

# **COLORADO DISTRICT UPCI MANUAL**

Colorado District  
United Pentecostal Church International  
of Colorado, Inc.

Website: [coloradodistrict.com](http://coloradodistrict.com)

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# COLORADO DISTRICT – UNITED PENTECOSTAL CHURCH INTL.

## Standard Operating Procedural Manual

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Secretary	
Presbyter	
Apostolic Men’s Ministry Director	
Apostolic Men’s Ministry Committee Member	
Global Missions Director	
Global Impact Representative	
Ladies Ministries President	
Ladies Ministries Secretary	
Ladies Ministries Sectional President	
Ladies Ministries Sectional Secretary	
North American Missions Director	
North American Missions Secretary	
Sectional North American Missions Directors	
North American Missions Executive Committee	
Sunday School Director	
Sunday School Secretary	
Sectional Sunday School Director	
Executive Sunday School Committee	
Youth President	
Youth Secretary	
Youth Sectional Director	
Budget Committee	
Campmeeting Coordinator	
Christian Prisoner Fellowship Chaplain	
Deaf Ministry Coordinator	
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## USE OF THIS MANUAL

This manual is a reference for Colorado District United Pentecostal Church International, Inc. It contains documents that guide the District as well as important policies, job descriptions, and forms.

### VISION AND GOALS

**Vision:**



## **Mission Statement:**

The purpose of the Colorado District UPCI is to engage with the United Pentecostal Church International to carry the whole gospel to every city within our state; to continue establishing an effective organized district with trained leadership and active departments; to encourage the opening and establishing of new works and to help encourage and inspire established works; to evangelize this state by every means possible; and to produce and maintain a Godly atmosphere for all ministry along with wonderful fellowship.

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**ORGANIZATION**

**Certificate of Good Standing**

OFFICE OF THE SECRETARY OF STATE  
OF THE STATE OF COLORADO  
**CERTIFICATE**

I, Scott Gessler, as the Secretary of State of the State of Colorado, hereby certify that, according to therecords of this office, **Colorado District of the United Pentecostal Church International** is a **Nonprofit Corporation** formed or registered on 10/21/2007 under the law of Colorado, has complied with all applicable requirements of this office, and is in good standing with this office. This entity has been assigned entity identification number 20071483895. This certificate reflects facts established or disclosed by documents delivered to this office on paper through 10/22/2014 that have been posted, and by documents delivered to this office electronically through 10/23/2014 @ 11:32:19.

I have affixed hereto the Great Seal of the State of Colorado and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Denver, Colorado on 10/23/2014 @ 11:32:19 pursuant to and in accordance with applicable law.

This certificate is assigned Confirmation Number 8990325.



\*\*\*\*\*End of Certificate\*\*\*\*\*  
*Notice: A certificate issued electronically from the Colorado Secretary of State's Web site is fully and immediately valid and effective. However, as an option, the issuance and validity of a certificate obtained electronically may be established by visiting the Certificate Confirmation Page of the Secretary of State's Web site, <http://www.sos.state.co.us/biz/CertificateSearchCriteria.do> entering the certificate's confirmation number displayed on the certificate, and following the instructions displayed. Confirming the issuance of a certificate is merely optional and is not necessary to the valid and effective issuance of a certificate. For more information, visit our Web site, <http://www.sos.state.co.us/> click Business Center and select "Frequently Asked Questions."*

CERT\_GS\_D Revised 08/20/2008

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**Articles of Incorporation**

**Articles of Incorporation**

for the

Colorado District United Pentecostal Church, Incorporated

Filed on October 21, 2007

Any and all assets owned by the Colorado District of the United Pentecostal Church International, upon dissolution, will be distributed as deemed appropriate by the United Pentecostal Church International, headquartered at 8855 Dunn Road, Hazelwood, Missouri 63042. This non-profit organization is incorporated with the State of Missouri.

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## CONSTITUTION / BYLAWS OF COLORADO DISTRICT UNITED PENTECOSTAL CHURCH INTERNATIONAL, INC.

### Colorado District adopted to use the Constitution of the UPCI Manual:

Please refer to the:

U.P.C.I. Manual (2014) – Article I, Section 1-9

U.P.C.I. Manual (2014) – Article II, Section 1-5

U.P.C.I. Manual (2014) – Article III, Section 1-2

website:

[www.upciministers.com](http://www.upciministers.com) Login with your username and password and download the most current updated UPCI Manual for reference to District Constitution adopted on the national level of our organization. The digital download is free and a paper version must be purchased.

## DISTRICT CONSTITUTION

### PREAMBLE

In order to establish our work on a more efficient basis, to promote greater cooperation, and to secure closer fellowship, we here and now organize ourselves into the district of the United Pentecostal Church International.

### PURPOSE

Our purpose shall be to use greater effort toward evangelizing the underdeveloped territory, and to care for all needy fields in a more efficient manner.

### ARTICLE I DISTRICT OFFICERS

#### Section 1. *Names of Officers.*

1. The officers of the district shall be as follows: District Superintendent, three (3) to seven (7) District Presbyters, and a District Secretary-Treasurer (may be one [1] or two [2] persons). Other additional Presbyters may be added where needed in a large district, with the permission of the Executive Board.

#### Section 2. *District Board.*

1. The District Board shall consist of District Superintendent, District Secretary, and the District Presbyters.

#### Section 3. *Qualifications.*

1. The qualifications for members of the District Board are as follows: Must be a male at least thirty (30) years of age, must have been a minister in good standing with the organization for at least two (2) years, must have been ordained at least one (1) year, must have proven loyal to the organization by cooperation in the upbuilding of the work, and must have been a cooperating member of the district for at least one (1) year. The only exception to this is that the District Superintendent must have been a minister in good standing with the organization for at least five (5) years. Must conform to the Fundamental Doctrine.

#### Section 4. *Voting Constituency.*

1. Those who shall be entitled to vote for the election of officers, or upon any proposal, resolution, or any other business that properly comes before the District Conference, shall be accredited ministers in good standing. All accredited ministers who vote must be in actual attendance at the District Conference.
2. Those who shall be entitled to vote for the election of officers, or upon any proposal, resolution, or any other business that properly comes before the Sectional Conference, shall be accredited ministers in the following categories:
  - (a) Pastors
  - (b) Assistant pastors and assistants to the pastor



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(1) No assembly shall be permitted more than one (1) voting assistant pastor or assistant to the pastor who derives his or her livelihood from sources other than the ministry. Assistant pastors or assistants to the pastor, who derive their livelihood from sources other than the ministry, must present a letter to the Roster Committee from the church where they have been assistant pastors or assistants to the pastor for a minimum of six (6) months. The letter must be signed by the pastor or church secretary and will be in effect as long as he or she remains in the position at the same church.

(c) Evangelists

(1) An evangelist must be on the field and regularly engaged in preaching revivals, deriving his or her livelihood from the ministry.

(d) All elected or appointed officials who are listed in the *Manual*.

(e) Honorary ministers

(f) Retired ministers

(1) A retired minister is a minister who, due to advanced age or physical impairment, has retired from active ministry.

(g) Full-time administrators and instructors in all religious projects endorsed by the United Pentecostal Church International.

(h) Full-time administrators and instructors in Christian schools, owned and operated by our churches.

(1) All Christian school administrators and instructors must present a letter to the Roster Committee from their local church signed by the pastor or church secretary, stating their active involvement in ministerial service. This letter will be in effect as long as they remain in this position at the same church.

