bylaws shall be noticed to all ministers by being made available electronically no later than March 1 of the convention year.

Section 6. Vote Required for Amendment of the Bylaws.

A two-thirds (2/3) of those members of the General Convention properly registered, present and voting shall be required for adoption of any proposed amendment to the bylaws

ADDENDUM

THE PROCESS OF RECEIVING AN ACCUSATION

INTRODUCTION:

The issue of reconciliation is the mandate of Christ to His Church. ("Now all things are of God, who has reconciled us to Himself through Jesus Christ and has given us the ministry of reconciliation." 2 Corinthians 5:18 NKJV) Reconciliation is the work of God. Jesus said, "Blessed are the peacemakers, for they shall be called sons of God. (Matthew 5:9 NKJV) According to Dr. Kenneth Newberger, (2009) "The term "sons of God" conveys the idea that they share in the essence or nature of the one to whom they are said to be related." (p.16) Reconciliation is rooted in the nature of God and is the essence of His work in humanity. Reconciliation is the ultimate goal of a process, which includes receiving, handling and processing accusations. Every conflict in the life of a Christ-follower should lead towards total reconciliation within the Body of Christ and in relationship to our Heavenly Father.

Spiritual reconciliation is a weighty matter. The work begins with personal spiritual integrity followed by much fasting and prayer. The process must be dealt with in the highest integrity of character. There must exist proper documentation in order to protect all parties. Church leadership must not be forsaken in the handling of an accusation. Accusers and accused must be treated fairly and impartially.

The manner of handling an accusation must be standardized across the covenant community of the PCG. A system of consistency protects all parties and ensures less errors, neglect and mishandling of accusations. Also, standardization creates a culture of organizational integrity.

BIBLICAL FOUNDATION:

“Do not receive an accusation against an elder except from two or three witnesses. Those who are sinning rebuke in the presence of all, that the rest also may fear. I charge you before God and the Lord Jesus Christ and the elect angels that you observe these things without prejudice, doing nothing with partiality.”

1 Timothy 5:19-21

“Brethren, if a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of meekness, considering yourself lest you also be tempted.”

Galatians 6:1

“And we urge you brethren, to recognize those who labor among you and are over you in the Lord and admonish you.”

1 Thessalonians 5:12

“Brethren, if anyone among you wanders from the truth, and someone turns him back, let him know that he who turns a sinner from the error of his way will save a soul from death and cover a multitude of sins.”

James 5:19-20

“If you are reproached for the name of Christ, blessed are you, for the Spirit of Glory and of God rests upon you. On their part He is blasphemed but on your part He is glorified. But let none of you suffer as a murderer, a thief, an evildoer, or as a busybody in other people’s matters. Yet if anyone suffers as a Christian let him not be ashamed, but let him glorify God in this matter. For the time is come for judgment to begin at the house of God and if it begins with us first, what will be the end of those who do not obey the Gospel of God? Now ‘If the righteous one is scarcely saved, where will the ungodly and the sinner appear?’ Therefore let those who suffer according to the will of God commit their souls to Him in doing good as to a faithful Creator.”

1 Peter 4:14 – 19

PROCEDURAL POLICY

The leadership of the Pentecostal Church of God recognizes its responsibility to exercise Biblical authority in the form of discipline. Disciplinary action should always honor God, follow Scriptural truth, maintain purity of intention, seek reconciliation, and safeguard the integrity and purity of ministry.

Section 1. Accountability of Ministers.

All ministers are accountable to their respective district board in every matter of conduct and doctrine. No accusations or charges against any credentialed minister shall be considered unless the entire procedure outlined within the

General Bylaws is adhered to. Violations resulting in disciplinary action include lack of compliance of the Biblical Standards for Ministry (Article II of General Bylaws).

Section 2. Definitions.

- A. Accusation. Any allegation of misconduct or failure to uphold the doctrine of the Pentecostal Church of God.
- B. Charge. The proper documentation of at least two accusations.
- C. Minister. Any minister holding credentials with the Pentecostal Church of God.
- D. Writing or Written. An original written document. Email, text, facsimile or other electronic communication shall not suffice as writing.
- E. Suspension. Termination of all ministry activities within the Pentecostal Church of God; remaining current on all ministerial financial and reporting obligations and remaining under the jurisdiction of the presiding district until a resolution of all charges has been reached.)
- F. Reconcilable. A settled dispute, action bringing differences into agreement or harmony. Differing parties becoming amicable.
- G. Contrition. Sincere penitence or remorse. A true purpose to amend actions that have been confessed.
- H. Restoration. The action necessary to bring a minister to the place of health in order to return to the original position of ministry.

Section 3. Procedures.

In all actions other than those initiated by a district board, the following procedure shall be strictly adhered to:

- A. All accusations against any minister shall be made in writing in the format required, signed by the accuser and submitted to the District Bishop. Any person making any accusations against a credentialed minister of the PCG must follow the process set forth in this article, except in the case of child abuse or neglect. All legal requirements and bylaws concerning child abuse and neglect must be followed at all times.
- B. The accuser must meet with the District Bishop, at a time and location selected by the bishop, and complete and sign the accusation form. If the accuser is not willing to complete and sign the accusation form, the matter will be immediately dropped.
- C. If the accuser does not meet with the District Bishop and complete and sign the form, the accuser must be informed that the matter cannot proceed. The accuser must also be informed that the accusation is and must remain confidential and not disclosed to third persons.

- D. The District Bishop must inform the accuser that a sole accusation against a spiritual leader cannot be acted upon. (1 Timothy 5:19) If there is only one accusation, the district officials shall keep the information on file following the command of 1 Timothy 5:19-21. An exception to this shall be made when prevailing evidence exists such as photographs, witnesses, video, etc.
- E. If the accusation is against a district executive officer, the accuser shall immediately notify the assistant General Bishop.
- F. The district officials shall immediately create a file for all accusations and charges against any minister and forward the information to the General Secretary.
- G. When two or more properly documented accusations are made against a minister, those making the accusations shall meet with the district executive committee, at a time and location selected by the committee, in order to ascertain the facts of the matter. In the event the accusers fail to meet as requested by the committee the charges shall be dropped.
- H. The District Bishop shall provide written notice to the accused minister of the meeting described in subparagraph “G” providing at least one day notice and no more than five days notice. A documentation form shall be utilized for responses to accusations which shall be completed in writing by the accused minister and provided to the District Bishop.
- I. After the three meetings the District Executive Committee shall determine if the accusation shall be made a formal charge.
- J. If a formal charge is made, the investigation team can be formed.
- K. At any time the district executive committee may take one or more of the following actions on a charge:
 - a. At the request of the accuser, accused minister or District Bishop and at the sole discretion of the district executive committee, temporarily suspend the proceeding and refer the matter for consultation with the Ministry Relations Department, as selected by the General Board.
 - b. Immediately suspend the minister until final resolution of the charges. The district shall immediately notify the Office of the General Secretary of any minister placed on suspension.
 - c. Attempt reconciliation between the accusers and the minister. If in the sole discretion of the district executive committee, reconciliation is reached between the accusers and the minister, the committee shall not proceed with the process but refer the matter to the Ministry Relations Department. In the event that after referral to the Ministry Relations Department the parties remain irreconcilable, the Ministry Relation Department shall refer the matter back to the District executive committee for further proceedings.
- L. If a formal charge is filed and reconciliation between the accusers and the

minister cannot be reached, the Ministry Relations Department shall refer the matter back to the district executive committee for further proceedings and the District Bishop shall appoint a team of three qualified persons to investigate the charges. The investigation team shall appoint a chairperson who shall report their findings and recommendations to the district board. The investigation team shall hear no testimony except that which bears directly on the written charges. The chairman shall enforce this rule. The members of the investigation team shall maintain complete confidentiality with respect to the accusations, discussions, evidence and findings.

- M. Upon completion of the work of the investigation team, the district board shall hear from the accusers, the accused and the chairman of the investigation team at a time and location to be determined by the district board after no less than ten (10) days written notice to the accusers, minister and chairman of the investigation team. The district board shall evaluate the situation and determine the appropriate course of action. The district board shall have the prerogative to request consultation from the Ministry Relations Department.
- N. If the district board concludes that the accused minister confesses, repents and shows evidence of contrition, the district board shall determine the next steps of the process. Programs of restoration shall be established and recommendations can be made by the Ministry Relations Department and enforced by the district board. Ministers placed in a restoration program shall be considered on suspension as defined herein. If charges are substantiated and considered of sufficient merit, the culpable minister can, at the sole discretion of the district board, be dropped from the ranks of credentialed ministers.
- O. The district board shall determine periods of restoration except in cases that have been submitted to the Ministry Relations Department. When the restoration process has been successfully completed, the minister shall be considered in good standing and active status restored.
- P. If the district board determines that the charges are unsubstantiated, the accusers shall be required to meet the district board for full accountability of their actions. The false accusers shall be required to submit to the same process of discipline.
- Q. The process of mediation/restoration shall be extended to members of local churches. Members of the local church must follow this process:
 1. The member must appeal to the local church defined leadership (board. Etc.)
 2. If mediation/restoration cannot be reached through the local church, the member may address the matter to the district board.
 3. The decision of the district board shall be final.
 4. All chartered churches shall carry this provision in their local church bylaws.

Section 4. Appeal Process.

The appeal process shall be:

- A. There shall be no appeal heard that has not been submitted to the Department of Ministerial Relations for possible mediation.
- B. Any appeal of a decision made by a district board shall be made within thirty days to the office of the General Bishop. The General Bishop shall notify the national board of appeals. This board shall be nominated by the General Council, elected by the General Board and consist of five individuals, with two alternates. These members shall be trained and competent to serve in such a capacity. A district board shall have the privilege of submitting individuals to the General Council for consideration.
- C. The national board of appeals shall hear appeals from credentialed ministers. Their decision shall be final in all matters.
- D. Once an appeal has been filed it can only be withdrawn by a majority vote of the national board of appeals.
- E. Any member of the national board of appeals shall have the privilege to recuse themselves in order to ensure a fair and equitable outcome of the appeal.
- F. Any member of the national board of appeals who was on the investigation team, a member of the disciplining district board, or has a personal/family relationship with any party in the matter under consideration shall recuse themselves.
- G. The Chairperson of the board shall choose an alternate when necessary.
- H. Any person who has submitted an appeal shall relinquish all voting privileges until the final decision has been determined.

MINUTES 2013 BIENNIAL GENERAL CONVENTION

THE PENTECOSTAL CHURCH OF GOD

July 1–July 2, 2013
Arlington Convention Center
Arlington, TX

1. Call to Order

After a time of worship, the 2013 Biennial General Convention was officially called to order by General Bishop Charles G. Scott, at 9:00a.m., Monday July 1, 2013. General Bishop Charles G. Scott opened the Convention with a special time of prayer.

2. Registration Committee Report

The report of the Registration Committee was presented by Trisha Naten, co-chairman of Registration Committee.

3. The Registration Committee reported the following as of 9:00a.m. on Monday, July 01, 2013:

Ordained	208
Licensed	21
Exhorter	20
Spouses of Active	130
Spouses of Deceased	1
Delegates	21
Foreign General Officials	10
Voting Constituency	411
Guests	12
Total in Attendance	423

4. On behalf of the Registration Committee Trisha Naten moved that the adoption of the Registration Committee report. MSC
5. General Bishop Charles G. Scott led a special time of prayer for Joe Skiles Sr. who was ill.

6. **Standing Rules**

An overview of the Standing Rules of Order was presented by Bishop Don Manning, chairman of the Standing Rules of Order committee. Don Manning motioned that the adoption of the convention rules be adopted as printed. In the Rules of Order, strike the sentence after the third resolution regarding the voting.

7. **Special Presentation- Memorial for Jason Blake**

Chaplain Boyles presented a plaque to Messenger College in honor of Chaplain Major Jason Blake. President of Messenger College, Dr. Daniel Davis, spoke in acceptance of the plaque and a \$90,000 scholarship in honor of Jason Blake for students specifically interested in going into the chaplaincy ministry. Jason Blake's mother spoke in appreciation of everyone's support through Jason's passing.

8. **Report of the General Bishop**

The Chair called for the report of the General Bishop and recognized Bishop Charles G. Scott.

Bishop Charles Scott gave his personal report, noting the relocation of Messenger College from Joplin, Missouri to Eules, Texas and reopening of the college. The report was duly noted with great appreciation.

9. **Report of the General Secretary**

General Secretary Loyd Naten gave his personal report, which was duly noted with great appreciation.

10. **General Administrative Financial Report**

General Bishop Charles G. Scott mentioned the reformatting of the financial report. Bishop Scott then presented the general administrative financial report. Bishop Scott noted that the 2011 reports are much better than the 2012 reports, mainly because of the relocation of the headquarters from Joplin, Missouri to Bedford, Texas. The report was viewed by the delegates and questions were asked regarding the information.

10. **Auditor's Report**

General Secretary Loyd Naten presented the general administrative audited financial report and auditor's letter.

The assembly voted to accept the general administrative auditor's report and the motion was accepted.

11. **World Missions Director: Personal Report**

Director Virgil Kincaid gave his personal report, which was duly noted with appreciation.

12. World Missions: Financial Report

The World Missions audited financial report was presented and accepted.

Director Virgil Kincaid spoke about the “Director’s 100” program that the World Missions department will be initiating.

13. Motion to Adjourn

Motion to adjourn was made at 11:38 a.m. and was accepted. The assembly will reconvene at 2:00p.m.

14. Reconvened

The assembly reconvened at 2:05 p.m. with General Bishop Charles G. Scott in the Chair.

15. Indian Missions: Personal Report

Director David Petty gave his personal report, which was duly noted with appreciation.

16. Indian Missions: Financial Report

The Indian Missions audited financial report was presented and accepted.

17. Updated Registration Report

The report of the Registration Committee was presented by Trisha Naten, co-chairman of the committee. As of 2:19p.m. the registration report was:

Ordained:	213
Licensed:	22
Exhorter:	20
Spouses of Active:	132
Spouses of Deceased:	1
Delegates:	22
Foreign General Officials:	10
VOTING CONSTITUENCY:	421
Guests:	12
TOTAL IN ATTENDANCE:	432

18. MSC to adopted the updated Registration Report.

19. **Registration Closed**

Trisha Naten motioned to close Registration. The motion was accepted.

20. **National Missions: Personal Report**

Director Andy Hunt gave his personal report, which was duly noted with appreciation.

21. **National Missions: Financial Report**

The National Missions audited financial report was presented.

22. **Election of the General Secretary**

The Chair, General Bishop Charles G. Scott, read the qualifications for General Secretary. The total number of voting members of the convention at that point was 421.

The first nominating ballot for General Secretary was cast.

23. **Youth Ministries: Personal Report**

Director Joe E. Skiles gave his personal report, which was duly noted with appreciation.

24. **Report of the First Nominating Ballot for General Secretary**

The Chairman of the Elections Committee was then recognized to give the results of the first nominating ballot for the office of General Secretary. The results were as follows:

Number of Eligible Voters:	421
Number of Votes Cast:.....	290
Number Necessary for Election:	194
Terry Rowland	1
Virgil Kincaid	1
Carol Smith	1
Daniel Davis	1
Charles Pancoast.....	1
Jan Lake.....	1
Dwayne Deskins	1
Don Johnson.....	1
James Rayburn	1
Richard Moore	1
Dan Coleman	1
Ron Minor	2
Allen Greagrey.....	2
Joe Skiles, Jr.	2
Bob McGee.....	3
Kenneth Williams	3

Jon Jennings.....	3
Don Manning.....	5
Wayman Ming, Sr.....	7
Wayman Ming, Jr.....	15
Loyd Naten.....	237

The Chair declared that having received the required two-thirds vote, Loyd Naten was elected as General Secretary. He and his wife and family were introduced to the Convention. General Bishop Charles G. Scott along with the assembly prayed for Loyd Naten.