(i) Missionaries under appointment

(j) Accredited ministers who are between appointments shall be entitled to vote if the time of inactivity has not exceeded ninety (90) days.

(k) All accredited ministers who vote must be in actual attendance at the Sectional Conference

### **Section 5. Representation.**

1. District Presbyters should be elected from different sections of the district.

### **Section 6. Objections to Nominees.**

1. If there is any objection to any nominee, a request may be made to the chair that the same be referred to a Qualifying Committee. No details of the objection or questions shall be discussed from the floor. The Qualifying Committee may determine a nominee's qualifications only according to that specified in the *Manual* under the qualifications given for the office under consideration.
2. The Qualifying Committee Chair shall be appointed by the officer presiding at the time of the objection to the nominee. The committee shall consist of at least three (3) members, but not more than five (5), including the chair of the committee. The Conference Chair shall, prior to the conference, prepare a list of potential members for the Qualifying Committee. This list shall be composed from the current voting membership. The presiding officer shall select from this list in the event this committee is needed.

### **Section 7. Method of Election.**

1. The method of election of district officers by the District Conference shall be the same as that used by the General Conference in the election of officers unless the individual district desires to be divided into sections. In the event the district desires to be divided into sections, either of the following methods may be used: Each section within the district may nominate its District Presbyter from within the section at the District Conference and a District Presbyter shall be elected from the nominees by the District Conference; or, each section within the district may elect its District Presbyter from within the section at a sectional conference preceeding the annual District Conference, said officers to take office at the annual District Conference.
2. The election of district officers shall be conducted by the General Superintendent or his representative.

### **Section 8. Term of Office.**

1. All officers elected by the District Conference (or sectional conference) shall remain in office for a term of two (2) years, for a maximum of eight (8) consecutive years. After any district or sectional official has served four (4) consecutive terms in an elected office, he or she would be required to be elected by a two-thirds (2/3) vote to a fifth (5th) term and all consecutive terms. In the event the incumbent does not receive a two-thirds (2/3) vote on the nominating ballot, a new nominating ballot would be called for and the incumbent's name would be deleted. Each district by the voting voice of the District Conference may determine which district office should be full time. In the event that a new superintendent is elected in any district, the out-going superintendent shall continue in office for a period of thirty (30) days following the date of said election. The District Superintendent and the District Secretary-Treasurer shall be elected on alternating years, with the Global Missions Director, Conquerors President, the Sunday School Director, and the Ladies Ministries President being elected the same year as the District Superintendent and the Conquerors Secretary, Director of North American Missions, Sunday School Secretary, and Ladies Ministries Secretary being elected the same year as the District Secretary-Treasurer. Should a district so desire, the Ladies Ministries President and Secretary may be appointed by the board and ratified by the conference rather than elected.

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### **Section 9. *Death, Resignation, and Removal.***

1. Any district officer taking a pastorate or establishing a residence outside of his or her district between conferences must resign his or her office.
2. If vacancies happen by death, resignation, removal, or establishment of a residence outside of the district, the District Board may fill such vacancies, with the exception of the office of District Superintendent, only until the next District Conference. If there remains a year unexpired in the term of said office, the District Conference shall elect a replacement to serve for that year. In the event a vacancy occurs in the office of District Superintendent, the General Superintendent shall be authorized to preside over district business until the election of a District Superintendent at a special district conference called by the General Superintendent, or an Assistant General Superintendent authorized by the General Superintendent, for the purpose of conducting an election to fill this office. Said election shall be held within sixty (60) days after the vacancy occurs.

## ARTICLE II

### **RIGHTS AND DUTIES OF OFFICERS, AND RULES APPERTAINING THERETO**

#### **Section 1. *District Superintendent (General Presbyter).***

1. He shall be a member of and shall attend all regular and specially called meetings of the Board of General Presbyters.
2. In the event he is unable to attend a regular or specially called meeting of the Board of General Presbyters, the District Board, should it be in session, shall select one of its members to act as its representative. Should the District Board not be in session, the District Superintendent of said district is authorized to appoint a representative from the District Board.
3. The duties of the District Superintendent shall be as follows:
  - (a) To be overseer of the district work in cooperation with the District Board.
  - (b) To maintain a spirit of harmony and cooperation between the district and general work, thereby working in harmony and unity with all other districts.
  - (c) To encourage the raising of missionary money.
  - (d) To assist, when called upon by the pastor or local church board, in dealing with any difficulties which may arise within local assemblies.
  - (e) To assist in securing pastors for assemblies in the district.
  - (f) To investigate all applicants of the district for credentials or license before signing the applications.
  - (g) To sign each credential, license, fellowship card, and church membership certificate issued to applicants in the district.
  - (h) To preside as chair of District Conferences.
  - (i) To encourage a series of Bible and Missionary Conferences in the various assemblies throughout the district.
4. In the furtherance of the work in the district, he shall have the right to appeal to any minister who is a member of the district and any evangelist or missionary currently working in the district.
5. He must be consulted in regard to the organization of new churches within the district.
6. He shall be empowered to ordain ministers in any district meeting or General Conference.

#### **Section 2. *District Presbyters.***

1. The duty of the District Presbyter shall be as follows:
  - (a) To work under the direction of and in cooperation with the District Superintendent in carrying out district work.
  - (b) In the event the district is divided into sections and a District Presbyter is elected from each section, said District Presbyter shall oversee the work of the section in which he is elected under the supervision of the District Superintendent.
    - (1) He shall preside as chair of all sectional business meetings.
    - (2) He shall endeavor to maintain a spirit of harmony and cooperation in the section with all departments of the district and general work.
    - (3) He shall be in charge of all sectional fellowship meetings or appoint a chair to serve in said capacity.
    - (4) He shall notify the District Superintendent of all resignations or impending resignations of pastors in the section and consult with him concerning any complaints which have been brought to his attention regarding any minister in the section, or any difficulty arising between pastors or churches.
    - (5) He shall assist the District Superintendent in securing pastors for assemblies in his section.
    - (6) As a member of the District Board, he shall examine all applications for license or credentials in his section in advance of their appearance before the District Board.
    - (7) He shall supply the District Superintendent with whatever assistance or information he may have which would assist him in carrying out the district work.
    - (8) In the furtherance of the work in his section, he shall have the right to appeal to any minister who is a member of his section and any evangelist or missionary currently working in his section.

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### **Section 3. *District Secretary-Treasurer.***

1. The duties of the District Secretary shall be as follows:
  - (a) To take minutes of District Conferences and District Board meetings.
  - (b) To preserve records of business proceedings and all other papers belonging to the district.
2. The duties of the District Treasurer shall be as follows:
  - (a) To receive and care for all district funds and, if required by the district, the funds of all departments of the district; and make all district disbursements, and department disbursements when he holds their funds; to keep an accurate account of all such transactions; to hold the books open for inspection by officers or members of the district; and to make a report at each District Conference.
  - (b) No money should be paid out without the consent of the District Board.