25. **Youth Ministries: Financial Report**

The Youth Ministries audited financial report was presented and questions were asked regarding the information.

26. **Women’s Ministries: Personal Report**

Director Janice Scott gave her personal report, which was duly noted with appreciation.

27. **Women’s Ministries: Financial Report**

The Women’s Ministries audited financial report was presented.

28. **Clarification of PCG Extension Fund**

The Chair, General Bishop Charles G. Scott, spoke to clarify the functions and activities of the PCG Extension Fund.

29. **Election of Assistant General Bishops and Assistant National Youth Directors**

The Chair, General Bishop Charles G. Scott, read the qualifications for the office of Assistant General Bishop and Assistant National Youth Directors and also noted the Convention Standing Rules #26 regarding the election.

The assembly was divided by division for the election.

The first nominating ballot for the office of Assistant General Bishops and Assistant National Youth Directors was then cast and the National Directors tallied the votes among the divisions.

30. **Regional Elections:**

1. Pacific Northwest: Assistant General Bishop- **Dwayne Deskins**

Assistant National Youth Director- **David Alvarez, Jr.**

2. Southeast: Assistant General Bishop- **James Rayburn**

Assistant National Youth Director- **Larry Skiles, Jr.**

3. South Central: Assistant General Bishop- **Bob Jayne**

Assistant National Youth Director- **Rick Martinez**

4. Southwest: Assistant General Bishop- **Jan Lake**

Assistant National Youth Director- **Ray Rodriguez**

5. North Central: Assistant General Bishop- **Joe Skiles, Sr**

Assistant National Youth Director- **Brandon Kelley**

6. Northeast: Assistant General Bishop- **Dan Coleman**

Assistant National Youth Director- **Bob Menzel**

31. **Motion To Adjourn**

The meeting was adjourned 5:05 p.m. and reconvened at 7:00 p.m.

32. **Reconvened**

General Bishop Charles G. Scott called the assembly to order at 7:13 p.m.

33. **Ratification of the Election of Six Assistant General Bishops:**

A motion was moved to ratify the election of the six assistant General Bishops. The motion was accepted.

The Chair, General Bishop Charles G. Scott, recommended that the ratification of the election of the six Assistant National Youth Directors be postponed.

34. **General Bylaws Revisions**

Dr. Young explained the process of bylaw revision and discussion to follow. General Bishop Charles G. Scott stated the organization of the bylaws.

35. **SECTION 1: ESSENTIAL VALUES**

A. Section I, Article I- including the new words of essential values

36. **SECTION 2: MORAL VALUES**

A. Section II, Article III- There was a new insertion of Sexual Ethics to make a positive, affirming statement of our faith. A Change was made to paragraph F from “husband and wife” to “man and woman.” Change in Section 2, paragraph B to covenant.

B. Procedural Policy, Section 2- Change in definition of a charge. Strike the word “original” in the definition of restoration.

C. Procedural Policy, Section 3, Paragraph B - MSL that Minister’s should

be informed of a written accusation against them.

D. Procedural Policy, Section 3 - MSC to adopt the procedures of accusations

E. Section II, Article VII- Change to Women's Ministries Covenant, update on some of the verbiage and made more relevant.

37. Motion to Adjourn

MSC to adjourn at 8:44 p.m.

TUESDAY JULY 2, 2013

38. Reconvened

General Bishop Charles G. Scott called the assembly to order at 9:00 a.m.

39. SECTION 3: MISSIONAL VALUES

- A. Article Nine- Proviso: onramps are needed to the credential process; the exhorter credential needs tweaked with current verbiage and renewed meaning. Questions were asked regarding the information and General Bishop Charles G. Scott explained why these changes are needed. Paragraph F: Should not be struck through.
- B. Article Ten- Section 4-General Missions Board, brings all missions under one board and changes composition of the board with representative voice. Questions were asked regarding the changes in the article. Section 6-Lines 743-745-no strikethrough. Motion to change the wording in lines 665-666 in Section 2, Paragraph C. The motion to amend was not accepted.
- C. Section 8-creates ministerial development focus. Names four areas: Pastoral Care, Pastor's Networking, Ministerial Development, Healthy Churches
- D. Section 9-Military Chaplaincy-Paragraph C-clarifies tithing procedure and removes policy from bylaws. MSC to amend the amendment "as determined by General Board Policy". The motion was carried.
- E. Section 11- Women's Ministries, preamble-clarifies mission. Paragraph C- remove numeration

40. SECTION 4: STRATEGIC VALUE

- A. Article 13-Assistant General Bishops- Section 4- Ministerial Supervision and Assistance: defines roles. Motion to amend "Each Assistant General Bishop shall communicate with the districts in the division and assist the District Bishops as needed." Motion was carried.
- B. Section 5-terms

- C. Section 6- move to policy
- D. Article 14- Section 1-Added role
- E. Section 2-Change wording
- F. Article 16- Section 1- Motion to amend leave “mutual agreement”. The motion carried.
- G. Article 17-Section 3- MSL that section 3 be stricken from the bylaws and included as a general policy of the Pentecostal Church of God by the General Board. The motion was not carried.
- H. Article 17 Section 3 – MSL to strike one half and insert 10% in next to the last sentence.
- I. MSL to establish an addendum that would include “Financial Blessing Opportunities” to include Article XVII, Section 3.
- J. MSC to keep Section 3, paragraph 3 in the bylaws.
- K. Article 21- MSL that the words “General officials from fields” remain in the Article XXI, Section 2. A.
- L. Dr. Young explained that there were no other subsequent changes in the rest of the articles, but just editorial changes. Questions were asked regarding the information.
- M. MSL to include the wording from lines 1510-1514 (In delegate manual) in the bylaws.
- N. MSC the word “district” be stricken from Strategic Values 4, Article 21, Section 4.


41. **Ratification of the Election of Six Assistant National Youth Directors**

MSC to ratify the election of the six assistant National Youth Directors.

42. **Motion to Adjourn**

- A. Rev. Daniel Davis took the Chair to inform the assembly that there will be a recess and the assembly will reconvene at Messenger College directly following recess.
- B. After a tour of the college, the Chair adjourned the General Convention.

Meeting Adjourned: 1:35 pm



Loyd Naten
General Secretary

2013 GENERAL CONVENTION REPRESENTATION BY DISTRICT

District Name	Ordained	Licensed	Exhorter	Spouse	Delegate	Guest	2013	2011
Spec. Min	0	0	0	3	7	1	11	0
Alabama	2	0	0	0	0	0	2	3
Alaska	0	0	2	0	0	0	2	5
Arkansas	12	1	1	10	0	0	24	24
Arizona	6	1	0	2	0	1	10	15
W Hispanic	1	0	0	0	0	0	1	0
Capital	5	0	2	3	1	0	11	10
C California	16	2	0	8	0	1	27	28
California H	0	1	0	0	0	0	1	0
Colorado	2	0	2	2	0	0	6	5
Central	6	2	0	6	2	0	16	22
E Texas	23	2	1	18	7	0	51	53
Florida	10	1	0	4	0	0	15	23
Georgia	2	0	0	2	0	0	4	2
Illinois	4	0	0	1	0	1	6	4
Indiana	5	0	0	5	0	0	10	10
Kentucky	4	2	2	1	1	0	10	10
Louisiana	1	0	0	0	0	0	1	5
Mid Atlantic	3	0	0	2	0	1	6	4
Michigan	9	0	1	4	0	0	14	13
Minnesota	1	0	0	1	0	2	4	4
N California	9	0	0	6	1	2	18	15
N Central	1	0	1	1	0	0	3	0
E Hispanic	3	0	0	0	0	0	3	2
New Mexico	4	0	1	2	0	0	7	7
N Texas	3	0	0	2	0	0	5	4
Ohio	6	1	0	5	0	0	12	14
Oklahoma	13	2	1	3	2	0	21	33
Oregon/S Idaho	1	1	0	2	0	0	4	8
Foreign / Misc	0	1	0	1	0	3	5	31
Pacific NW	4	0	0	2	0	0	6	4
S California	13	2	1	9	0	0	25	27
C Hispanic	1	0	1	1	0	0	3	2
S Missouri	26	1	2	16	2	0	47	52
SW Texas	12	2	0	10	0	0	24	17
Tennessee	3	0	0	1	0	0	4	4
Yellowstone	2	0	2	0	0	0	4	1
Grand Total	213	22	20	133	23	12	423	453

SECTION 3: PROCEDURES & HISTORY



HISTORICAL PERSPECTIVE

It was a cold, wintry 30th day of December, 1919, when a group of dedicated individuals met in Chicago, Illinois. These men and women were destined to organize what is known today as the Pentecostal Church of God. Eli DePriest, one of those present, reported that after they had concluded the business, prayer was offered, and while they were praying, the building where they were assembled was actually shaken by the power of God! The objective of this group was to unite their resources for the purpose of spreading the Gospel. Cooperative evangelism was the strength of their effort.

From this humble beginning emerged one of the leading Pentecostal denominations of our day—the Pentecostal Church of God. The church is part of the great Pentecostal revival that began around the turn of the 20th century.

TOPEKA, KANSAS, BETHEL BIBLE COLLEGE

The origin of modern Pentecostalism can be traced to Bethel Bible College, founded in October 1900 by Charles Fox Parham. The school was located in Topeka, Kansas in an elaborate unfinished mansion known as “Stone’s Folly.” In his monthly publication, *The Apostolic Faith*, Parham announced that anyone who prayed and diligently studied the Word was welcome to attend. Since this was a “faith school,” no tuition was charged. Parham was the only instructor and the Bible the only textbook.

Before leaving for a speaking engagement in Kansas City, Parham assigned the student body the task of determining from their study of Scripture, the evidence of receiving the Baptism in the Holy Spirit. When Parham returned he was amazed to learn that the students had reached the conclusion: the indisputable proof of one receiving the Baptism in the Holy Spirit was speaking with other tongues.

This conclusion was of tremendous importance, for it marked the occasion when speaking in tongues was first considered to be the initial physical evidence of one being filled with the Holy Spirit.

On January 1, 1901 the first day of the 20th century, Agnes N. Ozman requested those present to lay hands on her and pray that she might receive the infilling of the Holy Spirit. When this was done, she began to speak in tongues, glorifying God.

According to the report she was so overwhelmed by this new experience of Pentecostal power she could not speak in the English language for three days. Miss Ozman’s baptism inspired the other students to seek for a similar experience. One of the mansion’s large upper rooms was converted into an area for prayer. The students, as well as others in the city, continued in intercessory prayer for three glorious days. Then on the night of January 3, 1901, many others, including Parham, received the mighty infilling of the Spirit.

After this glorious experience, Parham carried this Pentecostal message from Topeka, Kansas to: Kansas City, Missouri; Lawrence, Kansas; Nevada, Missouri; El Dorado Springs, Missouri; Galena, Kansas; Joplin, Missouri; and Orchard, Texas.

AZUSA STREET REVIVAL

In the fall of 1905, Parham moved his headquarters to Houston, Texas and once again established a short-term Bible school. William J. Seymour, a black holiness preacher from Louisiana, audited the classes taught by Parham. He believed the teaching but did not receive the Baptism in the Holy Spirit. Among the people from the Houston area who visited the services and received the Pentecostal experience was a lady, Miss Neely Terry, who was visiting from Los Angeles, California. When she returned home to the holiness mission she attended on Santa Fe Street, she suggested that they invite Seymour to preach for them with the possibility of becoming their pastor. The invitation was extended and Seymour accepted. Here he preached the Baptism in the Holy Spirit and declared that speaking in tongues was the initial evidence of the infilling of the Holy Spirit. This proved unacceptable to the church leadership. As a result Seymour moved his meetings to the home of Richard and Ruth Asbury, 214 North Bonnie Brae Street. Thus on April 9, 1906 the great Pentecostal revival of Los Angeles began.

The prayer services continued in the Asbury home. On the evening of April 9, 1906 Seymour and seven other men were waiting before the Lord when suddenly, as though hit by a bolt of lightning, they were knocked from their chairs to the floor. The seven men with Seymour began to speak in divers kinds of tongues magnifying God. The shouts were so fervent and loud that news spread quickly of the unusual events on Bonnie Brae Street. A few days later Seymour finally received the Holy Spirit. Soon huge crowds began to gather. Since the house could not begin to accommodate the people, the services were moved outside into the street with the front porch being used for the pulpit. The people came from everywhere. Many would fall under God's power as they neared the house. The whole city was stirred. They shouted until the foundation of the porch collapsed, without injuring anyone. During these days, many people who came because of curiosity were baptized in the Holy Spirit. The sick were healed and sinners were saved.

To further accommodate the crowds, an old dilapidated, two-story frame building at 312 Azusa Street in the industrial section of the city was secured. This building, originally built for an African Methodist Episcopal (AME) church, had more recently been used as a livery stable, storage building and tenement house. In this humble Azusa Street mission, a continuous three-year revival occurred and became known around the world. Stanley H. Frodsham, in his book, *With Signs Following*, quotes an eye witness description of the scene:

“The news spread far and wide that Los Angeles was being visited with a rushing mighty wind from heaven. The how and why of it is to be found in the very opposite of those conditions that are usually thought necessary for a big revival. No instruments of music are used. None are needed. No choir. Bands of angels have been heard by some in the Spirit and there is heavenly singing that is inspired by the Holy Ghost. No collections are taken. No bills have been posted to advertise the meetings. No church organization is back of it. All who are in touch with God realize as soon as they enter the meeting that the Holy

Ghost is the leader. One brother states that even before his train entered the city he felt the power of the revival.

“Travelers from afar wend their way to the headquarters at Azusa Street. There they find a two-story whitewashed store building. You would hardly expect heavenly visitations there unless you remember the stable at Bethlehem. But here they find a mighty Pentecostal revival going on from ten o’clock in the morning until about twelve o’clock at night. Pentecost has come to hundreds of hearts.

“As soon as it is announced that the altar is open for seekers for pardon, sanctification, the Baptism in the Holy Ghost, and healing for the body, people rise and flock to the altar. There is no urging. What kind of preaching is it that brings that? The simple declaring of the Word of God. There is such power in the preaching of the Word in the Spirit that people are shaken on the benches. Coming to the altar many fall prostrate under the power of God and often come out speaking in tongues. Sometimes the power falls on people and they are wrought upon by the Spirit during the giving of testimonies, or the preaching, and they receive the Holy Spirit. It is noticeably free from all nationalistic feeling. If a Mexican or a German cannot speak English, he gets up and speaks in his own tongue and feels quite at home, for the Spirit interprets through the face and the people say ‘amen.’ No instrument that God can use is rejected on account of color or dress or lack of education. That is why God has so built up the work.

“Seekers for healing are usually taken upstairs and prayed for in the prayer room. Many have been healed there. There is a large room upstairs that is used for Bible study. A brother fittingly describes it this way: ‘Upstairs there is a long room furnished with chairs and three California redwood planks laid end to end on backless chairs. This is the Pentecostal upper room where sanctified souls seek the Pentecostal fullness and go out speaking in tongues.’”