### **Section 4. *District Board.***

1. The duties of the District Board shall be as follows:
  - (a) To take action with regard to false doctrine in the district, so long as the action taken does not conflict with the bylaws of the General Body.
  - (b) To handle any grievance or complaint against a minister according to Article VII, Section 7, Paragraphs 18-32 and Sections 8 and 9 of the General Constitution, and that it shall be according to the Judicial Procedure.
  - (c) To pass upon all applications for credentials, licenses, or church membership certificates issued in the district.
  - (d) To own as trustees, real estate and personal property which may be acquired by purchase, devise, or bequest by the district and for the benefit of the district; to use and deal with such real estate and personal property in such manner as may be consistent with the Constitution and Bylaws of the United Pentecostal Church International; to sell, convey, mortgage, pledge, and otherwise encumber such real estate and personal property for the benefit of the district; and to authorize, by proper resolution, its District Superintendent and District Secretary-Treasurer to execute and deliver on behalf of the District Board, as trustee, any such deeds of conveyance, notes, mortgages, deeds of trust, or pledges.
  - (e) To deal with all other matters pertaining to the district which do not infringe upon the power and privileges of the General Body.

### **Section 5. *Safeguard of Funds.***

1. Centralization of Funds:
  - (a) The district funds and, when specified by the district, the funds of every department shall be deposited with and held by the District Treasurer.
  - (b) The District Treasurer shall release said funds after proper authorization and a written request signed by the respective departmental treasurer.
2. Standardization of Books:
  - (a) The financial records of all departments shall be standardized by a uniform system of bookkeeping approved by the District Board.
  - (b) The duties of the Auditing Committee shall be as follows:
    - (1) To secure and audit annually the financial records of every department of the district and section that receives and disburses funds and shall report their findings to the District Board prior to the annual district or sectional conference.
    - (2) To make recommendations to the District Board regarding any improvement of the district bookkeeping system.

## ARTICLE III DISTRICT CONFERENCE

### **Section 1. *Resolutions.***

1. All resolutions to be presented to the District Conference and all amendments to this constitution shall first be presented to the Resolutions Committee and such committee shall pass upon such resolutions or amendments prior to the submission thereof to the District Conference. The resolutions must have the author's signature before being considered by the Resolutions Committee. If the Resolutions Committee shall fail to act upon such resolution or amendment or shall refuse or fail to report its action thereon to the District Conference, or if the Resolutions Committee shall have failed to report favorably on any such resolution or amendment, then by a vote of two-thirds (2/3) of those in attendance at the District Conference entitled to vote thereat may force such resolution or amendment to a vote of the District Conference.

### **Section 2. *Rules of Order.***

1. All business in the District Conference shall be conducted according to and in harmony with *Robert's Rules of Order Revised*.

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### ARTICLES OF FAITH

#### PREAMBLE

We believe the Bible to be inspired of God, the infallible Word of God. “All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness” (II Timothy 3:16).

The Bible is the only God-given authority which man possesses; therefore, all doctrine, faith, hope, and all instruction for the church must be based upon, and harmonize with, the Bible. It is to be read and studied by all men everywhere, and can only be clearly understood by those who are anointed by the Holy Spirit (I John 2:27). “No prophecy of the scripture is of any private interpretation. For the prophecy came not in old time by the will of man: but holy men of God spake as they were moved by the Holy Ghost” (II Peter 1:20-21).

#### FUNDAMENTAL DOCTRINE

The basic and fundamental doctrine of this organization shall be the Bible standard of full salvation, which is repentance, baptism in water by immersion in the name of the Lord Jesus Christ for the remission of sins, and the baptism of the Holy Ghost with the initial sign of speaking with other tongues as the Spirit gives utterance.

We shall endeavor to keep the unity of the Spirit until we all come into the unity of the faith, at the same time admonishing all brethren that they shall not contend for their different views to the disunity of the body.

For more information, go to website: [www.upciministers.com](http://www.upciministers.com) Login with your username and password and download the most current updated UPCI Manual for reference to Articles of Faith adopted on the national level of our organization. The digital download is free and a paper version must be purchased.

### DISTRICT ADMINISTRATION

Please refer to our District website: [www.coloradodistrict.com](http://www.coloradodistrict.com) for updated administration information.

Also, refer to our District Booklet District Conference & Reports which are given at District Conference each year.

### MINISTRY DIRECTORS, COORDINATORS, AND LEADERS

Please refer to our District website: [www.coloradodistrict.com](http://www.coloradodistrict.com) for updated information concerning directors, coordinators, and leaders. Also, refer to our District Booklet District Conference & Reports which are given at District Conference each year.

## **Policies And Procedures**

### **District Events**

#### **Campmeeting**

Colorado District Campmeeting is held annually. Dates, speakers, and schedules are decided by the District Board during board meetings. The goal is to plan at least two years in advance. A Campmeeting coordinator and committee are assigned by the District board to coordinate and assign tasks by using a Campmeeting Planning Outline that has been approved.

- **Planning Outline  
(To be added)**
- **Exhibitors Policy**

Exhibit tables at District Conference/Campmeeting must be submitted to the Colorado District Board for approval 30 days prior, must be for ministry, and must pay the per table fee.

### **HOTEL ACCOMMODATION POLICY**

District Hotel Accommodations Policy will be that Department Leaders have their hotel paid for from their departmental funds if their budget allows for District Conference, but not Campmeeting. Presbyters are to have their hotel paid for the entirety of District Conference and for one night at Campmeeting. (The Budget Committee will review District books and has authority to allow or not allow monies to be paid according this policy)

### **Platform Policy**

- **District Platform Standard**

All persons ministering on the stage in district meetings must have repented of their sins, been baptized in the name of the Lord Jesus Christ, and must have received the Holy Ghost with the initial sign of speaking in tongues, confirming that they have received it. (Acts 2:38)

They must have the permission of their pastor to minister before being scheduled to minister.

Because we are a part of the body of believers called the United Pentecostal Church, and we whole heartedly agree with every facet of their beliefs and positions; we ask that all persons ministering at district functions comply with the following:

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Please, no make-up whatsoever on any of the ladies ministering or singing.

No cut hair on the ladies.

Ladies please make sure the hemlines are below the knees and all sleeves are to the elbow.

Please, no jewelry on men or women.

Men's hair must be cut and neat, off the ears and off the collar.

No facial hair (beards or mustaches).

Please, men, make sure that your sleeves are to the elbow.

No blue jeans, or blue jean skirts or tennis shoes, unless it is a costume for skits or dramas.

We ask that all ministering brothers and sisters would be courteous, and kind, exemplifying a Christian attitude of submission to the leaders of the functions and to the saints of the District attending the functions.

### - **Permission**

It is the request of the District Board that anyone to be used at District functions, must have the permission of their pastor prior to being scheduled to minister, sing, or play musical instruments.

## **DISTRICT SPEAKER COMPENSATION POLICY**

Speaker compensation standards are voted on by the District Board and communicated to the District Departments. The District Board reserves the right to review and make changes to these compensations if necessary.

## **REIMBURSEMENT POLICY**

The District Board adopted the IRS compliant Qualified Accountable Reimbursement Plan.

Standard Reimbursement for receipts:

1. Receipts must be turned into or photo copy mailed/emailed to District Secretary. District Secretary has up to 30 days to get those reimbursements sent back to recipients.

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## **DISTRICT BOARD & DEPARTMENT DIRECTORS**

### **GENERAL CONFERENCE STIPEND POLICY**

Stipend for General Conference will be \$1,000 for the board members and department heads. Department heads must make sure this is available in their departments for use. (The Budget Committee will review District books and has authority to allow or not allow monies to be paid according to this policy).

### **FALL PLANNING SESSION**

At this board meeting, all department directors must present a planning outline and budget to be approved by the District Board for their departmental planning of future dates and activities. The goal is to plan two years in advance with dates chosen and speakers invited and confirmed.