Frank Bartleman, in his book *Azusa Street*, gives the following description of the mission and the services:

“Brother Seymour generally sat behind two empty shoe boxes, one on top of the other. He usually kept his head inside the top one during the meeting, in prayer. There was no pride there. The services ran almost continuously. Seeking souls could be found under the power almost any hour, night and day. The place was never closed nor empty. The people came to meet God. He was always there. Hence a continuous meeting. The meeting did not depend on the human leader. God’s presence became more and more wonderful. In the old building, with its low rafters and bare floors, God took strong men and women to pieces, and put them together again, for His glory. It was a tremendous overhauling process. Pride and self-assertion, self-importance and self-esteem, could not survive there. The religious ego preached its own funeral sermon quickly.

“No subjects or sermons were announced ahead of time, and no special speakers for such an hour. No one knew what might be coming, what God would do. All was spontaneous, ordered of the Spirit. We wanted to hear from God, through whoever . . . He might speak. We had no respect of persons. The rich and educated were the same as the poor and ignorant, and found a much harder death to die. We only recognized God

“We were delivered right there from ecclesiastical hierarchism and abuse. We wanted God. When we first reached the meeting, we avoided as much as

possible human contact and greeting. We wanted to meet God first. We got our head under some bench in the corner in prayer, and met men only in the Spirit, knowing them after the flesh no more. The meetings started themselves, spontaneously, in testimony, praise and worship.”

From the Azusa Street revival the Pentecostal message spread swiftly across America and to many foreign countries. News of the California revival reached Chicago by the summer of 1906. John C. Sinclair is quoted as saying, “The saints at 328 West 63rd St. began to pray on the first of July, 1906 that God would baptize us in the Holy Ghost, as we had heard that the saints at Los Angeles had been baptized.” It is reported that Sinclair was the first person in the Chicago area to receive this Baptism. On November 19, 1906 a Pentecostal revival began in his church and continued for a number of months.

For most of the first two decades of the twentieth century, with the exception of the Holiness-Pentecostal churches in the southeast, there was little formal organization. In fact, organization was bitterly opposed by many. As a result, many independent Pentecostal churches began to spring up in storefront buildings, schoolhouses, brush arbors, anywhere these ardent believers could find a place to meet. Their main goal was to spread the good news that God was still doing a mighty work among His people. There was very little order or control in the churches. Since the congregations tended to trust anyone who claimed to be Spirit-filled, they were often taken advantage of by shysters. Therefore, it soon became apparent that some form of cooperative fellowship was necessary in order for the infant Pentecostal Revival to survive and evangelize effectively.

CHICAGO ERA

On December 29 and 30, 1919 a small group of dedicated individuals met in Chicago, Illinois in an attempt to unite their efforts for evangelism. Among those present for this meeting were: John C. Sinclair, pastor of the Christian Apostolic Assembly, Chicago, Illinois; George C. Brinkman, who edited his own independent monthly paper, *The Pentecostal Herald*; J. A. Bell, an associate to Sinclair; Eli Jackson DePriest, an evangelist from Black Rock, Arkansas; Edward Matthews; Wilmer Artis; Thomas R. O'Reilly, an evangelist from Indianapolis, Indiana; R.E. McAlister, General Secretary/treasurer of the Pentecostal Assemblies of Canada; Ida Tribbett, an evangelist from Sturgis, Michigan, who was also the first person ordained by the Pentecostal Assemblies of the USA; Elder W. C. Thompson, pastor of Chicago's Church of God in Christ; and Watson Emet Tubbs, an evangelist from Milwaukee, Wisconsin.

At this organizational meeting the following officers were chosen: moderator, John C. Sinclair; secretary, George C. Brinkman; and treasurer, J. A. Bell. This newly-formed group also heartily accepted Brinkman's offer and adopted *The Pentecostal Herald* as the official organ of the fellowship.

At the 1921 convention Edward Matthews was elected chairman and W. W. Pelton, treasurer.

Due to growing dissatisfaction with the decisions and actions of the new leadership, a reorganization meeting was held on February 15, 1922 in Chicago, Illinois. J. D. Snowden was chosen as the temporary chairman for the meeting.

New officers were elected and the name of the organization was changed from Pentecostal Assemblies of the USA to the Pentecostal Church of God. John B. Huffman was elected general chairman, George C. Brinkman, secretary and James Gillespie treasurer.

Although this new cooperative fellowship experienced growth during the Chicago era, the growth was hampered because the men in leadership positions were also involved in other activities. John B. Huffinan continued to pastor the church in Blytheville, Arkansas throughout his tenure as general chairman from 1922 to 1924, and Osborn V. Gilliland, who was elected general chairman in 1925, was not even present to call the 1926 convention to order.

However, during the 1926 convention, Rik Field, was elected general chairman in that convention and proved to be a valuable leader, giving stability to the national program. Historical records view him as a fresh breed of leadership and helped moved the General Office to Ottumwa, Iowa. During his five years as chairman (1926-1931), he traveled extensively and did much to promote fellowship and Bible holiness.

OTTUMWA ERA

In the 1927 convention A. D. McClure was elected General Secretary and his wife general treasurer. Since the McClures had been pastoring in Ottumwa, Iowa since 1923, they chose to retain that position. The offices were moved to Ottumwa making their continued support possible. In 1927 *The Pentecostal Messenger* became the official paper of the church with A. D. McClure as the editor. In addition to his local pastoral ministry (1923-1949), McClure freely served as General Secretary (1927-1931), editor of the "Messenger" (1927-1933) and general moderator (1931-1933).

Some progress was experienced during the Ottumwa era. One of the major accomplishments was the organization of districts.

KANSAS CITY ERA

After G. F. C. Fons was elected moderator in 1933, the General Offices were moved to Kansas City, Missouri. Frank Lindblade served as vice-moderator (1931-1935) and General Secretary (1935-1937). He had considerable authority since McClure remained in Ottumwa pastoring a growing church. The new moderator elected in the 1933 convention, as well as the general Superintendent elected in 1935, chose to continue their previous ministries in addition to serving in the General Office. (G. F. C. Fons pastored in Fort Smith, Arkansas; M. D. Townsend continued to serve as district Superintendent in California.)

For a short period of time in 1938 and 1939, the General Offices were located in Fort Worth, Texas.

While in Kansas City, the General Offices were located in rented facilities on Troost St. and in the Schukert building. Later, for the first time in its history, the movement was able to purchase property (1101 Prospect Avenue) to house the General Headquarters.

According to *The Pentecostal Messenger* K. R. Camp, General Secretary treasurer (1946-1955), commented concerning those years:

“For some two years the ground floor was used as the General Office and the upper floor as living quarters for both the general Superintendent and the General Secretary. In the year of 1943, printing equipment was purchased and the offices moved upstairs, the lower floor being used for the printing department. It was then that we first started to print our own literature. Our printing had been farmed out before, so this was a forward step.

“At this time, the office staff consisted of the General Secretary with an elderly lady as his assistant and the printing department employed two full-time men and one part-time pressman.”

The words “of America” were added in 1934 after it was discovered that another group was operating under the name Pentecostal Church of God.

The 30’s and 40’s were decades of growth, although they were punctuated with times of severe financial difficulties.

Marion D. Townsend was the first man officially titled general Superintendent serving from 1935 to 1937. During this time he continued in his position as the California district Superintendent. When the convention insisted that the general Superintendent move to the headquarters city, Townsend chose to remain in California.

Therefore, the 1937 convention elected Harold M. Collins as general Superintendent. He served capably from 1937-1942. During his term the Pentecostal Church of God began publishing Sunday school literature.

In the 1942 convention J. W. May emerged as the general Superintendent. His term (1942-1947) was a time of tremendous growth. May reported that during his tenure as general Superintendent, “The number of districts doubled and the churches and ministers more than doubled.”

When J. W. May resigned in 1947, H. T. Owens was elected to serve the Pentecostal Church of God as general Superintendent. He served effectively from 1947 to 1949. During this time plans were made to move the General Offices to Joplin, Missouri.

JOPLIN ERA

M. F. Coughran served as general Superintendent from 1949 to 1953. Coughran was a man of dynamic and effective leadership. During his tenure the General Office faced and conquered seemingly insurmountable financial difficulties. In 1951 the offices were moved to Joplin, Missouri, where they have remained to the present time. When Coughran resigned in 1953, practically all the indebtedness for the new headquarters located at 1601 Maiden Lane in Joplin had been eliminated.

In 1953 R. Dennis Heard was called upon to accept the responsibilities of

general Superintendent and served with distinction for 22 years. During this time the Pentecostal Church of God continued to grow and God opened new doors of opportunities and ministries.

By 1957 the facilities on Maiden Lane were considered inadequate for needed expansion, and a four-story office building located at 312-316 South Joplin was purchased. Later an adjacent building, located on Wall St., was secured for the expansion of the printing plant. The printing plant was again moved in 1972 to the five-story Newman Building located at 602 Main St., and the General Offices were moved to the new executive center at Third and Main in downtown Joplin. In addition, the organization built a 13-story retirement center— Messenger Towers.

In 1975 R. Dennis Heard asked not to be considered for another term, and Roy M. Chappell was elected and served with excellence for 12 years. During his tenure much time and effort were spent restructuring and placing the organization in a sound financial position. Property was purchased and a new headquarters facility was built at 50th and Pennsylvania. The administrative offices were dedicated at the 1985 General Convention. A new facility for Messenger Publishing House was constructed in 1987.

During General Superintendent Chappell's term the King's Men Fellowship, Senior Christian Fellowship, Home Missions and Evangelist ministries were established.

Also, in the fall of 1983 the decision was made to merge the denomination's two colleges, Southern Bible College in Houston, Texas and Evangelical Christian College in Fresno, California. The formation of a new nationally-sponsored learning center known as Messenger College, located in Joplin, Missouri, became the outgrowth of this merger. The campus was established directly across the street from the General Headquarters facility.

In 1987 Roy M. Chappell accepted a pastorate in California and the convention called on James D. Gee to assume the leadership as general Superintendent.

James D Gee served very capably until the 2001 General Convention. Among his significant accomplishments were the establishment of the office of the Business Manager and the improved financial position of the organization, including paying off the mortgage of the headquarters building and the purchase of the 8.2 acres adjoining the headquarters property. Most of the buildings on the Messenger College campus were constructed during his term. "Strategy 2000" and "Project Paraclete" were two of the significant initiatives of his administration.

In 2001 Reverend Phil L. Redding, Arkansas district secretary-treasurer was elected general Superintendent/bishop (a new title), re-elected in 2003 and served until 2005. Action was taken at the 2003 General Convention that provided for several monumental changes. The title of the General Superintendent/Bishop was changed to General Bishop. A death benefit program was adopted to replace the insurance provision for ministers. A First Fruits (tithing) program replaced the 5% Church Participation program, and the Pentecostal Church of God updated her position concerning marriage, divorce, and remarriage, adopting a position paper on the subject.

In 2005 General Bishop Phil Redding announced that he was resigning from the office of General Bishop. The organization suffered a severe financial setback, primarily through a building program instituted through the Home Missions department. Phil L. Redding presented a new structure to the 2005 General Convention and added that if the convention adopted this proposal he would go ahead and allow his name for consideration for the Office of General Bishop.

The convention did adopt the restructure by changing the name of the Executive Committee to General Council and placing the two corporate officers, the six assistant General Bishops and one bishop of ethnicity on the council, but chose to elect Charles R. Mosier as General Bishop. Reverend Mosier served as Michigan District Superintendent on two separate occasions, as World Missions director from 1989 to 1999 and as the assistant General Bishop for the Northeastern Division. Reverend Charles G. Scott, Pentecostal Church of God Stewardship Ministries director, was elected as the General Secretary. The members of the new General Council, which included the six assistant General Bishops, were C. W. Goforth, Thomas Branham, Leon McDowell, Jan Lake, Donald Johnson and Wayman C. Ming, Jr.

This action of restructure also placed the selection process of all departmental directors under the leadership of the General Board. The ministry directors who were elected by the General Board included: Loyd Naten, World Missions; C. Don Burke, Indian Missions; Reggie Powers, Youth Ministries; Pat Wilson, Home Missions; Billie Palumbo, Discipleship Ministries; and Barbara Mosier, Women's Ministries. The 2005 General Convention also placed a renewed emphasis on multi-cultural ministries, discipleship ministries, and stewardship ministries. In a gracious act of sacrificial giving, the 2005 convention raised over \$350,000 toward the debt of the Home Missions Department.

Following several months of struggling with illness, General Bishop Mosier was promoted to glory on July 8, 2006. The General Board placed the guidance of the organization under the General Council until the 2007 General Convention. Although this was a circumstance the Pentecostal Church of God had never faced, God comforted and blessed during this difficult time.

During the 2007 General Convention in Joplin, Missouri, the convention removed the death benefit for its ministers because of the severe financial loss that had been realized. Only those already on gratis status or would attain gratis status by the end of 2007 retained the benefit—a financial commitment of approximately \$1.5 million. The convention also gave over \$150,000 toward the debt of the Home Missions Department. General Secretary Charles G. Scott was elected General Bishop and Assistant General Bishop Wayman C. Ming, Jr. was elected as General Secretary. This action created one of the youngest leadership teams of any major Pentecostal organization in America. The convention ended with tremendous harmony and unity.

The 2009 General Convention was also held in Joplin, Missouri with the theme, "We are PCG." During this historic 90th Year convocation, the convention made three significant contributions to the future of the Pentecostal Church of God: (1) adopting a reformed Minister's Study series; (2) providing a \$60 per year/ per minister increase to the Youth Ministries department by increasing the ministerial credential fee; and (3) allowing the General Board to explore the

possible relocation of the International Headquarters to a larger metropolitan area. General Bishop Charles G. Scott and General Secretary Wayman C. Ming Jr. were re-elected for another term.

BEDFORD ERA

During the 2011 General Convention in Dallas, Texas, a monumental decision was made to relocate the International Headquarters of the Pentecostal Church of God and Messenger College to Bedford, Texas, which is part of the Dallas Metroplex area. This decision was made by the General Board and ratified by the General Convention. A “restoration and discipline” process for ministers and churches was added to the General Bylaws and the length of term for the General Bishop and General Secretary was increased from two years to four years after an initial two year term. The General Board was also afforded discretionary authority in all matters of policy, personnel, operations, and budgets between General Conventions for the welfare of the Pentecostal Church of God. General Bishop Charles G. Scott was elected for a four year term, and after General Secretary Wayman C. Ming Jr. stepped down from his position, World Missions Director Loyd L. Naten was elected as General Secretary

During the 2013 General Convention held in Arlington, TX, there were several significant things approved by the convention. (A) The revision of the General Bylaws. Basically the Bylaws were formatted into five sections which are: (1) Essential Values, (2) Moral Values, (3) Missional Values, (4) Strategic Values and (5) Legal Values. (B) The General Mission Board: The Convention created a General Missions Board which would bring all missions (World Missions, Indian Mission, National Missions) under one board which changes the structure of the board to representative voices. (C) Delinquencies: Now a minister becomes delinquent once they become thirty (30) days behind and will be dropped if their credentials fees are not brought current within thirty (30) days. In the event they are dropped, they must apply for reinstatement through their District Board. The Convention convened with a tour of Messenger College facilities in Euless, TX. General Secretary Loyd Naten was re-elected for another term.

MINISTRIES

The Department of Youth Ministries—known as the Pentecostal Young People’s Association until 1999—was the first department organized on the national level. It has been a vibrant force for reaching and ministering to the youth. In 1999 the name of the Pentecostal Young People’s Association was changed to the Department of Youth Ministries.

Although missions had been a vital part of the movement since its inception, the World Missions Department was not organized until 1929. Today, through its World Missions Department, the Pentecostal Church of God ministers to people in 63 nations and maintains ministers’ training schools in many of these regions. Worldwide, the Pentecostal Church of God now has 583,870 constituents, over 3,905 churches and over 4,224 ministers.

In 1949 the Indian Missions Department was established to reach the “first Americans” for Christ. James James was the first director of Indian Missions. In 1955 Albert Neal was called upon to accept the responsibilities of this ministry.

His ten years of dedicated and sacrificial service brought great progress in evangelism to the hidden people of America, the first Americans. In 1964, C. Don Burke was called upon to assist Albert Neal, and in the 1965 General Convention was elected as Director of Indian Missions.

In 1953 the Department of Christian Education was established. The department was created to assist in the publication of curriculum and other study materials and conduct training programs around the nation to inspire and help teachers. In 2005 the General Convention voted to change the name of the Department of Christian Education to the Department of Discipleship Ministries.

In 1957 the Pentecostal Ladies Auxiliary became a nationally organized department. Ladies' groups were previously established in many districts; however, the national program opened up many new fields of labor. The name of this department was changed to Department of Women's Ministries in the 1997 General Convention.

OFFICIAL NAME

- Pentecostal Assemblies of the USA (1919–1922)
- Pentecostal Church of God (1922–1934)
- Pentecostal Church of God of America, Inc. (1934–1979)
- Pentecostal Church of God (Incorporated) (1979–Current)

GENERAL BISHOPS

(Called Chairman or Moderator until 1935, after that the title General Superintendent was used until 2003. The current term is General Bishop.)

- John C. Sinclair..... 1919–1921
- Edward Matthews..... 1921–1922
- John B. Huffman..... 1922–1923
- S. W. Shepherd..... 1923–1925
- Osborn V. Gilliland 1925–1926
- Rik Field 1926–1931
- A. D. McClure..... 1931–1933
- G.F. C. Fons 1933–1935
- M. D. Townsend..... 1935–1937
- Harold M. Collins 1937–1942
- J. W. May 1942–1947
- H.T. Owens 1947–1949
- M.F. Coughran 1949–1953
- R. Dennis Heard..... 1953–1975
- Roy M. Chappell 1975–1987
- James D. Gee 1987–2001
- Phil L. Redding 2001–2005
- Charles R Mosier 2005–2006
- Charles G. Scott 2007–

VICE MODERATORS (1929–1935)

- G. F. C. Fons 1929–1931
- Frank Lindblade..... 1931–1935

GENERAL TREASURERS

- J. A. Bell..... 1919–1921
- W. W. Pelton..... 1921–1922

James H. Gillespie 1922–1926
 Mrs. Clara Brinkman 1926–1927
 Mrs. Violet McClure 1927–1929
 Everett R. Galpin 1929–1930
 Alfred L. Worth 1930–1933

GENERAL SECRETARY/TREASURERS

(Called General Secretary/Treasurer in 1930)

George C. Brinkman 1919–1921
 Carl Jensen 1921–1922
 George C. Brinkman 1922–1925
 Mrs. Clara Brinkman 1925–1926
 George C. Brinkman 1926–1927
 A. D. McClure 1927–1930
 Alfred L. Worth 1930–1933
 W. W. Bradley 1933–1935
 Harold H. Moss 1935–1936
 Frank Lindblade 1936–1937
 D. P. Robinson 1937–1939
 A. D. Hunter 1939–1942
 L. W. Thornton 1942–1943
 Eugene Loving 1944–1946
 D. C. Stukey 1955–1960
 Ralph J. Ferguson 1960–1967
 William I. Nye 1967–1969
 John W. Stalls 1969–1974
 O. Lawrence Perkins 1974–1977
 Ray J. Smith 1977–1979
 Ronald R. Minor 1979–2005
 Charles G. Scott 2005–2007
 Wayman C. Ming Jr. 2007–2011
 Loyd Naten 2011–

DIRECTORS OF WORLD MISSIONS

(Called Missionary Secretary from 1928-1949 and General Missionary

Secretary/Treasurer from 1949-1957)
 Alfred L. Worth 1929-1933
 C. W. Swanson 1933-1937
 M. F. Coughran 1937-1944
 Eugene Loving 1944-1947
 K. R. Camp 1947-1949
 George Doyal 1949-1951
 William I Nye 1951-1963
 Donald E. Shute 1963-1974
 Darrell Milliman 1974-1975
 Donald E. Shute 1975-1979
 Robert W. Boyle 1979-1981
 Donald E. Shute 1981-1981
 Samuel L. Corley, Sr. 1983-1985
 James D. Gee 1985-1987
 Elmer L. Redding 1987-1989
 Charles R. Mosier 1989-1999
 John K. Norvell 1999-2003

Loyd L. Naten 2003–2011
Virgil Kincaid 2011–

EXECUTIVE SECRETARY/TREASURERS OF WORLD MISSIONS

Ralph J. Ferguson..... 1957–1961
C. Lee Pancoast, Sr. 1961–1969
Roy M. Chappell 1969–1974
Samuel L. Corley 1974–1983

DIRECTORS OF NATIONAL MISSIONS

(Formerly Home Missions, 1981–2009)

Roy M. Chappell 1981–1985
E. L. Redding 1985–1987
H. O. “Pat” Wilson 1987–2001
Stephen E. Oates..... 2001–2005
H. O. “Pat” Wilson 2005–2009
David Hunt 2009–

DIRECTORS OF INDIAN MISSIONS

James James..... 1949–1955
Albert H. Neal..... 1955–1965
C. Don Burke 1965–2011
David Petty 2011–

DIRECTORS OF YOUTH MINISTRIES

(Formerly General PYPA Presidents)

Alfred L. Worth 1928–1930
Feme Bruce 1930–1934
Ferne Bruce 1934–1936
D. P. Robinson 1936–1937
W. E. Kirschke..... 1937–1939
G. Q. Manley 1939–1943
Boyd McSpadden..... 1943–1946
R. Dennis Heard..... 1946–1949
Richard E. Anderson 1949–1955
Robert W. Watson..... 1955–1959
Peter E. Donlin 1959–1962
Nelson S. Parkerson 1962–1964
Charles L. Pancoast..... 1964–1969
Marion D. Morris 1969–1973
Donald D. Hamilton..... 1973–1977
Gary W. Johnson 1977–1981
Wayne R. Morrison 1981–1984
Vernell Ingle 1984–1989
Phil L. Redding 1989–1992
Robert E. Vansell..... 1992–1995
Reggie O. Powers..... 1995–2007
Joseph E. Skiles 2007–

PRESIDENTS OF MESSENGER COLLEGE

Charles L. Pancoast, Jr... 1985–1990
James D. Gee 1991–1995
Larry E. Martin 1996–1997

James D. Gee 1997–2001
 Larry D. Hunt..... 2001–2008
 Charles G. Scott 2008–2010
 Daniel Davis 2010–

DIRECTORS OF DISCIPLESHIP MINISTRIES

(Formerly Christian Education, 1953–2005)

Evelyn Devine and
 Morene Holloman 1953–1956
 Jack Chinn 1956–1957
 Idabeth McDole 1957–1963
 Donna Seavey..... 1963–1964
 Aaron M. Wilson..... 1964–1979
 Kenneth K. Foreman 1979–1987
 Aaron M. Wilson..... 1987–1993
 Billie L. Palumbo 1993–2008
 Vernell Ingle 2009–

DIRECTORS OF WOMEN’S MINISTRIES

(Formerly General PLA Presidents)

Edith M. Heard..... 1957–1975
 Willie Mae Chappell 1975–1987
 Diana L. Gee 1987–2001
 Sharon K. Redding..... 2001–2005
 Barbara Mosier 2005–2007
 Janice L. Scott..... 2007–

BUSINESS MANAGERS

George D. Gilmore 1991–1997
 R. Alan Greagrey..... 1997–2005
 Gabriel Espinoza..... 2009–2011

This information is supported by the best records available in the Pentecostal Church of God archives. Some documentation from the earlier history of the movement is not thoroughly complete. Any items of historical significance that can be contributed to the archives or additional information concerning Pentecostal Church of God history are greatly appreciated.

2012 HONORARY GENERAL BOARD MEMBERS

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2251

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Word, Carl W., 540 Braso Dr., Mineral Wells, TX 76067

Wunsch, Allen, c/o Fred Fisk, 2911 Twin Knolls, Kingwood, TX 77339—Phone:
713.358.7176

District Boundaries

Alabama District—State of Alabama.

Alaska District—State of Alaska.

Arizona District—State of Arizona.

Western Hispanic District—Hispanic churches Northwest and Southwest districts.

Arkansas District—State of Arkansas.

Capital District—Maryland, Pennsylvania, Delaware, District of Columbia, New York and New Jersey.

Central District—States of Kansas, Nebraska and Iowa, and that part of Missouri lying north of U.S. Highway 40.

Central California District—States of California and Nevada lying south of the following described line: Beginning at the western terminus of U.S. Highway 40; thence continuing easterly along said U.S. highway 40, with its intersection with U.S. Highway 50; thence continuing easterly along said U.S. Highway 50, to its intersection with California State Highway 120; thence continuing easterly along said California State Highway 120, to its intersection with U.S. Highway 6; thence continuing easterly along said U.S. Highway 6, to its intersection with the eastern boundary line of the state of Nevada; and lying north of the following described line: Beginning at Conception, California; thence continuing easterly in a direct line with Grapevine, California, to the west boundary line of Kern County; thence north along said county line, to its intersection with the south line of Kings County; thence easterly along the south line of Kings and Inyo Counties, to the eastern boundary line of the state of California.

Central Hispanic District—All Hispanic churches located within the South Central and North Central Divisions.

Eastern Hispanic District—Hispanic churches in the Northeast and Southeast Divisions.

East Texas District—That portion of the state of Texas lying east of U.S. Highway 77, south to Denton; east of U.S. Highway 81, Denton to Hillsboro; east of U.S. Highway 77, Hillsboro to the northern boundary line of Victoria County; and north and east of the northern and eastern boundary lines of said Victoria County; excluding the cities through which said boundary lines pass.

Florida District—State of Florida.

Illinois District—State of Illinois.

Indiana District—State of Indiana.

Kentucky District—State of Kentucky.

Louisiana District—State of Louisiana.

Michigan District—State of Michigan.

Mid-Atlantic Coast District—States of North Carolina and Virginia.

Minnesota District—States of Minnesota, North Dakota and South Dakota.

Mississippi District—State of Mississippi.

New Mexico District—State of New Mexico.

North Central District—State of Wisconsin.

North Texas District—That portion of the state of Texas lying west of U.S. Highway 77, south to Denton, and U.S. Highway 81, Denton to Fort Worth; and lying north of U.S. Highway 80; including all of the cities through which said highways pass.

Northern California District—States of California and Nevada lying north of

the following described line: Beginning at the western terminus of U.S. Highway 40; thence continuing easterly along said U.S. Highway 40, to its intersection with U.S. Highway 50; thence continuing easterly along said U.S. Highway 50, to its intersection with California State Highway 120; thence continuing easterly along said California State Highway 120, to its intersection with U.S. Highway 6; thence continuing easterly along said U.S. Highway 6, to its intersection with the eastern boundary of the state of Nevada.

Ohio District—State of Ohio.

Oklahoma District—State of Oklahoma.

Oregon-Southern Idaho District—State of Oregon and that part of Idaho lying south of easterly prolongation of the north boundary line of Oregon.

Pacific Northwest District—State of Washington and that part of Idaho lying north of easterly prolongation of the south boundary line of Washington.

Rocky Mountain District—State of Colorado, Utah & Wyoming.

Southern California District—That portion of the state of California lying south of the following line: Beginning at conception, California, then continuing easterly in a direct line with Grapevine, California to the west boundary line of Kern County; thence north along said county line, to its intersection with the south line of Kings County; thence easterly along the south line of Kings, Tulare and Inyo Counties, to the eastern boundary line of the state of California.

Southern Missouri District—That part of Missouri lying south of U.S. Highway 40.

Southwest Texas District—That portion of the state of Texas lying south of U.S. Highway 80 (and excluding the cities through which said highway pass-es); and west of U.S. Highway 81, Fort Worth to Hillsboro, and U.S. Highway 71, Hillsboro to the northern boundary line of Victoria County; and west of the northern and eastern boundary lines of said Victoria County (and including the cities through which said lines pass.

Tennessee District—State of Tennessee.

Utah-Wyoming District—States of Utah and Wyoming.

Western Hispanic District—Hispanic churches in the Northwestern and Southwestern Divisions.

West Virginia District—State of West Virginia.

Yellowstone District—State of Montana.

DIVISION BOUNDARIES

North Central Division—Districts: Central, Illinois, Minnesota, North Central, Southern Missouri.

Northeastern Division—Districts: Capital, Eastern Hispanic, Indiana, Michigan, Ohio. Northwestern Division—Districts: Alaska, Colorado, Oregon/Southern Idaho, Pacific Northwest, Utah-Wyoming, Yellowstone.

South Central Division—Districts: Arkansas, Central Hispanic, East Texas, Louisiana, North Texas, Oklahoma, Southwest Texas.

Southeastern Division—Districts: Alabama, Florida, Georgia, Kentucky, Mid-Atlantic Coast, Mississippi, Tennessee, West Virginia.

Southwestern Division—Districts: Arizona, Central California, New Mexico, Southern California, Southern California Hispanic, Northern California, Western Hispanic.

General Convention Standing Rules

PENTECOSTAL CHURCH OF GOD RULES RELATED TO THE ORGANIZATION OF THE CONVENTION

1. **VOTING MEMBERS:** The voting members of the convention, when duly registered, shall be:
 - a. All ordained, licensed or exhorter ministers who are current with their credentials;
 - b. General officials from our foreign fields;
 - c. Saved spouses of the above ministers;
 - d. Spouses of deceased ministers who continue to maintain active membership in a local Pentecostal Church of God; and
 - e. Delegates from chartered churches on the basis of two (2) delegates per fifty (50), or fraction thereof, in average Sunday morning attendance as reported on the last Annual Local Church Report. These delegates must be members of a local church and at least eighteen (18) years of age.
2. **REGISTRATION COMMITTEE:** All members entitled to vote at the convention who are present shall register with the Registration Committee. The Registration Committee shall report the number of voting members of the convention who are registered and present at the opening of the convention. The Registration Committee shall be authorized to proceed with the certification of additional voting members who may arrive throughout the convention without further reporting to the convention unless such a report is requested by the chair.
3. **BADGES:** Registration badges are to be displayed by any voting member during the convention business meetings.
4. **NUMBER OF ELIGIBLE VOTERS:** The report of the Registration Committee will establish the number of voters who are eligible to vote during the convention. If less than or equal to that number are reported as having voted on any ballot, the ballot shall be considered valid.
5. **VOTING MEMBER SEATING:** Voting members of the convention shall be seated in rows and sections designated by the chairman. Only persons seated in those rows and sections will be counted.

Rationale: This is a long established custom in the PCG.

6. **PARLIAMENTARIAN:** The chair shall appoint a parliamentarian to serve the convention.
7. **REVIEW AND APPROVAL OF THE MINUTES:** The chair shall appoint a committee to work with the General Secretary to review and approve the minutes of the convention.