### **BOARD MEETINGS**

All Presbyters and District Board members need to make it a high priority to attend all scheduled board meetings. Decisions for the Colorado District are made and voted on during these meetings.

Department Directors must schedule department board meetings for the purpose of planning their future events and helping to develop their yearly planning outline. Board members need to make it a priority to attend all scheduled board meetings. Decisions for your department are made and voted on during these meetings.

### **HONORARY DISTRICT BOARD MEMBER POLICY**

The status of Honorary District Board Member is determined by using the following criteria: The candidate will have served a minimum of eight years on the District Board, be 55 years of age or older and have served the district in a noteworthy manner, whether to an elected or appointed position, representing an accumulation of a minimum of 20 years of service.

### **QUALIFICATION FOR DISTRICT OFFICERS**

*(For Quick Reference)*

All sectional, district, and general officials must conform to the Fundamental Doctrine of the United Pentecostal Church International.

#### **SUPERINTENDENT—**

Male, 30 years old, member of organization 5 years, ordained 1 year, loyal to organization, cooperating member of district 1 year. 2-year term.

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### SECRETARY-TREASURER—

Male, 30 years old, member of organization 2 years, ordained 1 year, loyal to organization, cooperating member of district 1 year. 2-year term alternating with District Superintendent.

### PRESBYTERS—

Male, 30 years old, member of organization 2 years, ordained 1 year, loyal to organization, cooperating member of district 1 year. 2-year term.

### GLOBAL MISSIONS DIRECTOR—

Male, 30 years old, member of organization 2 years, ordained 1 year, loyal to organization, cooperating member of district 1 year, plus a demonstrated interest in the global missionary endeavor. Elected by conference. 2-year term concurrent with District Superintendent.

### NORTH AMERICAN MISSIONS DIRECTOR—

30 years old, member of organization 2 years, ordained 1 year, loyal to organization, cooperating member of district 1 year. 2-year term alternating with District Superintendent.

### NORTH AMERICAN MISSIONS SECRETARY—

General licensed or ordained, loyal to organization, elected by conference or appointed by board and ratified by conference. 2-year term concurrent with District Superintendent.

### SUNDAY SCHOOL DIRECTOR—

General License or ordained, 2-year term concurrent with District Superintendent.

### SUNDAY SCHOOL SECRETARY—

Local, General or ordained. 2-year term concurrent with District Secretary-Treasurer.

### YOUTH PRESIDENT—

Under 36th birthday, unless currently serving 1st term on unexpired term, licensed or ordained. Elected by conference or appointed by board and ratified by conference. 2-year term concurrent with District Superintendent.

### YOUTH SECRETARY—

Under 36th birthday, licensed or ordained. Elected by conference or appointed by board and ratified by conference. 2-year term concurrent with District Secretary-Treasurer.

### LADIES MINISTRIES PRESIDENT—

Lady, 25 years of age, elected by conference or appointed by board and ratified by conference. 2-year term. The president concurrent with District Superintendent.

### LADIES MINISTRIES SECRETARY—

Lady, 25 years of age, elected by conference or appointed by board and ratified by conference, 2-year term. The secretary concurrent with District Secretary-Treasurer.



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### APOSTOLIC MAN MEN'S MINISTRIES—

The District Men's Ministries Director must be a man of unquestionable character and integrity, at least twenty-five (25) years old, and hold General License or Credentials of Ordination.

### MINISTERS APPEAL COUNCIL—

Nominate one ordained minister.

## Ministerial

### Colorado District Financial Plan

All licensed ministers are required to participate in the District Financial Plan. Each minister is required to participate in one of the following plans as it pertains accordingly.

**Plan A** Ministers who derive their income entirely from the ministry shall pay 100% of their tithes to the District, i.e., a total of 10% of their ministerial income.

**Plan B** Ministers who work at secular employment, as well as the ministry, shall pay 100% of their ministerial tithes **or** shall pay \$420 (paid annually, quarterly, or monthly) whichever is greater.

All checks should be mailed to the District Secretary.

All Checks should be made payable to: Colorado District UPCI

The Check "memo" should be noted as such: Minister's Dues

You can pay online by going to our district website: [www.coloradodistrict.com](http://www.coloradodistrict.com)

If your ministerial license was activated mid-year, you may pro-rate your dues accordingly.

### MINISTERS DELINQUENT DUES POLICY

The district secretary is to send a letter to any licensed minister that is more than twelve months delinquent on his or her district ministerial dues. The letter, which should be sent by certified mail, should give the minister thirty days to get caught up or face being dropped as a licensed minister.

The District Treasurer will send contribution reports to all ministers requiring their signature and return to District Treasurer prior to District Conference in order to vote, that the District Treasurer will send a warning letter to all ministers who are 6 months behind and notify the Board, and that the District Treasurer will send a warning letter to all ministers who are 12 months behind, and that they will be dropped in 30 days if they are not paid in full.

It was noted that perhaps the report and signature letters should describe the difference between UPCI Budget Fees v. District Dues, and that the District Treasurer should speak directly to all approved new ministers upon their approval for license from the District Board regarding their financial obligation to the District and regarding the difference between UPCI Budget Fees and District Dues.

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### Ministers Licensing / Testing Policy

To download updated License applications (Local, General, Ordination)

Go to website:

[www.upciministers.com](http://www.upciministers.com) Login with username and password.

Click on Resources / download <http://upciministers.com/MS/ministers/downloads.aspx>

\*Applications must be turned into Presbyter 60 days prior to meeting the board.

\*Applicants must bring these items with them when meeting the board

1. Insurance Form already filled out
2. 2 copies of a picture of the applicant and spouse
3. 2 blank checks for payments which includes Application fee and Budget Fee

\*The Sectional Presbyter must mail or hand deliver these applications to District Secretary within 10 days after Receiving them.

In February 2011 the Colorado District Board voted:

Note: For every license application, each applicant must take the approved test exam for the level of license sought, and fill out and sign the form which shows they have met all licensing requirements. (Presbyter must bring the test results and the signed form to the board meeting or mail them to District Secretary prior to board meeting).

### MINISTERIAL TRANSFER POLICY

A minister that is moving is responsible to call the District Secretary of the district that they are leaving from. A form has to be filled out by District Secretary, but only the top half of form is filled out. The form is sent to the New District Secretary and the bottom half of form is then filled out and sent to headquarters.

## NORTH AMERICAN MISSIONS

### POLICY ALLOCATION

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**DAUGHTER WORK**

**Colorado North American Missions  
Daughter Church Application**

**Name of Mother Church:**

\_\_\_\_\_

**Address:**

\_\_\_\_\_

**Pastor Of Mother Church:**

\_\_\_\_\_

**Location of Desired Daughter Church:**

\_\_\_\_\_

**Population:**

\_\_\_\_\_

**Why are you interested in this location?**

**Are there any Apostolic churches currently in the city of interest? \_\_\_\_\_ If Yes, please list below**

**Church Name  
Distance from**

**Pastor**

**Desired location**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you contacted the pastor(s) in the city of interest?**

\_\_\_\_\_

**What are their feelings in regard to your effort?**

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**Are there any other ministers that will be involved with you? If Yes, please list below.**