8. **TIMEKEEPERS:** The chair shall appoint a committee of two (2) to serve as timekeepers during the business meetings of the convention. One timekeeper shall be responsible for keeping time on individual speeches and the other shall be responsible for keeping the gross time in debate.

RULE RELATED TO MOTIONS AND VOTING

9. **PROPOSING RESOLUTIONS:** All resolutions for consideration by the General Convention (other than those processed through the General Board) must be processed by the respective district board. In order to be considered by the General Convention, all proposed resolutions from district boards must be received by the General Secretary's office by January 1 of the convention year. All resolutions shall be made available electronically to all ministers by March 1 of the convention year.

RULES RELATED TO DEBATE

10. **TIME LIMIT ON SPEECHES:** Voting members of the convention who desire to speak shall first rise, address the chair and wait to be recognized. No person shall speak more than three (3) times on any given item of business and shall speak only on the subject under discussion. Speakers shall be limited to three (3) minutes the first time, two (2) minutes the second time and one (1) minute the third time. When two or more persons seek recognition at the same time, the chair shall recognize first the one farthest from the chair. No voting member is entitled to the floor a second time in debate on the same motion as long as there are other members who have not spoken on the subject and who desire to do so.
11. **TIME LIMIT ON EACH DEBATABLE MOTION:** No resolution or other debatable main motion shall be on the floor for longer than one (1) hour. At the end of one (1) hour, debate and further amendment of the main question shall cease and the chair shall put an immediate vote on all pending motions.
12. **SECONDARY MOTIONS AFTER DEBATE:** When recognized, a member may speak for or against a pending question or offer any other motion that may be in order at the time, but a member may not make a speech and then conclude by offering a motion.
13. **COURTESY AND CIVILITY:** Speakers shall maintain a courteous tone and shall not make indecorous remarks about another member. They shall not question the motives of another member.
14. **AUDIBLE EXPRESSIONS:** No audible expressions are permitted while another is speaking and no person shall request the floor while another is speaking except to raise a privileged question. In the interest of time, members shall not applaud speeches.
15. **RULE OF ALTERNATES:** Upon being recognized by the chair, a speaker shall begin by declaring whether he is for or against the question. As much as possible the chair shall let the floor alternate between speakers for and against a question. When as many as three (3) persons have spoken in succession on the same side of a question being debated, if there is

no one wishing to speak on the other side of the question, the chair shall deem that the assembly has ordered debate be closed and shall put a vote on the pending question.

16. **MAKER TO SPEAK FIRST**: The author of any resolution or other debatable motion shall have the right to speak first on the motion. This does not count as one of the three times to speak and may be no longer than 3 minutes.
17. **REPETITIVE DEBATE**: In the opinion of the chair, if debate becomes repetitive, the chair has the option of asking the assembly if they are ready to close debate (which requires a two-thirds [2/3] vote) and take a vote on the pending question.

RULES RELATED TO THE CONSIDERATION OF RESOLUTIONS

18. **MOVE THE PREVIOUS QUESTION**: Members of the assembly who wish to move that the debate be closed and a vote be ordered on the pending question shall not call out “Question, Question,” but shall wait to be recognized by the chair and shall move that debate be closed (move the previous question). A two-thirds (2/3) vote is required to close debate on any pending question that is debatable or amendable.
19. **AGENDA FORMULATION**: The order of business shall generally proceed as follows:
 - Call to Order: The meeting shall be called to order by the chairman.
 - Report of the Registration Committee
 - Report of the Convention Standing Rules of Order Committee
 - Reports of General Officers:
 - Report of General Bishop
 - Report of General Secretary
 - Financial Reports:
 - General Administrative Financial Report
 - Report of Auditors
 - Reports of Ministries and Missions:
 - Report of Director of World Missions
 - World Missions Financial Report
 - Report of Director of Indian Missions
 - Indian Missions Financial Report
 - Report of Director of National Missions
 - National Missions Financial Report
 - Report of Director of Youth Ministries
 - Youth Ministries Financial Report
 - Report of Director of Women’s Ministries
 - Women’s Ministries Financial Report
 - Reports of Committees:
 - Report of Resolutions Committee
 - Election of Officers
 - New Business
 - Adjournment

20. **ADJUSTMENT OF AGENDA**: The presiding officer shall formulate and adjust the agenda each day as required. Therefore, the printed agenda is for guidance only and shall not be considered as either general or special orders.
21. **REQUEST FOR INFORMATION**: During the proceedings of the convention, the “request for information” (asking a question) will not be considered a privileged motion. Therefore, delegates seeking the floor to make a “request for information” (ask a question) will not be given any special preference in recognition, but may obtain the floor in the same manner as those wishing to speak in debate.

RULES RELATED TO ELECTIONS AND VOTING

22. **ELECTION OF GENERAL BISHOP AND GENERAL SECRETARY**: The election of officers shall take place after three (3) resolutions are completed. All officers shall be elected by a two-thirds (2/3) vote. These elections shall be conducted using a secret ballot. The first three ballots shall be nominating ballots. After three ballots have been cast with no election, only the two (2) highest names shall remain on the ballot to be voted upon in future balloting. Any votes for anyone other than the two highest nominees shall not be counted in the total votes cast. After the fourth (4th) ballot, if one of the two remaining nominees withdraws, a yes/no vote shall be taken on the lone remaining nominee. A two-thirds (2/3) vote is still required in such a situation for election. Not more than ten (10) ballots, including nominating ballots, shall be cast upon any group of nominees. In the event that no election has been reached after the tenth ballot, the nominations shall be reopened and new ballots shall be cast. No office shall be filled by acclamation.
23. **ELECTION OF ASSISTANT GENERAL BISHOPS AND ASSISTANT NATIONAL YOUTH DIRECTORS**: Assistant General Bishops and Assistant National Youth Directors shall be elected immediately after the election of the General Bishop and the General Secretary. These elections shall be conducted using a secret ballot. The Assistant General Bishops and the Assistant National Youth Directors shall be elected by a two-thirds (2/3) vote. After three ballots have been cast with no election, only the two (2) highest names shall remain on the ballot to be voted upon in future balloting. Any votes for anyone other than the two highest nominees shall not be counted in the total votes cast. After the fourth (4th) ballot, if one of the two remaining nominees withdraws, a yes/no vote shall be taken on the lone remaining nominee. A majority vote would be required in such a situation for election. If after nine ballots no election has occurred, on the tenth ballot a majority vote shall be sufficient for election. No office shall be filled by acclamation.
24. **TELLERS**: During secret ballot elections or votes, the chair shall appoint tellers who shall count the ballots in an adjoining area. They shall then report the results of the vote to the chair and the chair shall report them to the convention.

25. **ELECTRONIC DEVICES:** All pagers, Phone phones and other electronic devices shall be silenced during the convention business meetings. No recordings of the convention business meetings shall be allowed except the official recording to assist the General Secretary in producing the minutes.
26. **PARLIAMENTARY AUTHORITY:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the convention in all cases to which they are applicable and in which they are not inconsistent with the bylaws of the Pentecostal Church of God and these standing rules.
27. **AMENDMENT OR SUSPENSION OF THESE STANDING RULES:**
While bylaws may not be suspended (unless provided for), any of these standing rules (except one prescribing the parliamentary authority) may be suspended by a majority vote without debate for a particular specified purpose. To suspend a convention standing rule and also the general parliamentary rules normally applying to the same situation requires a two-thirds (2/3) vote. A two-thirds (2/3) vote will also be required to amend or repeal these standing rules.

BASICS OF PARLIAMENTARY PROCEDURE

This short study on the basics of parliamentary procedure is presented with the hope that it will aid the minister in gaining a basic understanding of the proper manner in which business should be conducted. To the learned parliamentarian it will doubtless appear overly simplistic. For a more thorough understanding of the subject, a more detailed study is available from the National Association of Parliamentarians, Independence, Missouri.

It should be kept in mind that parliamentary procedure was devised to help, not hinder, decision making. It is essentially a logical approach for working together in groups. Its purpose is to provide an orderly and effective means to facilitate the conduct of business. Proper regard for all must be insured: the majority must prevail; the minority must be heard; and the rights of the individual members both present and absent must be protected. Parliamentary procedure is simply an application of the Golden Rule with common sense being used in a gracious manner.

FUNDAMENTAL PRINCIPLES

There are several fundamental (basic) principles that should be noted in the study of parliamentary procedure.

ONLY ONE SUBJECT AT A TIME may be before the assembly. Only one person at a time should have the floor to speak.

EACH MEMBER HAS EQUAL RIGHTS. Each member has an equal right to speak, make motions, participate in debate, vote and hold office (according to the rules established by the organization).

THE FULL AND FREE DEBATE principle is designed to give those who so desire the opportunity to voice their views either for or against the motion. No main motion should be voted on until opportunity has been given for both sides of the question to be thoroughly discussed. Unless the rules of order provide otherwise, each member is entitled to speak twice the same day on the same motion. He should not exceed ten minutes for each time he speaks. It should be noted, however, that each member should have the right to debate once before any previous speaker can claim the floor a second time.

THE ORGANIZATION IS PARAMOUNT. The wishes of the organization supersede those of any individual or group of individuals. Each individual should be concerned about the organization as a whole rather than any personal advantage.

THE MOTION OR ISSUE IS THE ITEM UNDER DISCUSSION, never the person who made the motion. No personalities should be indulged in.

NO QUESTION ONCE SETTLED MAY BE PRESENTED AGAIN in the same form in the same session. It can be brought back for discussion only through a motion to reconsider.

A MAJORITY VOTE DECIDES what an organization wishes to do, except in cases where the basic rights of members are involved, then a larger vote is required.

As a rule of thumb, **A TWO-THIRDS VOTE IS NECESSARY** when any motion deprives a member of his/her rights in any way.

SILENCE GIVES CONSENT. When a member does not vote, by his silence he agrees to accept the decision of the majority.

“Fundamentally, under the rules of parliamentary law, a deliberative body is a free agent, free to do what it wants to do with the greatest measure of protection to itself and of consideration for the rights of its members.”—Robert’s Rules of Order Newly Revised, page xlii.

RESPONSIBILITIES OF THE CHAIRMAN

As the presiding officer the chairman is the leader and representative of the entire organization. Respect for him, therefore, is respect for the organization and its members who elected him. The presiding officer is correctly addressed as Mister President or Madam President, Mister Chairman or Madam Chairman, but he refers to himself as “The Chair.” “Brother Chairman” or “Sister Chairman” should not be used.

F. H. Kerfoot, in his book *Parliamentary Law* (pages 18-20) states: “To be a good presiding officer, one should have quick perception, and, with this, a good judicial mind, so that he may be able to see quickly all points involved, and decide fairly upon all questions. He should be entirely impartial in all his rulings, trying to give everyone his rights. He should be thoroughly familiar with the law by which the assembly is governed. He should be a man of even temper, and one who will be at all times gentlemanly in his bearings toward everyone, and thus avoid all friction in his management of the body. He should have tact to turn aside quickly and easily the various occasions for friction that inevitably arise among members. And above all, he should be a man of promptness and firmness in all decisions.”

B. Hollis Gause, in his article *A Primer of Parliamentary Law in the Spring, 1982 of The Pentecostal Minister*: “The simplest possible organization of a group must have a moderator and a body. The moderator is essential. His purposes are to maintain order in the body, to govern discussion, to facilitate specific action by bringing issues to a vote at the earliest reasonable moment, to protect the rights of all members of the group and to protect the dignity of the assembly. In order to do these things, the moderator must have the authority by the consent of the group and/or by a constituting instrument, such as a constitution or bylaws.” *Pointers On Parliamentary Procedure*, published by The National Association of Parliamentarians, lists the following duties of a presiding officer:

1. Open the meetings at the scheduled time provided a quorum is present.
2. Announce the business before the assembly in the order in which it is to be acted upon.
 - The next business in order is the hearing of reports. The membership committee will report.
3. Recognize members entitled to speak. (After member stands and addresses the chair.)

- Mr. Branch has the floor.
4. State clearly all questions properly brought before the meeting or necessarily arising in the course of the proceedings.
 - It has been moved that \$150 be contributed to the Memorial Scholarship Fund.
 5. Direct an impartial discussion of a question, giving both sides an opportunity to speak.
 - Several members have spoken for this motion. Does any member wish to speak against it?
 6. Put the question to a fair vote.
 - The question is, shall this unit contribute \$150 to the Memorial Scholarship Fund.
 - All those in favor, say “aye” . . .
 - All those opposed say “no” . . .
 7. Announce the results of the vote.
 - The ayes have it, the motion is carried, and the treasurer will send a check for \$150 to the Memorial Scholarship Fund.
 8. Protect the association from annoyance by refusing to recognize obviously frivolous or dilatory motions.
 - (Firmly) The chair cannot entertain such a motion. It is not in order.
 9. Assist in expediting business.
 - Would the member care to put that in the form of a motion?
 - Do you wish to reword your motion?
 - Does the member mean . . . (helping to put a motion into clearly stated terms).
 - If there is no objection . . . (using general consent for action rather than taking time for a formal vote).
 10. Restrain members within the rules of order.
 - The member has exhausted his two minutes of debating time.
 - This member has already spoken on this question; does any other member wish to speak on it?
 11. Decide all questions of order (subject to appeal).
 - The chair rules that the proposed amendment is germane and therefore is in order at this time.
 12. Inform the assembly.
 - In accordance with the bylaws, nominations from the floor will be in order at the regular March meeting.
 - An emergency call has been received for Dr. R. X. Smith. Is he in the assembly?

The chairman should at all times be courteous, honest, impartial and fair. He has the responsibility of making sure everyone knows the issue being considered and the procedure being followed. While presiding he must remain neutral and seek to bring about unity and harmony within the organization. In many ways he can actually set the mood of the meeting.

RULES GOVERNING BUSINESS

The various rules which an organization may formally adopt are:

CORPORATE CHARTER OR ARTICLES OF INCORPORATION. This is a legal instrument which contains the name, purpose and other information required by the state in which the organization is incorporated. Incorporation is necessary if an organization owns property or makes contracts. The Articles of Incorporation

should be drafted by an attorney familiar with the laws of the state in which the organization is located.

CONSTITUTION AND/OR BYLAWS. Formerly the basic rules of an organization were divided into two documents, the constitution and the bylaws. In this case the constitution was more difficult to amend than the bylaws. It is now recommended by Robert's Rules of Order Newly Revised that all of an organization's rules be combined into a single instrument, usually called the "bylaws," "constitution" or "constitution and bylaws." Bylaws cannot be suspended unless they contain a specific provision for suspension.

STANDING RULES AND/OR SPECIAL RULES OF ORDER. Rules of a temporary or semi-permanent nature relating to the conduct of business transactions.

PARLIAMENTARY AUTHORITY. Although the basic points of parliamentary procedure are universally accepted, there are some minor differences in interpretation. For this reason most organizations designate a particular authority to whom all questions concerning procedure are referred. By far the most commonly accepted authority in the United States is Robert's Rules of Order Newly Revised.

ORDER OF BUSINESS; ORDERS OF THE DAY; AGENDA OR PROGRAM

All these terms deal with the order in which business is considered in a meeting (one uninterrupted gathering of the members of an organization) or session (a series of meetings whose purpose is to handle a single agenda).

A typical order of business for a local church business meeting would be as follows:

Call to Order

- Determine if a Quorum is Present
- Reading and Approval of the Minutes of the last Meeting
- Reports of Officers
- Reports of Boards and Standing Committees
- Reports of Special Committees
- Unfinished Business Election of Officers New Business
- Announcements Adjournment.