Name	Ministerial Status
------	--------------------

_____	_____
_____	_____
_____	_____
_____	_____

**Will you give the Colorado North American Missions notice in the event you discontinue this work? \_\_\_\_\_**

**Please detail below your plans for this work if approved:**

**I understand that there will be no financial funds available from the Colorado District or UPCI. I also understand that the Pastor and Mother Church will be fully responsible for the Daughter Church. I am aware and fully understand that when the Daughter Church has attained a level of stability and a pastor is selected, the pastor of the Daughter Church will work in harmony with the Colorado District Board and Colorado North American Missions as outlined under the local government section of the U.P.C.I. manual and the Colorado District North American Missions Policy.**

**Pastor Signature: \_\_\_\_\_**  
**Date: \_\_\_\_\_**

**Return this application to the Colorado North American Missions Director**

**This application will be reviewed and must be approved according to the Colorado North American Missions Policy.**

**For District Use Only**

**If no church exists in the city, recommendation must be given by the Colorado North American Missions Director with approval from the District Superintendent and Section Presbyter.**

**If a church does exist in the city, recommendation must be given by the Colorado North American Missions Board with approval from the District Board.**

**This application has been reviewed by the Colorado District North American Missions Board and Does / Does Not Have it's recommendation for the following reason(s):**

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**Colorado North American Missions Director:**

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**This application has been reviewed by the Colorado District Board and has been  
Approved / Disapproved**

**Date:** \_\_\_\_\_

**District Superintendent:**

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**District Secretary:**

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**Presbyter, Section 1:**

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**Presbyter, Section 2:**

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**Presbyter, Section 3:**

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**Presbyter, Section 4:** \_\_\_\_\_

**PREACHING POINT**

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## **POSITION PAPERS**

### **DISTRICT TELEVISION POSITION**

The Scriptures are careful to declare the importance of brethren dwelling together in unity. Since there are differing positions held by the precious brethren of the Colorado District regarding Resolution # 4 passed at General Conference 2007 (which addresses the use of programming and advertising on television), the Colorado District Board approves the following declaration: It is the position of the District Board that no paid television advertising or programming be allowed for any Colorado District or sectional church services and activities.

## **JOB DESCRIPTIONS**

### **District Superintendent**

U.P.C.I. Manual (2014) – Article II, Section 1,4

Section 1. *District Superintendent (General Presbyter).*

1. He shall be a member of and shall attend all regular and specially called meetings of the Board of General Presbyters.
2. In the event he is unable to attend a regular or specially called meeting of the Board of General Presbyters, the District Board, should it be in session, shall select one of its members to act as its representative. Should the District Board not be in session, the District Superintendent of said district is authorized to appoint a representative from the District Board.
3. The duties of the District Superintendent shall be as follows:
  - (a) To be overseer of the district work in cooperation with the District Board.
  - (b) To maintain a spirit of harmony and cooperation between the district and general work, thereby working in harmony and unity with all other districts.
  - (c) To encourage the raising of missionary money.
  - (d) To assist, when called upon by the pastor or local church board, in dealing with any difficulties which may arise within local assemblies.
  - (e) To assist in securing pastors for assemblies in the district.
  - (f) To investigate all applicants of the district for credentials or license before signing the applications.
  - (g) To sign each credential, license, fellowship card, and church membership certificate issued to applicants in the district.
  - (h) To preside as chair of District Conferences.
  - (i) To encourage a series of Bible and Missionary Conferences in the various assemblies throughout the district.
4. In the furtherance of the work in the district, he shall have the right to appeal to any minister who is a member of the district and any evangelist or missionary currently working in the district.
5. He must be consulted in regard to the organization of new churches within the district.
6. He shall be empowered to ordain ministers in any district meeting or General Conference.

**Section 4. *District Board.***

1. The duties of the District Board shall be as follows:
  - (a) To take action with regard to false doctrine in the district, so long as the action taken does not conflict with the bylaws of the General Body.
  - (b) To handle any grievance or complaint against a minister according to Article VII, Section 7, Paragraphs 18-32 and Sections 8 and 9 of the General Constitution, and that it shall be according to the Judicial Procedure.
  - (c) To pass upon all applications for credentials, licenses, or church membership certificates issued in the district.
  - (d) To own as trustees, real estate and personal property which may be acquired by purchase, devise, or bequest by the district and for the benefit of the district; to use and deal with such real estate and personal property in such manner as may be consistent with the Constitution and Bylaws of the United Pentecostal Church International; to sell, convey, mortgage, pledge, and otherwise encumber such real estate and personal property for the benefit of the district; and to authorize, by proper resolution, its District Superintendent and District Secretary-Treasurer to execute and deliver on behalf of the District Board, as trustee, any such deeds of conveyance, notes, mortgages, deeds of trust, or pledges.

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(e) To deal with all other matters pertaining to the district which do not infringe upon the power and privileges of the General Body.

### District Secretary

U.P.C.I. Manual (2014) – Article II, Section 3,4

#### Section 3. *District Secretary-Treasurer.*

1. The duties of the District Secretary shall be as follows:
  - (a) To take minutes of District Conferences and District Board meetings.
  - (b) To preserve records of business proceedings and all other papers belonging to the district.
2. The duties of the District Treasurer shall be as follows:
  - (a) To receive and care for all district funds and, if required by the district, the funds of all departments of the district; and make all district disbursements, and department disbursements when he holds their funds; to keep an accurate account of all such transactions; to hold the books open for inspection by officers or members of the district; and to make a report at each District Conference.
  - (b) No money should be paid out without the consent of the District Board.

#### Section 4. *District Board.*

1. The duties of the District Board shall be as follows:
  - (a) To take action with regard to false doctrine in the district, so long as the action taken does not conflict with the bylaws of the General Body.
  - (b) To handle any grievance or complaint against a minister according to Article VII, Section 7, Paragraphs 18-32 and Sections 8 and 9 of the General Constitution, and that it shall be according to the Judicial Procedure.
  - (c) To pass upon all applications for credentials, licenses, or church membership certificates issued in the district.
  - (d) To own as trustees, real estate and personal property which may be acquired by purchase, devise, or bequest by the district and for the benefit of the district; to use and deal with such real estate and personal property in such manner as may be consistent with the Constitution and Bylaws of the United Pentecostal Church International; to sell, convey, mortgage, pledge, and otherwise encumber such real estate and personal property for the benefit of the district; and to authorize, by proper resolution, its District Superintendent and District Secretary-Treasurer to execute and deliver on behalf of the District Board, as trustee, any such deeds of conveyance, notes, mortgages, deeds of trust, or pledges.
  - (e) To deal with all other matters pertaining to the district which do not infringe upon the power and privileges of the General Body.

### District Presbyter

U.P.C.I. Manual (2014) – Article II, Section 2,4

#### Section 2. *District Presbyters.*

1. The duty of the District Presbyter shall be as follows:
  - (a) To work under the direction of and in cooperation with the District Superintendent in carrying out district work.
  - (b) In the event the district is divided into sections and a District Presbyter is elected from each section, said District Presbyter shall oversee the work of the section in which he is elected under the supervision of the District Superintendent.
    - (1) He shall preside as chair of all sectional business meetings.
    - (2) He shall endeavor to maintain a spirit of harmony and cooperation in the section with all departments of the district and general work.
    - (3) He shall be in charge of all sectional fellowship meetings or appoint a chair to serve in said capacity.
    - (4) He shall notify the District Superintendent of all resignations or impending resignations of pastors in the section and consult with him concerning any complaints which have been brought to his attention regarding any minister in the section, or any difficulty arising between pastors or churches.
    - (5) He shall assist the District Superintendent in securing pastors for assemblies in his section.
    - (6) As a member of the District Board, he shall examine all applications for license or credentials in his section in advance of their appearance before the District Board.
    - (7) He shall supply the District Superintendent with whatever assistance or information he may have which would assist him in carrying out the district work.
    - (8) In the furtherance of the work in his section, he shall have the right to appeal to any minister who is a member of his section and any evangelist or missionary currently working in his section.