STEPS IN PRESENTING A MOTION

There are eight steps necessary in order to obtain action on a main motion in a meeting. They are:

1. **Obtaining the floor.** The member with a motion, stands and addresses the chair, "Mister (or Madam) Chairman."
2. **Assigning the floor.** The chair recognizes the member he saw stand first (if standing rules do not specify otherwise) and assigns him the floor by calling his name (if known) or nodding to him.
3. **Stating the motion.** The member who has been assigned the floor now introduces his motion by saying, "I move that . . ."
4. **Seconding the motion.** Another member (at least two members must be interested in the motion in order for it to be worthy of the time required for consideration) without standing, says, "I second the motion."
5. **Stating the motion.** The chair states the motion in the same words used by the proposer. "It has been moved and seconded that . . ." To use a

different wording the chair must have the consent of the proposer. After it has been stated by the chair, the motion becomes the property of the assembly, and the proposer cannot modify it without the consent of the assembly.

6. **Debating the motion.** The chair opens the discussion for full debate by saying: “Are there any questions?” – “Is there any discussion?” Unless the rules of order specify otherwise, each member is allowed up to ten minutes of debate. Any member who has not spoken on the issue should be recognized before a member is allowed a second chance to debate. The mover of the motion should be granted the privilege of opening and closing the debate. Good debate calls for both sides of the proposition to be discussed.
7. **Voting on the motion.** The chair then takes the vote by saying: “The question is on the motion that . . . (repeating the motion). Those in favor will say ‘Aye’. Those opposed will say ‘No’.” The affirmative vote is always taken first. Likewise a motion should always be stated in the positive. After the affirmative vote the negative vote must always be taken.
8. **Announcing the result.** The chair announces the result of the vote by stating: “The ‘Ayes’ have it, the motion is carried, and . . . (repeats the content of the motion).” Or “The ‘Noes’ have it, the motion is lost, and . . . (repeats the content of the motion in the negative).” The action is never complete until the chair has announced the result of the vote.

CLASSIFICATION OF MOTIONS. Motions may be grouped in five classifications: Privileged Motions, Subsidiary Motions, The Main Motion, Incidental Motions and Motions that Bring a Question Before the Assembly Again.

THE MAIN MOTION OR RESOLUTION

The purpose of the main motion is to introduce a particular matter to the assembly for its consideration and action. After the motion has been stated by the chair, it is called the question.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	YES	YES	MAJORITY	*YES

**Requires a majority vote, except; when the motion proposes an action for which the bylaws prescribe a requirement of more than a majority vote; when the motion would suspend a rule of order or a parliamentary right of members; or change something already adopted.*

There are two kinds of main motions—original and incidental. The original main motion is used to bring a new subject before the assembly. An incidental main motion is only incidental to the business of the assembly. Examples of incidental motions are: to accept or adopt reports, ratify or confirm action or to amend bylaws.

Since the main motion is the lowest ranking, all other motions except another main motion, take precedence over it and therefore, may be made while it is pending. A main motion can only be made when there is no other matter of business before the assembly

The main motion is always debatable. It requires a second and a majority vote except when: (1) bylaws require a greater vote, (2) adoption would be in conflict with something previously adopted, and (3) adoption would have the effect of suspending a rule of order to parliamentary right.

The motion should always be stated in the affirmative rather than the negative.

The proposer of a motion cannot debate against his motion but may vote against it. If a motion is long the chair may request the mover to put it in writing. If the motion is long, complex or of special importance, it should be written in the form of a resolution.

RESOLUTION:

The usual wording of a resolution is, "I move the adoption of the following resolution: 'Resolved, That . . .'" or, "I offer the following resolution: 'Resolved, That . . .'"

It is usually inadvisable to attempt to include the reasons for a motions adoption with the motion itself. Neither rule nor custom requires a resolution to have a preamble. However, special circumstances make it desirable to include a brief statement or statements of background or reasoning. In this case a preamble should be used. It generally should contain no more clauses than are absolutely necessary.

If there is a preamble, each clause should be written as a separate para-graph, beginning with the word "whereas" followed by a comma. The next word should begin with a capital letter. Regardless of how many paragraphs it has, the preamble should never contain a period. Each of its paragraphs should close with a semicolon. In the next to the last paragraph the semicolon should be followed by the word "and." The last paragraph of the preamble should close with a semicolon, followed by a connecting expression such as "therefore" or "therefore, be it" or "now, therefore, be it." When one of these phrases is included, no punctuation should follow it, and it should always be placed at the end of the preamble paragraph, never at the beginning of the resolving paragraph, thus:

Whereas, The . . . (text of the preamble); now, therefore, be it Resolved, That . . . (stating action to be taken).

The word "Resolved" is underlined or printed in italics. It is followed by a comma and the word "That" —which begins with a capital "T."

There are times when more than one preamble clause and several resolving clauses are needed. In this case each should be a separate paragraph.

An example of how this is handled is listed below:

Whereas, The . . . (text of the first preamble clause);

Whereas, . . . (text of the next to the last preamble clause); and

Whereas, . . . (text of the last preamble clause); Resolved, That. . . (stating action to be taken);

Resolved, That . . . (stating further action to be taken); and

Resolved, That . . . (stating still further action to be taken).

Robert's Rules of Order Newly Revised, pages 27, 87-91

SUBSIDIARY MOTIONS

Subsidiary motions are assisting motions that help the assembly in the treatment and disposal of a motion. We deal with them here in the order of their priority and rank.

TO POSTPONE INDEFINITELY

Purpose:

The name of this motion is misleading. It actually does not mean to postpone. Its real purpose is to kill a motion or to allow the opposition the opportunity to see the assembly's attitude on the main question without having it actually come to a vote.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	YES	NO	MAJORITY	ONLY THE AFFIRMATIVE VOTE

TO AMEND

Purpose:

The purpose of a motion to amend is to change or improve the wording of the pending motion in order to make it more acceptable.

Basic Information

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	YES*	YES	MAJORITY	YES

**Debatable when applied to a debatable motion.*

Ways to Amend:

1. To insert or add words or provisions.
2. To strike out objectionable words or provisions.
3. To strike out and insert (strikes out objectionable words or provisions, and in its place inserts more acceptable words or provisions).
4. To substitute (whole paragraph or resolution).

An amendment must be germane, that is, it must have a definite relationship to the motion to which it is applied. An amendment may, however, be hostile to, or even defeat, the spirit or intent of the original motion and still be germane.

AMENDMENT TO THE MAIN MOTION

(Amendment of the First Rank or Primary Amendment)

The purpose of this motion is to make the main motion more acceptable; therefore it must deal with the subject of the main motion. While it is possible to amend as many sections as desired, only one section can be amended at a time. While an amendment is pending it is proper to discuss only the amendment, not the main motion.

AMENDMENT TO THE AMENDMENT

(Amendment of the Second Rank or Secondary Amendment)

The amendment to the amendment basically is handled under the same rules as the amendment to the main motion. The exception being, the amendment to the amendment cannot be amended. An amendment of the third degree would obviously make the parliamentary situation far too complicated.

SUBSTITUTE MOTION

A substitute motion is used when it is desired to change an entire paragraph or resolution.

The following rules apply. It must be properly proposed and seconded, and since it is a primary amendment, it cannot be offered while there are other amendments on the floor.

The following procedural steps for handling a substitute motion have been suggested by R. Hollis Gause:

1. The substitute motion (being duly proposed and seconded) is temporarily set aside.
2. The assembly takes up the discussion of the original main motion. In this discussion the main motion may be amended as freely as if it were the only consideration of the house.
3. When this process is complete, the original main motion is temporarily set aside.
4. The assembly takes up the discussion of the substitute motion. In this discussion the substitute motion may be amended as freely as if it were the only consideration of the house.
5. The order of voting is as follows:
 1. The substitute motion is voted on first.
 2. If it passes, it becomes the main motion. The original main motion is lost. At the point the new main motion (formerly the substitute) is placed before the house for further debate and possible amendment.
 3. If the substitute fails to pass, the original main motion (as amended) remains the main motion. It is again subject to debate and possible amendment.
 4. A vote is taken on the motion (whether the substitute or the original main motion).

TO REFER TO A COMMITTEE

Purpose:

The purpose of this motion is to delay action on the motion and put it in the hands of a small group of individuals who will gather further information, discuss it, and bring back their recommendations to the assembly.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	YES	YES	MAJORITY	YES*

**If the committee has not begun its work.*

The motion should specify the kind (special or standing), size, power and manner of selection of the committee. It should include any special instructions as well as a time for the committee to report to the assembly.

As soon as the committee has thoroughly researched and discussed the

question referred to it, a well-written, business-like, brief but clear report should be prepared. Usually one of the members (often the chairman) is chosen to prepare a draft of the report. When the draft has been read to and approved by the committee, it should be signed by all the members who are in agreement with its contents. The report, usually given by the chairman, should contain the recommendation(s) of the committee along with any resolutions that might be necessary to effect the recommendation(s).

Committee meetings are conducted in an informal manner. No one rises to speak. The chairman is privileged and expected to participate in the discussion and is free to make motions, debate and vote. A motion does not have to be seconded and subjects are often discussed before a formal motion is made.

TO POSTPONE TO A CERTAIN TIME

Purpose:

The purpose of this motion is to delay consideration of the motion, usually for specific reasons, until a definite time.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	YES*	YES**	MAJORITY (2/3 SPECIAL ORDER)	YES

**Restricted to reasons for (propriety of), or time of, postponement.*

***Restricted to time of postponement or as to Special or General Order.*

The time of the postponement must be set, and must be no later than the next regular meeting.

The motion to bring the matter back before the assembly is not necessary, since the motion to postpone at the last meeting is considered as unfinished business and automatically comes up for further consideration when unfinished business is in order.

TO LIMIT OR EXTEND LIMITS OR DEBATE

Purpose:

The purpose of this motion is to increase or decrease the allowable time of discussion on a particular issue. It may limit or extend in several ways: the number of speeches made, the number of minutes per speaker, or the total amount of time devoted to debate on the entire question.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	YES	2/3	YES

Since this motion limits a basic parliamentary principle, that of full and free debate, two-thirds of the assembly must be in favor in order for the motion to pass. It applies only to the immediately pending question unless the motion specifies otherwise.

TO CALL FOR THE PREVIOUS QUESTION

Purpose:

The name of this motion may be a bit puzzling to many, however, it simply means to stop debate and vote immediately on the pending question.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	NO	2/3	YES*

**But not after vote has been taken.*

Since this motion limits a basic parliamentary principle, that of full and free debate, a two-thirds vote is required for passage.

When members of the assembly call out informally, "Question!" it is usually their response to the chairman's query, "Are you ready for the question?" which simply indicates they are ready to vote on the pending question. It should be remembered that simply informally calling "Question, Question," is not moving the "Previous Question."

TO LAY ON THE TABLE

Purpose:

This motion is designed to allow the assembly to postpone temporarily the discussion and disposition of a pending issue in order to attend to more urgent business.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	NO	MAJORITY	NO

PRIVILEGED MOTIONS

Privileged motions are motions of urgency, therefore, they have the right, or privilege, to interrupt debate on a pending motion and receive immediate attention. Actually, they may not necessarily have any bearing or direct relation to the business under discussion, but are related to the concerns of the assembly or of the individual members of the assembly.

The five privileged motions, listed in their order of rank are: to call for the orders of the day, to raise a question or privilege, to take a recess, to adjourn, and to fix the time to adjourn.

TO CALL FOR THE ORDERS OF THE DAY Purpose:

The purpose of this motion is to enable the assembly to return to the specific order of established business after it has once deviated from that order.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
YES	NO	NO	NO	NONE*	NO

**The chair decides.*

If a member calls for the orders of the day, it is the responsibility of the chairman to bring the assembly back to the agenda unless objection is made. When a member objects, the chairman immediately puts the question to a vote. A two-thirds vote is required in the negative to refrain from returning to the predetermined order of business.

TO RAISE A QUESTION OF PRIVILEGE

Purpose:

The purpose of this motion is to correct any undesirable condition and protect the rights of the assembly or of an individual member.

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
YES	NO	NO	NO	NONE*	NO

**The chair decides in most cases. However, if a question of privilege should result in having to take a vote the assembly decides, not just the chair. For example: A member rises, and says, he has a question of privilege. If it is that the room is too hot, or he can't hear the speaker, the chair handles this. If his question of privilege is perhaps that people in the next room have important information on the question before the assembly, and he moves "that those people be invited into the meeting to give their views," someone has to second, and the pending question is set aside (not laid on the table, because after the question has been decided, the chair returns immediately to the question that had been under discussion, without having to wait for a motion to do so, while this question of privilege is considered. It is handled as any main motion.*

This motion is often used to correct such things as: inability to hear the speaker, unnecessary noise, heating, cooling, ventilation, etc.

TO TAKE A RECESS

Purpose:

The purpose of this motion is to secure an intermission in the day's proceedings for a given time.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	YES*	MAJORITY	NO

**Amendable as to the length of recess.*

A motion to take a recess is a privileged motion only when another motion is pending, otherwise it is a main motion.

TO ADJOURN

Purpose:

The purpose of this motion is to terminate all business until the next regular meeting of the assembly.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	NO	MAJORITY	NO

Although a majority has voted in favor of the motion, the chair must declare the meeting adjourned before it is actually adjourned. After the vote has been taken, but before the chair has declared the meeting adjourned, any of the following may transpire:

1. The chairman may announce committees previously authorized.
2. A motion to reconsider may be made.
3. The motion to reconsider and enter in the minutes may be made.
4. Notices of any kind may be given.
5. Announcements, reminders or certain dates, etc., may be given.

If the motion is introduced when no other motion is pending, it is an incidental main motion rather than a privileged one.

The motion may not interrupt a speaker who has the floor. It would also be out of order, while the assembly is engaged in voting or verifying a vote, or before the result of the vote has been announced by the chair. An exception would be in the case where the vote has been taken by ballot and the ballots have been collected by the tellers, but the results have not been announced.

TO FIX THE TIME TO WHICH TO ADJOURN

Purpose:

The purpose of this motion is to fix the time (and place) for an adjourned meeting to continue business as if there had been no interruption. This motion does not adjourn the meeting, it merely provides for its continuation.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	YES*	MAJORITY	YES

**Amendable as to the date, hour or place.*

It is a privileged motion only if it is introduced while another motion is pending, otherwise it is an incidental main motion.

It should be remembered that if no time has been fixed for the next meeting, a motion to adjourn not only puts an end to the present meeting but also to any future meetings. Consequently, the motion to fix the time to which to adjourn is the highest motion possible. It is, therefore, in order even after a move to "Adjourn," if the chair has not declared the meeting adjourned.

INCIDENTAL MOTIONS

This term describes a large body of motions of such nature that they arise only incidentally in the course of the business of the assembly. All incidental motions are undebatable except the motion to appeal from the decision of the chair, which has limited debate.

Incidental motions have no rank among themselves. For this study we will limit our discussion to the following:

- To rise to a point of order
- To appeal from the decision of the chair
- To call for a division of the assembly
- To call for a division of the question
- To call for consideration by paragraph (or seriatim)
- To object to the consideration of a matter
- To make a parliamentary inquiry
- To withdraw or modify a motion
- To suspend the rules
- To make nominations
- To close nominations
- To reopen nominations

TO RISE TO A POINT OF ORDER

Purpose:

The purpose of this motion is to allow a member who feels that the business is not being conducted according to accepted parliamentary rules (usually Robert’s Rules of Order Newly Revised) to object.