#### Section 4. *District Board.*

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1. The duties of the District Board shall be as follows:
  - (a) To take action with regard to false doctrine in the district, so long as the action taken does not conflict with the bylaws of the General Body.
  - (b) To handle any grievance or complaint against a minister according to Article VII, Section 7, Paragraphs 18-32 and Sections 8 and 9 of the General Constitution, and that it shall be according to the Judicial Procedure.
  - (c) To pass upon all applications for credentials, licenses, or church membership certificates issued in the district.
  - (d) To own as trustees, real estate and personal property which may be acquired by purchase, devise, or bequest by the district and for the benefit of the district; to use and deal with such real estate and personal property in such manner as may be consistent with the Constitution and Bylaws of the United Pentecostal Church International; to sell, convey, mortgage, pledge, and otherwise encumber such real estate and personal property for the benefit of the district; and to authorize, by proper resolution, its District Superintendent and District Secretary-Treasurer to execute and deliver on behalf of the District Board, as trustee, any such deeds of conveyance, notes, mortgages, deeds of trust, or pledges.
  - (e) To deal with all other matters pertaining to the district which do not infringe upon the power and privileges of the General Body.

### **Apostolic Men's Director**

#### U.P.C.I. Manual (2014) – Article XVI, Section 8

##### **Section 8.** *Organization of District Men's Ministries.*

1. Officers:
  - (a) Each organized district shall have a Men's Ministries Director.
2. Elections and Appointments:
  - (a) The District Men's Ministries Director shall either be nominated by the District Board and ratified by the District Conference or be elected by the District Conference, and serve for a term of two (2) years.
3. Qualifications:
  - (a) The District Men's Ministries Director must be a man of unquestionable character and integrity, at least twenty-five (25) years old, and hold General License or Credentials of Ordination.
4. Duties:
  - (a) The District Men's Ministries Director shall be under the supervision of the District Superintendent.
  - (b) He will be responsible for developing, and promoting the work of the District Men's Ministries. We recommend that each District Director encourage the establishment of a men's conference and/or retreat, either sponsored, or endorsed, by the district.
  - (c) The District Director of Men's Ministries shall do all possible to inspire each local congregation to establish and maintain a ministry to men, as the pastors determine the need and deem appropriate.
  - (d) He will be responsible for reporting to the District Board and the District Conference on the status of District Men's ministries.

### **Apostolic Men's Ministry Committee Member**

The Apostolic Men's Ministry Committee Members are appointed by the Apostolic Men's Director. Most are volunteers with director's final approval.

### **District Global Missions Director**

#### U.P.C.I. Manual (2014) – Article XI, Section 12

##### **Section 12.** *Global Missions Promotion.*

1. Each district shall have a District Global Missions Director.
2. The District Global Missions Director shall be elected by the district conference for a term of two (2) years, for a maximum of eight (8) consecutive years, running concurrently with the office of the District Superintendent.
3. Qualifications of the District Global Missions Director shall be the same as that of a presbyter plus a deep burden for the Global Missions endeavor of the United Pentecostal Church International as demonstrated by cooperation with the programs of this division and an ability to inspire such a burden in others.
4. The duties of the District Global Missions Director shall be as follows:



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- (a) To educate in and to promote the cause of Global Missions through the Faith Promise and Partners in Missions programs.
  - (b) To arrange the itineraries for missionaries under appointment and on furlough in the district in cooperation with the District Superintendent.
  - (c) To work in harmony with General Global Missions and his own district officials.
5. The District Global Missions Director shall not receive or disburse Global Missions funds. The expenses of his office shall be financed by a tithe of the personal offerings received by missionaries on deputational travel in his district.
6. It is recommended that all districts send their District Global Missions Directors to the General Conference and midyear promotional seminar sponsored by General Global Missions with their expenses to be paid out of the district Global Missions account. Daily allowance at General Conference and motel and meals at midyear seminar will be provided by General Global Missions. If a district cannot provide travel expenses to either of these meetings, the District Superintendent should correspond with the Global Missions regarding this matter.
7. At its discretion, the District Board in a larger district may appoint one or more persons on a district regional basis to assist the District Global Missions Director in arranging missionary deputational schedules.

### District Ladies Ministry President

#### U.P.C.I. Manual (2014) – Article XV, Section 3,7

##### Section 3. *Officers.*

1. The Ladies Ministries shall consist of:
  - (a) General President.
  - (b) Secretary.
  - (c) A committee consisting of the District Presidents.
  - (d) The General President and General Secretary of the Ladies Ministries shall be elected by the General Conference. The President shall be elected concurrent with the General Superintendent's office, and the Secretary concurrent with the General Secretary-Treasurer.
  - (e) The Ladies Ministries presidents from each district, during their annual pre-General Conference Ladies Ministries meeting, shall nominate three (3) candidates (or one [1] candidate if that name receives a nominating majority) for the office of the Ladies Ministries General President or the Ladies Ministries General Secretary, to be presented to the General Board for their review and approval. After approval, the General Board will then present the nominee(s) to the General Conference for an election.

##### Section 7. *Organization of District Ladies Ministries Department.*

1. Officers:
  - (a) Each organized district shall have a Ladies Ministries Committee consisting of District President, District Secretary, Sectional Presidents, and Secretaries when necessary.
2. Elections and Appointments:
  - (a) The District Ladies Ministries officials shall be elected by the District Conference for a two (2) year term or appointed by the District Board and ratified by the District Conference. The election of the District Ladies Ministries President shall be the same year as that of District Superintendent. (If elected it shall be for a maximum of eight [8] consecutive years.)
  - (b) The Sectional President shall be elected by the Sectional Conference or appointed by the District Superintendent, Sectional Presbyter, and Ladies Ministries President. (If elected it shall be for a maximum of eight [8] consecutive years.)
3. Qualifications:
  - (a) The District President and the District Secretary must be ladies at least twenty-five (25) years of age, of unquestionable character and integrity, shall be loyal to the organization and in good standing in her local church, and conform to the Fundamental Doctrine.
  - (b) The Sectional President and the Sectional Secretary must be ladies of unquestionable character and integrity, shall be loyal to the organization and in good standing in her local church, and conform to the Fundamental Doctrine.
4. Duties:
  - (a) Duties of District President:
    - (1) To act as chair of committee meetings under the supervision of the District Superintendent.
    - (2) To promote Ladies Ministries work throughout the district.
    - (3) To visit various churches of the district when invited to promote individual Ladies Ministries organizations.

### District Ladies Ministry Secretary

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### U.P.C.I. Manual (2014) – Article XV, Section 7

#### **Section 7. Organization of District Ladies Ministries Department.**

1. Officers:
  - (a) Each organized district shall have a Ladies Ministries Committee consisting of District President, District Secretary, Sectional Presidents, and Secretaries when necessary.
2. Elections and Appointments:
  - (a) The District Ladies Ministries officials shall be elected by the District Conference for a two (2) year term or appointed by the District Board and ratified by the District Conference. The election of the District Ladies Ministries President shall be the same year as that of District Superintendent. (If elected it shall be for a maximum of eight [8] consecutive years.)
  - (b) The Sectional President shall be elected by the Sectional Conference or appointed by the District Superintendent, Sectional Presbyter, and Ladies Ministries President. (If elected it shall be for a maximum of eight [8] consecutive years.)
3. Qualifications:
  - (a) The District President and the District Secretary must be ladies at least twenty-five (25) years of age, of unquestionable character and integrity, shall be loyal to the organization and in good standing in her local church, and conform to the Fundamental Doctrine.
  - (b) The Sectional President and the Sectional Secretary must be ladies of unquestionable character and integrity, shall be loyal to the organization and in good standing in her local church, and conform to the Fundamental Doctrine.
4. Duties:
  - (b) Duties of District Secretary:
    - (1) To keep a record of all committee meetings.
    - (2) To give a report of Ladies Ministries activities at the District Conference.