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
YES	NO	NO*	NO	NONE**	NO

**As a rule not debatable, however the chair can permit full explanation and can submit the question to the assembly.*

***The chair decides.*

TO APPEAL FROM THE DECISION OF THE CHAIR

Purpose:

The purpose of this motion is to allow a member who feels the chairman has made an error in his ruling the opportunity to appeal to the assembly for its opinion.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
YES	YES	YES	NO MAJORITY*	YES	

**The decision of the chair will stand unless a majority votes to reverse it. A tie vote sustains the chair. The chairman (if a member of the assembly) may also cast the vote to make it a tie. In other words, it takes a majority vote in the negative to overturn the decision of the chair.*

TO CALL FOR A DIVISION OF THE ASSEMBLY

Purpose:

The purpose of this motion is to determine the accuracy of a voiced vote.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
YES	NO	NO	NO	NONE*	NO

**The chair decides.*

Immediately after the chairman has announced the results of a voice vote, any member who doubts the chair's accuracy may call for a division of the assembly. When a call is made the chairman is obligated to take the vote again. This time the members are required to stand to indicate their vote. Another voice vote or the show of hands does not fulfill the requirement of a division of the assembly.

TO CALL FOR A DIVISION OF THE QUESTION

Purpose:

The purpose of this motion is to allow for a more careful consideration of the question. It is used when a motion (either the main motion or an amendment) has two or more proposals, each of which is capable of standing alone, and there is a need or desire to discuss and act on the proposals individually.

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	YES	MAJORITY	NO

When the motion is stated it should specify the manner in which the question is to be divided. After the division individual segments are treated as separate proposals.

TO CALL FOR CONSIDERATION BY PARAGRAPH (OR SERIATIM)

Purpose:

The purpose of this motion is to enable the assembly to deal with each individual paragraph (one at a time) of a long and detailed report.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	YES	MAJORITY	NO

This motion, which is often used in the adoption of bylaws, is usually handled by general consent. In following the provisions of this motion each paragraph is treated as if it were a main motion. When there is no further debate or amendments offered on the paragraph, the chairman calls up the next paragraph. This procedure is followed until all have been acted upon. However, no vote is taken on the individual paragraphs.

It is only after all the paragraphs have been discussed that the entire body of material is presented to the assembly for debate, amendment and voting.

TO OBJECT TO THE CONSIDERATION OF A MATTER

Purpose:

The purpose of this motion is to avoid discussing contentious, irrelevant, unimportant or dilatory motions.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
YES	NO	NO	NO	2/3	YES*

**Only a vote sustaining the objection can be reconsidered.*

This motion which only applies to the original main motion, must be made immediately after it is stated by the chairman before any debate has occurred and before any subsidiary motion has been applied to it.

TO MAKE A PARLIAMENTARY INQUIRY

Purpose:

The purpose of this motion is to secure information which helps clear up confusing points of procedure, or to aid in the member's understanding of an issue.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
YES	NO	NO	NO	NONE*	NO

**The chair decides.*

TO WITHDRAW OR MODIFY A MOTION

Purpose:

The purpose of this motion is to allow a member who made a motion and later changed his mind, the privilege of withdrawing or modifying the motion.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
YES	YES*	NO	NO	MAJORITY	YES**

**Yes, if the motion is made by the person who made the original motion. No, if made by another member.*

***As to withdrawal, negative vote only; as to modification, yes.*

It should be remembered that before a motion has been stated by the chair, its proposer has the right to withdraw or modify it. However, after it has been stated, it can neither be withdrawn, nor modified without the consent of the assembly. After a motion has been stated by the chair it no longer belongs to the proposer, but rather, is the property of the assembly.

A motion may, however, be withdrawn (by the mover) at any time before final action is reached, if there is no objection. If objection is voiced, a motion may be made by someone other than the mover to grant leave for withdrawing the motion. Contrary to what is often heard or practiced in meetings, the second to a motion does not have to withdraw. If the mover modifies his motion the seconder may withdraw his second if he wishes.

TO SUSPEND THE RULES

Purpose:

The purpose of this motion is to temporarily suspend one or more of the rules contained in the parliamentary authority, the special rules of order, or the standing rules, that prohibit a course of action desired by at least two-thirds of the assembly.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	NO	2/3	NO

It should be noted that certain rules cannot be suspended, such as: the fundamental principles of parliamentary procedure, rules that protect absent members, or rules that protect the rights of individual members of the assembly. Although it has not always been practiced, it is also impossible to suspend the Constitution and Bylaws unless a specific provision for their suspension has been made in the bylaws.

TO CLOSE NOMINATIONS

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	YES	2/3	NO

The motion to close nominations is out of order if a member is seeking the floor in order to make a nomination.

TO REOPEN NOMINATIONS

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	YES	MAJORITY	AFF. NO*

**Only a negative vote may be reconsidered.*

MOTIONS THAT BRING A QUESTION BEFORE THE ASSEMBLY AGAIN— RESTORATORY MOTIONS

Motions that bring a question before the assembly again enable the assembly, for good reason(s), to consider issues that have been previously disposed of. They may have been disposed of by being: referred to a committee, postponed (indefinitely or to a certain time), laid on the table, passed or failed to pass.

TO TAKE FROM THE TABLE

Purpose:

The purpose of this motion is to resume consideration of a main motion that has been temporarily set aside (tabled).

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	NO	NO	MAJORITY	NO

When a motion is taken from the table it comes back to the assembly in the same form in which it was tabled. In other words, if any amendments or subsidiary motions were pending, they must be dealt with in their order of precedence.

A motion cannot be taken from the table until another item of business has been transacted. After this transaction the motion may be taken from the table at any time. It must be dealt with before the end of the next meeting or it ceases to exist.

TO RESCIND (REPEAL OR ANNUL) OR AMEND SOMETHING PREVIOUSLY ADOPTED

Purpose:

The purpose of this motion is to render ineffective a vote previously taken. The motion to rescind may be used to strike out or annul an entire main motion, resolution, bylaw, section or paragraph that has been adopted. The motion to amend something previously adopted would be used to modify only a part of the wording or text previously adopted.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	YES	YES	2/3*	YES**

**Majority vote with notice; two-thirds vote without notice; majority of entire membership without notice.*

***Only a negative vote can be reconsidered.*

A motion may be made to rescind and expunge from the minutes. Since nothing in the record can be obliterated, when the motion is expunged, the secretary simply draws a circle around that portion expunged, and writes expunged, the date, and his signature across the circle. That portion is excluded from any minutes published thereafter.

Any action may be rescinded, except where the action taken cannot be undone, regardless of how old the action may be.

TO DISCHARGE A COMMITTEE

Purpose:

The purpose of this motion is to take the matter out of the hands of a committee. It allows the assembly itself to consider the issues, or it can be dropped.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
NO	YES	YES	YES	2/3*	AFF. NO**

**A majority vote with notice or a majority vote of the entire membership is required. Two special circumstances require only a majority vote:*

1. If the committee failed to report as instructed within the prescribed time, or
2. While the assembly is considering any partial report of the committee.

***Only a negative vote can be reconsidered.*

TO RECONSIDER A QUESTION

Purpose:

The purpose of this motion is to reopen for discussion and decision a matter previously considered and voted upon.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
YES	YES	YES*	NO	MAJORITY	NO

**Undebatable only when the motion to be reconsidered is undebatable.*

This motion, which is basically an American motion, makes a provision to correct a hasty or ill-advised action.

The motion can be made only on the day that the vote to which it applies is made, or the next legislative day and it must be made by someone who voted with the prevailing side.

TO RECONSIDER AND HAVE ENTERED ON THE MINUTES

Purpose:

The purpose of this motion is to prevent a temporary majority from taking advantage of an unrepresentative attendance by voting on action that is opposed by a majority of the assembly. It simply means that the person making the motion gives notice to reconsider the motion at the next meeting. The motion must be made by someone who voted on the prevailing side, although anyone may second. This motion may only be made on the day the motion was made.

Basic Information:

MAY INTERRUPT?	A SECOND REQUIRED?	MAY BE DEBATED?	MAY BE AMENDED?	VOTE REQUIRED?	MAY BE RECONSIDERED?
*	YES	NO	NO	**	NO

**See Robert's Rules of Order Newly Revised for exception or modification. **No vote is taken.*

VOTING

The vote is the official decision or act of the assembly. Basic to each member is the right to vote and express his/her opinion. No member, however, can be compelled to vote. In fact, one should not vote on a question in which he has a direct personal or pecuniary interest not common to other members of the assembly. This rule does not prevent a member from voting for himself/herself for an office or other position to which members are generally eligible.

BASIS FOR DETERMINING A VOTING RESULT

THE SIGNIFICANCE OF A MAJORITY VOTE

Basic to parliamentary procedure is the fundamental rule that requires at least a majority vote to take action. Majority means more than half the votes.

WHEN MORE THAN A MAJORITY VOTE IS REQUIRED

It has been mistakenly assumed by some that the higher the vote required, the greater the protection of the members. Actually, the opposite is true. When more than a majority is required, control is taken from the majority and given to the

minority.

WHEN LESS THAN A MAJORITY VOTE IS REQUIRED

When less than a majority vote is required, such as a plurality vote (more votes than any other candidate or alternative proposal) the same is true, the power of decision is taken from the majority and given to the minority.

THE MEANING OF THE MAJORITY VOTE

The term “majority” may carry different meanings such as: a majority of all the membership, a majority of the members in a good standing, a majority of the members present, or a majority of a quorum. However, unless specified otherwise, a majority vote means a majority of the legal votes cast.

TWO-THIRDS VOTE

The term two-thirds vote, unless specified otherwise, means at least two-thirds of the legal votes cast. Any question which requires a two-thirds vote should be ascertained by taking a rising vote. A count should be taken if there is any doubt concerning the results.

PLURALITY VOTE

To receive a plurality vote simply means that more votes were received for this candidate or proposal than any other candidate or proposal.

UNANIMOUS VOTE

A unanimous vote is when a candidate or proposal received all the legal votes cast. In the case of a proposal the votes may be either in the affirmative or negative. When a vote is not unanimous, a motion to make it unanimous is out of order, unless that motion is also voted on by ballot.

METHODS OF VOTING

VOICE VOTE (VIVA VOCE)

By far the most common method of voting is by voice. The chair determines the result by the volume of voices. Both the vote for those in favor (Aye) and those opposed (No) must be taken. The affirmative vote should be taken first.

RISING OR RAISING HANDS

This method is used in verifying an inconclusive voice vote, or when a motion requires a two-thirds vote. In small assemblies a show of hands is used in place of a rising vote if no member objects. A show of hands is also used in place of a voice vote in small groups. When a rising vote is close or if there is any doubt as to the results of the vote, a count should be taken.

ROLL CALL

When a record of each member’s vote is desired a roll call vote is taken. This method is most often used when a member is a representative of others, for example, delegates, proxies, or members of governmental boards or commissions.

BALLOT

Voting by secret ballot is the only method whereby a member is able to express his decision without revealing his opinion or preference. Voting by secret ballot is

usually required in elections and when voting on important proposals.

GENERAL (OR UNANIMOUS) CONSENT

In order to save time and expedite business, routine or non-controversial matters can be decided by general consent without taking a formal vote. If, however, a member objects, a vote must be taken.

MAIL

Voting by mail can only be used if it is authorized by the bylaws. This method, obviously, has many disadvantages and should only be used so long as it insures the members full understanding of the issues to be decided.

NOMINATIONS AND ELECTIONS

There are five methods of nominating: (1) by the chair, (2) from the floor, (3) by a committee, (4) by mail, and (5) by ballot. Perhaps the most commonly used methods in the church are by ballot and by a nominating committee.

In meetings of any size, tellers are usually appointed by the chair. The tellers are to see that the ballots are counted accurately, determine the legality of the ballots, and prepare a report of the results. The tellers' report should contain the following information: the total number of eligible votes, the number of votes cast, the number of votes needed for an election, and a list of the nominees, including the amount of votes each received. The reporting teller (usually the chairman) reads the report without declaring the result. He then hands it to the chair who again reads it and declares the election if one has been reached. The ballots and tally sheets should be sealed in an envelope and given to the secretary who keeps them until it is certain a recount will not be ordered. They should then be destroyed.

MINUTES OF THE MEETING

The minutes are the official record of an organization. They should contain proceedings, and actions taken by the assembly, not the discussion of the various members.

CONTENTS TO THE OPENING PARAGRAPH

The opening paragraph should contain the following information: (1) the kind of meeting (regular, special adjourned, annual, etc.), (2) the name of the organization, (3) the place where the meeting was called to order, (4) the date and time of the meeting, and (5) the name of the presiding officer.

ESSENTIAL ITEMS THAT SHOULD BE INCLUDED IN THE MINUTES

- (1) The reading of the minutes of the last meeting. In most organizations, the first item of business, after establishing the presence of a quorum, is the reading of the minutes of the previous meeting. After the minutes have been read the chairman should ask, "Are there any corrections? If none, the minutes will stand approved as read." If there are corrections the chairman will order the corrections to be made, and then state, "The minutes will stand approved as corrected." A formal motion to approve the minutes is not necessary.

It takes a two-thirds (2/3) vote to correct a mistake(s) in the minutes after they have been approved (regardless of the amount of time that may have elapsed), unless previous notice has been given; or a majority of the entire membership must approve the correction.

- (2) All motions or resolutions, whether passed or lost, should be recorded in their exact wording along with the disposition of the motion. In the case of important motions, the name of the mover (but not the name of the seconder) should be given.
- (3) All points of order or appeals, whether sustained or lost, together with the reasons given by the chair for his rulings should be recorded in the minutes.
- (4) The last paragraph should contain the time the meeting was adjourned.
- (5) The minutes should be signed by the secretary. This authenticates them. Although the words “Respectfully Submitted” have for years preceded the signature, they are now considered outdated and no longer essential.

ADDITIONAL RULES AND PRACTICES RELATING TO

THE CONTENT OF THE MINUTES

- (1) When a count has been ordered or a vote taken by ballot or roll call, the results should be recorded in the minutes.
- (2) A summary of the reports of committees should also be recorded. When a report is of significant importance or of historical value, the entire report may be ordered to be included in the minutes.
- (3) The minutes should be recorded in the third person, with the secretary being careful not to interject his personal opinion, interpretation or comments.
- (4) A new paragraph should be used for each item of business. This makes it easier to read the minutes, as well as to research various items.
- (5) It is best to record each new set of minutes on a new page.

GLOSSARY OF TERMS USED IN CONVENTIONS

Absentee Voting—Voting by mail or proxy (the member not being present), must be authorized by the bylaws.

Abstain—To refrain from voting.

Accept, Adopt, Approve—Applied to reports and motions agreed upon, not to be confused with “received.”

Ad Hoc—A Latin term meaning “for this case alone” and used to designate a special or short-term committee.

Addressing the Chair—Using the appropriate title of the presiding officer when seeking recognition by the Chair.

Adjourn—To bring the meeting to a close.

Affirmative Vote—A vote of “Aye” or a vote in favor of the question. **Agenda**—The order of business to be brought up at a meeting.

Alternate—A member authorized to take the place of another, if necessary as a delegate to a convention.

Amend—To change or modify a motion by striking out, by adding to, or by substituting.

Amendment—A motion which proposes to alter or modify a pending question. **Amendments to Bylaws**—Motions which propose to change words, sections, or articles of the bylaws.