### **Ladies Ministry Sectional President**

### U.P.C.I. Manual (2014) – Article XV, Section 7

#### **Section 7. Organization of District Ladies Ministries Department.**

1. Officers:
  - (a) Each organized district shall have a Ladies Ministries Committee consisting of District President, District Secretary, Sectional Presidents, and Secretaries when necessary.
2. Elections and Appointments:
  - (a) The District Ladies Ministries officials shall be elected by the District Conference for a two (2) year term or appointed by the District Board and ratified by the District Conference. The election of the District Ladies Ministries President shall be the same year as that of District Superintendent. (If elected it shall be for a maximum of eight [8] consecutive years.)
  - (b) The Sectional President shall be elected by the Sectional Conference or appointed by the District Superintendent, Sectional Presbyter, and Ladies Ministries President. (If elected it shall be for a maximum of eight [8] consecutive years.)
3. Qualifications:
  - (a) The District President and the District Secretary must be ladies at least twenty-five (25) years of age, of unquestionable character and integrity, shall be loyal to the organization and in good standing in her local church, and conform to the Fundamental Doctrine.
  - (b) The Sectional President and the Sectional Secretary must be ladies of unquestionable character and integrity, shall be loyal to the organization and in good standing in her local church, and conform to the Fundamental Doctrine.
4. Duties:
  - (c) Duties of Sectional President:
    - (1) To promote Ladies Ministries work throughout the section.
    - (2) To visit various churches of the section when invited to promote individual Ladies Ministries organizations.

### **Ladies Ministry Sectional Secretary**

### U.P.C.I. Manual (2014) – Article XV, Section 7

#### **Section 7. Organization of District Ladies Ministries Department.**

1. Officers:
  - (a) Each organized district shall have a Ladies Ministries Committee consisting of District President, District Secretary, Sectional Presidents, and Secretaries when necessary.

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2. Elections and Appointments:
  - (a) The District Ladies Ministries officials shall be elected by the District Conference for a two (2) year term or appointed by the District Board and ratified by the District Conference. The election of the District Ladies Ministries President shall be the same year as that of District Superintendent. (If elected it shall be for a maximum of eight [8] consecutive years.)
  - (b) The Sectional President shall be elected by the Sectional Conference or appointed by the District Superintendent, Sectional Presbyter, and Ladies Ministries President. (If elected it shall be for a maximum of eight [8] consecutive years.)
3. Qualifications:
  - (a) The District President and the District Secretary must be ladies at least twenty-five (25) years of age, of unquestionable character and integrity, shall be loyal to the organization and in good standing in her local church, and conform to the Fundamental Doctrine.
  - (b) The Sectional President and the Sectional Secretary must be ladies of unquestionable character and integrity, shall be loyal to the organization and in good standing in her local church, and conform to the Fundamental Doctrine.
4. Duties:
  - (d) Duties of Sectional Secretary:
    - (1) To keep a record of all sectional rallies and meetings.
    - (2) To inform the local church presidents of any Ladies Ministries activities in the section.

### **District North American Missions Director**

#### U.P.C.I. Manual (2014) – Article XII, Section 9,12

##### **Section 9. General North American Missions Board.**

1. The General North American Missions Board shall consist of the General North American Missions Administrative Committee and the elected District North American Missions Directors.
2. The duties of the General North American Missions Board shall be as follows:
  - (a) To assist in the work of the North American Missions.
  - (b) To attend all duly called meetings and conduct such business as deemed necessary in accordance with the North American Missions Policy.
  - (c) To hear a full report of all special committees and approve of any major projects to be undertaken by North American Missions.
  - (d) To promote evangelization of the United States and Canada.

##### **Section 12. District Organization and Government.**

1. Each organized district shall have a District North American Missions Director, a District North American Missions Board, and a District North American Missions Executive Committee. The district may or may not have a District North American Missions Secretary.
2. District North American Missions Director:
  - (a) Qualifications:
    - (1) The District North American Missions Director shall be at least thirty (30) years of age, must have been a minister in good standing with the organization for at least two (2) years, must have been ordained at least one (1) year, must have proven loyal to the organization and the cause of North American Missions by cooperation with the upbuilding of the work, and must have been a cooperating member of the district for at least one (1) year.
    - (2) Must conform to the Fundamental Doctrine of the United Pentecostal Church International.
  - (b) Shall be elected by the District Conference for a term of two (2) years, for a maximum of eight (8) consecutive years, alternating with the office of District Superintendent.
  - (c) Duties of the District North American Missions Director shall be as follows:
    - (1) To act as chair of the District North American Missions Board.
    - (2) To promote North American Missions work throughout the district, including time in a District Conference annually.
    - (3) To make an annual or semi-annual report of the activities of his or her department to the District Conference, and to send a report of his or her activities to the General North American Missions Director at least thirty (30) days prior to each General Conference.
    - (4) To assist in the raising of funds for North American Missions projects.
    - (5) To secure all available materials designed for him or her in the promotion of North American Missions in his or her district.
    - (6) To attend all duly called meetings of the General North American Missions Board.
    - (7) To inform the board relative to the program of the General North American Missions and train them in techniques of administering the same.

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- (8) To work with the District Superintendent and the Regional Director in conducting an annual “District Evangelism Council” in order to develop a District Plan of Action for meeting the missions and evangelism needs of the district.
  - (9) To conduct whatever meetings he or she and the District Superintendent deem necessary to plan and administrate the missions and evangelism affairs of the district. These meetings shall be called with the permission of the District Superintendent and shall be conducted in cooperation with him.
  - (10) To lead the board and district in raising Christmas for Christ and other North American Missions funds.
5. District North American Missions Executive Committee:
- (a) The District North American Missions Executive Committee shall consist of the District Superintendent, the District North American Missions Director, the Sectional North American Missions Director, and the Sectional Presbyter in whose section the particular project or individual under consideration is located. The District Superintendent shall act as chair of this committee. The Sectional Director shall be included in all matters except his or her own appointment.
  - (b) The duties of the District North American Missions Executive Committee shall be as follows:
    - (1) To act upon North American Missions matters between meetings of the District North American Missions Board.