Annul—To rescind, repeal, or render void.

Appeal from Chair’s Decision—A request that the assembly sustain or reject the decision of the Chair.

Appoint—To name or assign to an office or a committee.

Audit—Examination and verification of the society's financial record. (This report should be presented to the assembly for its adoption.)

Ballot Vote—A secret vote, usually on a slip of paper.

Blanks—Spaces left in a motion to be filled in by the assembly from a number of alternatives.

Budget—An estimate of probable income and expenditure for the ensuing year with proposals for maintaining a proper balance between the totals.

Business—Motion, resolution, subjects of the proceedings; the agenda.

Bylaws—Code of rules or regulations accepted by the constituency for its guidance.

Call for Orders of the Day—A motion used to call for a return to the scheduled order of business of the assembly.

Call to Order—A request by the presiding officer that the assembly come to order.

Carried—The motion has been adopted.

Caucus—A meeting to plan strategy toward a desired result within the assembly. **Chair**—The presiding officer at a meeting.

Charter Members—The members of an organization who sign the bylaws when first adopted.

Commit—To refer to a committee.

Committee—One or more persons appointed to act on, consider, or report on, any matter.

Consideration of a Question—Deliberation by assembly after the chair has placed the motion before the assembly.

Constitution—Same as bylaws; sometimes combined, or in two parts. The constitution contains the more basic essentials; the other, procedures.

Convene—To meet together, or to be summoned to a meeting.

Convention—A meeting or formal assembly of delegates, normally chosen for one session only.

Credentials—A certificate proving one's right to the exercise of authority, or to claims or privileges.

Debatable—That which is open to discussion.

Debate—To discuss the pros and cons of a motion.

Decision—A determination or ruling by the Chair.

Decorum (in Debate)—To behave with propriety; to conduct oneself in a proper manner.

Defer Action—To delay action on a motion by use of certain motions such as: to postpone, commit, or lay on the table.

Delegate—One sent to represent, and act for, others.

Dilatory Motion—An absurd or frivolous motion used to delay action.

Discharge (A Committee)—A motion to relieve a committee from further consideration of the task assigned to it.

Discussion—The debate that follows after the Chair has stated a debatable motion.

Disqualify—To declare ineligible.

Division of the Assembly—The motion that calls for a rising vote. The chair, if uncertain of the result, may take the vote again by a rising vote.

Division of the Question—Separating a motion into two or more distinct parts for the purpose of debating and voting upon each part separately, as in a series of resolutions or amendments to bylaws.

Election—The selection of a person or persons by vote.

Entertain (A Motion)—As generally used, it is a request by the Chair for a formal motion on a subject which has been under discussion.

Ex Officio—By virtue of official position, usually of boards or committees.

Executive Committee—Committee of administrators and department heads who process and conduct business in the interim between General Board meetings.

Executive Session—A meeting at which the proceedings are secret.

Expunge—The act of drawing a line through the offending words in the minutes.

Extended Debate—A motion to prolong debate.

Fee Simple—An estate of land inheritable by the heirs generally of the holder of the estate without restriction to any particular class of heirs.

Fiscal Year—The financial year of an organization.

Fix the Time to Adjourn—A motion to adjourn the meeting at a specified time.

Floor, Obtain the—When a member is recognized by the Chair, he has the “floor.”

General Consent—Unanimous, silent, used in routine matters, if there is no objection, avoiding a formal vote.

Germane—Closely related to and having a direct bearing upon; used in relation to amendments which must be germane to the motion being amended.

Hostile—Unfriendly or opposed.

In Order—Correct procedure from a parliamentary standpoint.

Incidental Motion—A motion that arises out of a question that is or has just been pending and must be disposed of before the pending question or other business is acted on.

Indefinite Postponement—A subsidiary motion to defer consideration of a main motion for an indefinite time, proposed for the purpose of killing the main motion.

Information (Request For)—An incidental motion seeking information relating to pending business.

Inquiry (Parliamentary)—An incidental motion seeking information relating to pending business.

Lay on the Table—The highest ranking subsidiary motion which enables the assembly to lay the pending question aside temporarily when something more urgent has arisen.

Limit Debate—A subsidiary motion used to reduce the time for debate on a motion.

Lost Motion—A motion on which the majority, or in some cases two-thirds, of the votes cast are no.

Main Motion—The motion that introduces the business or a proposal to the assembly for action.

Majority—More than half the votes cast.

Minutes—The official record of proceedings at a meeting.

Motion—A proposal that something be done or opinion expressed upon a subject.

MSC—Motion, seconded and carried.

Negative Vote—A vote against the adoption of the question being considered.

New Business—New matters presented to the assembly for consideration.

Nomination—The formality of naming a person as a candidate for appointment or election.

Null and Void—Having no legal effect.

Object to Consideration—A motion to avoid the discussion on some undesirable or delicate subject. This can only be applied to an original main motion.

Obtaining the Floor—Securing recognition in order to speak; means that a member has risen, addressed the Chair by his correct title, and the Chair has responded by nodding or announcing his name.

Opposed—Against the adoption of the question under consideration.

Order of Business—The agenda; the schedule of business to be considered. Ordered—Directed by vote of the assembly.

Orders of the Day—The program or business of the meeting arranged as prescribed by the rules or vote of the assembly.

Out of Order—A motion or request which cannot be entertained at that time.

Parliamentarian—One who is knowledgeable about parliamentary procedure; one who advises the presiding officer concerning matters of parliamentary procedure.

Parliamentary Inquiry—An incidental motion raising a question about parliamentary procedure.

Pending—A motion is said to be pending after it has been stated by the Chair and is under consideration.

Pending Question—The question or questions that are under consideration. Personal Privilege—A question raised by a member which concerns the health, safety, and integrity of the member or of the assembly.

Plurality—Term used in an election when one candidate has the largest number of votes.

Plurality Vote—The largest number of votes received when there are three or more choices.

Point of Order—A question concerning a breach of parliamentary rules.

Postpone—To defer action on a question indefinitely or until a certain time.

Postpone Indefinitely—A motion to suppress, eliminate, or “kill” the main motion.

Precedence—Rank. (Certain motions have priority over other motions.)

Precedent—A decision or course of action, serving as a rule for future determination in similar cases.

Prevailing Side—The winning side; the side having procured the greatest number of votes.

Previous Question—A call to close debate and take the vote.

Privileged Motion—A motion, not related to pending business, of such importance that it has the right to interrupt the pending question.

Pro Tem (Pro Tempore)—Temporarily; usually applied to one who serves in the absence of the regular officer or chairman, as “Secretary pro tem,” or “Chairman pro tem.”

Proxy (Vote)—A vote authorized by, and cast on behalf of, a member who is absent.

Putting the Question—Placing the motion before the assembly. Question—Same as motion, when stated by the Chair for a vote.

Question of Privilege—A privileged motion asking permission to make an urgent request affecting the rights of an individual or the assembly.

Quorum—A specified number of members required, according to the bylaws, to hold a legal meeting.

Ratify—An incidental main motion to approve action already taken, but which requires a vote of the assembly to make the action valid.

Recess—A short intermission within a meeting, approved by the members.

Recognizing a Member—Acknowledging by the Chair, a member who has the right to address the assembly.

- Recommendation**—The expression of opinion or advice, usually from a committee, on a motion referred to it for study.
- Recommit (Same as Commit)**—To refer again to committee for further consideration.
- Reconsider**—A motion to take up for consideration a second time the vote on a previously adopted or defeated question. If adopted, the question is again before the assembly in its original state, for discussion and decision by the assembly.
- Reconsider and Enter on the Minutes**—A motion to stop action on a question and to give the assembly an opportunity to reconsider the question when a more representative attendance can be obtained.
- Recount**—To count the vote again.
- Refer**—To submit a subject or a motion to a committee for consideration.
- Renew (A Motion)**—To place on the floor, at a succeeding session, a motion previously defeated.
- Rescind**—To annul action previously adopted.
- Resignation**—A formal notice stating that one is relinquishing his office or position.
- Resolution**—A formal proposal offered to, or a formal expression of opinion by, a legislative assembly or public meeting.
- Roll Call**—Calling the names of all members to determine the presence of a quorum.
- Roll Call Vote**—A vote taken by calling the names of all members, for the purpose of recording how each member votes. The president's name is called last.
- Rules of Order**—Written rules by which the organization is governed. Ruling—A decision made by the presiding officer.
- Second**—An indication by a second person of a willingness to have the motion discussed (generally made by one who is in favor of the motion).
Session—A meeting of an organization or a series of connected meetings as in a convention.
- Speaker**—One who has obtained the floor and has begun to address the assembly.
- Special Committee**—A committee chosen to perform some special function after which it automatically ceases to exist.
- Special Meeting**—A meeting called for a specific purpose which must be stated in the call.
- Standing Committees**—Permanent committees that perform continuing functions for the life of the assembly that established them. (Usually listed in the bylaws.)
- Standing Rules**—Rules of temporary or semi-permanent nature relating to details of administration rather than Parliamentary Procedure.
- Stating the Question**—Restatement, by the Chair, of a motion made by a member in order to place the motion before the assembly for debate.
- Sub-Committee**—A committee selected by the parent committee for the purpose of studying and investigating certain matters; responsible to report to the Committee not to the Assembly.
- Substitute (Amendment)**—An amendment which proposes to strike out a paragraph, section, or resolution and insert another in its place.
- Suspend (the Rules)**—A motion to make ineffective for a limited time a rule of an organization.
- Sustain**—To support and uphold a ruling.

Table a Motion—To put aside the pending question temporarily.

Take From the Table—A motion used to return a question to the assembly which had been tabled.

Tellers—Individuals officially designated to count ballots or votes.

Tie Vote—Same number of votes on either side a lost vote on a motion (except appeal) no election.

Two-thirds Vote—Two-thirds of the votes cast by persons legally entitled to vote.

Unanimous Vote—Unanimous consent; no dissenting vote; general consent.

Undebatable Motion—A motion on which debate is not permitted.

Unfinished Business—Matters on the agenda of a previous meeting on which no action was taken.

Vacancy—An unoccupied office or position.

Viva Voce Vote—A voice vote.

Vote—A formal expression of opinion or choice, either positive or negative, made by a member or a group of members.

Vote by Acclamation—The spontaneous approval of a candidate by unanimous viva voce vote.

Withdraw a Motion—To remove a motion from consideration by the assembly upon request by the mover, and by permission of the assembly if motion has been stated by the Chair.

Yield—Concede to, outranked by, give way to.

Yielding the Floor—The speaker gives of his time in order that another may speak or address the assembly.

Chart of Basic Information on Motions

Principal Requirements

RANKING MOTIONS

These motions are listed in the order of their precedence—the lowest at the bottom of the list

MAY INTERRUPT
 A SECOND IS
 REQUIRED
 MAY BE DEBATED
 MAY BE AMENDED
 VOTE REQUIRED
 MAY BE RECONSIDERED

PRIVILEGED MOTIONS

To Fix the Time to Which to Adjourn	no	yes	no	yes	maj	yes
To Adjourn	no	yes	no	no	maj	no
To Take a Recess	no	yes	no	yes*	maj	no
To Raise a Question of Privilege	yes	no	no	no	none	no
To Call for the Orders of the Day	yes	no	no	no	none	no

SUBSIDIARY MOTIONS

To Lay on the Table	no	yes	no	no	maj	no
To Call for the Previous Question	no	yes	no	no	2/3	yes*
To Limit or Extend Limits of Debate	no	yes	no	yes	2/3	yes*
To Postpone to a Certain Time	no	yes	yes*	yes*	maj*	yes
To Refer to a Committee	no	yes	yes	yes	maj	yes
To Amend	no	yes	yes*	yes	maj	yes
To Postpone Indefinitely	no	yes	yes	no	maj	yes*
THE MAIN MOTION	no	yes	yes	yes	maj*	yes

These motions have no particular rank among themselves. Whether or not they are in order depends upon the business already under consideration and what purpose they may serve when introduced.

NON-RANKING MOTIONS

INCIDENTAL MOTIONS

To Rise to a Point of Order	yes	no	no*	no	none	no
To Appeal From the Decision of the Chair	yes	yes	yes*	no	maj	yes
To Call for a Division of the Assembly	yes	no	no	no	none	no
To Call for a Division of the Question	yes	no	no	no	maj	yes
To Call for Consideration by Paragraph (Seriatim)	no	yes	no	no	maj	no
To Object to the Consideration of a Matter	yes*	no	no	no	2/3*	yes*
To Make a Parliamentary Inquiry	yes	no	no	no	none	no
To Withdraw or Modify a Motion	*	*	no	no	maj	*
To Suspend the Rules	no	yes	no	no	2/3	no
To Close Nominations	no	yes	no	yes	2/3	no/aff
To Reopen Nominations	no	yes	no	yes	maj	no*

MOTIONS THAT BRING A QUESTION BEFORE THE ASSEMBLY AGAIN

To Take From the Table	no	yes	no	no	maj	no/aff
To Discharge a Committee	no	yes	yes	yes	2/3*	no*
To Reconsider a Question	yes*	yes	yes*	no	maj	no
To Reconsider and Have Entered on the Minutes	*	yes	no	no	*	no

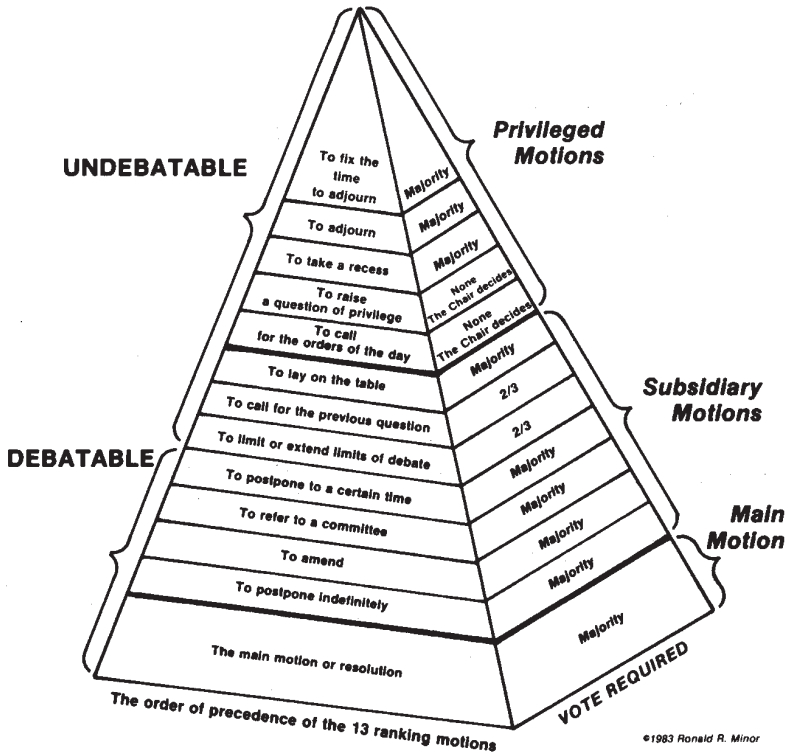
*See *Roberts Rules of Order Newly Revised* for special rules.

This chart is by no means intended to be exhaustive. For a complete list see *Roberts Rules of Order Newly Revised*

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PRECEDENCE PYRAMID

OF THE THIRTEEN RANKING MOTIONS



These motions are listed in the order of their rank. The highest ranking are at the top of the list. When any one of these motions is immediately pending, those motions above it are in order and those motions below it are not in order.

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