### District North American Missions Secretary

#### U.P.C.I. Manual (2014) – Article XII, Section 12

##### Section 12. *District Organization and Government.*

3. District North American Missions Secretary:
- (a) Qualifications:
    - (1) Must have been a minister in good standing with the organization for at least one (1) year, must have a General License or Certificate of Ordination, must have proven loyal to the organization and the cause of North American Missions by cooperation with the upbuilding of the work, and must be a cooperating member of the district.
    - (2) Must conform to the Fundamental Doctrine of the United Pentecostal Church International.
  - (b) Term of Office:

The District North American Missions Secretary shall be either elected by the District Conference or appointed by the District North American Missions Director and District Board and ratified by the District Conference for a two (2) year term, alternating with the office of District North American Missions Director. (If elected, it shall be for a maximum of eight [8] consecutive years.)
  - (c) The duties of the District North American Missions Secretary shall be as follows:
    - (1) To take minutes and preserve records of all District North American Missions Board proceedings.
    - (2) To receive all funds sent to the North American Missions Department when not in conflict with the existing district practice, and shall be authorized to write North American Missions vouchers as directed by the Director of North American Missions and the North American Missions Board.
    - (3) To keep an accurate record of all monetary transactions. He or she shall hold the books open for inspection at all times by officials and ministers of the district. He or she shall make an annual report to the District Conference, a quarterly report to the District North American Missions Board, and a monthly report to the District North American Missions Director and District Superintendent.
    - (4) To make a financial report to the District Board when requested.
4. District North American Missions Board:
- (a) The District North American Missions Board shall consist of the District North American Missions Director, District North American Missions Secretary, and Sectional North American Missions Directors. In unsectionalized districts, the District North American Missions Director and District Superintendent shall function in lieu of such a board.
  - (b) The duties of the District North American Missions Board shall be as follows:
    - (1) To meet as often as necessary, at least twice each year, to conduct business and plan the programs for the department. All programs outlined and recommended by the District North American Missions Board shall be presented to the District Board for their approval.
    - (2) To promote evangelism in each section of the district and the establishment of new churches.
    - (3) To formulate District North American Missions policy, subject to the District Board and District Conference approval. This policy shall not conflict with the General Policy as outlined in this *Manual*.

### Sectional North American Missions Directors

#### U.P.C.I. Manual (2014) – Article XII, Section 12

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### **Section 12. *District Organization and Government.***

#### **4. District North American Missions Board:**

- (a) The District North American Missions Board shall consist of the District North American Missions Director, District North American Missions Secretary, and Sectional North American Missions Directors. In unsectionalized districts, the District North American Missions Director and District Superintendent shall function in lieu of such a board.
- (b) The duties of the District North American Missions Board shall be as follows:
  - (1) To meet as often as necessary, at least twice each year, to conduct business and plan the programs for the department. All programs outlined and recommended by the District North American Missions Board shall be presented to the District Board for their approval.
  - (2) To promote evangelism in each section of the district and the establishment of new churches.
  - (3) To formulate District North American Missions policy, subject to the District Board and District Conference approval. This policy shall not conflict with the General Policy as outlined in this *Manual*.

#### **6. Sectional North American Missions Directors:**

- (a) **Qualifications:**

All Sectional North American Missions Directors should hold license or credentials with the United Pentecostal Church International, be in good standing with their district, and conform to the Fundamental Doctrine.
- (b) **Selection and term of office:**

The Sectional North American Missions Director shall either be elected by the Sectional Conference or appointed by the District North American Missions Executive Committee.
- (c) The duties of the Sectional North American Missions Director shall be as follows:
  - (1) To promote North American Missions work throughout the section.
  - (2) To work in full cooperation with and under the supervision of the District North American Missions Director at all times.
  - (3) To secure all available materials designed for him or her in the promotion of North American Missions in his or her section.
  - (4) To attend all duly called meetings of the District North American Missions Board.
  - (5) To conduct whatever meetings he or she and the District North American Missions Director deem necessary to plan and administrate the missions and evangelism affairs of the section. These meetings shall be called with the permission of the Sectional Presbyter and shall be conducted in cooperation with him or her.
  - (6) To lead his or her section in raising Christmas for Christ and other North American Missions funds.

### **District North American Missions Executive Committee**

### **U.P.C.I. Manual (2014) – Article XII, Section 12**

#### **Section 12. *District Organization and Government.***

#### **5. District North American Missions Executive Committee:**

- (a) The District North American Missions Executive Committee shall consist of the District Superintendent, the District North American Missions Director, the Sectional North American Missions Director, and the Sectional Presbyter in whose section the particular project or individual under consideration is located. The District Superintendent shall act as chair of this committee. The Sectional Director shall be included in all matters except his or her own appointment.
- (b) The duties of the District North American Missions Executive Committee shall be as follows:
  - (1) To act upon North American Missions matters between meetings of the District North American Missions Board.

### **District Sunday School Director**

### **U.P.C.I. Manual (2014) – Article XIV, Section 7,10**

#### **Section 7. *Boards and Committees.***

1. *The General Sunday School Board* shall be composed of the Director, the Secretary, the Promotional Director, and the District Sunday School Director of each organized district. They shall meet at each General Conference and at each General Sunday School Convention to formulate annual programs to further the Sunday school endeavor throughout our fellowship. They shall aggressively promote the Word Aflame® Literature, providing training opportunities for better use and recommend changes.

#### **Section 10. *District Organization.***

1. District Officers shall consist of a Sunday School Director, a Secretary, and Sectional Directors. Additional officers may include an educational director, rally and convention superintendent, a publicity director, and any other assistants as approved by the District Board.
2. **Qualifications:**

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- (a) The District Sunday School Director must be an ordained or General licensed minister of the United Pentecostal Church International.
  - (b) The District Sunday School Secretary must be an affiliated minister of the United Pentecostal Church International.
  - (c) The Sectional Sunday School Director shall be a minister of the United Pentecostal Church International.
3. Elections and Appointments of Officers:
- (a) The District Sunday School Director shall be elected by the District Conference for a term of two (2) years, for a maximum of eight (8) consecutive years. The District Sunday School Director shall be elected the same year as the District Superintendent.
  - (b) The District Sunday School Secretary shall be either elected by the District Conference or appointed by the District Sunday School Director and the District Board and ratified by the District Conference for a term of two (2) years or until his or her successor is chosen. The District Sunday School Secretary shall be elected or appointed the same year as the District Secretary-Treasurer. (If elected it shall be for a maximum of eight [8] consecutive years.)
  - (c) The Sectional Sunday School Director shall be either appointed by a committee composed of the District Sunday School Director, the Sectional Presbyter, and the District Superintendent and ratified by the Sectional Conference, or elected by the Sectional Conference for a two-year term. The method of selection shall be left to the discretion of the above mentioned committee. (If elected it shall be for a maximum of eight [8] consecutive years.)
4. Duties of Officers:
- (a) The duties of the District Sunday School Director shall be as follows:
    - (1) To actively promote the General and District Sunday school programs.
    - (2) To attend all General Sunday School Board meetings and preside at all District Sunday School Board sessions.
    - (3) To work in cooperation with the District Board at all times.
    - (4) To compile field reports as requested by the General Sunday School Division.
    - (5) To promote the Word Aflame® Literature assisting the local Sunday schools in the use thereof and to supply the General Sunday School Division with helpful information relating to the literature.
    - (6) To conduct tours, rallies, seminars, and other training programs throughout the district.

### District Sunday School Secretary

#### U.P.C.I. Manual (2014) – Article XIV, Section 10

##### Section 10. *District Organization.*

- 1. District Officers shall consist of a Sunday School Director, a Secretary, and Sectional Directors. Additional officers may include an educational director, rally and convention superintendent, a publicity director, and any other assistants as approved by the District Board.
- 2. Qualifications:
  - (a) The District Sunday School Director must be an ordained or General licensed minister of the United Pentecostal Church International.
  - (b) The District Sunday School Secretary must be an affiliated minister of the United Pentecostal Church International.
  - (c) The Sectional Sunday School Director shall be a minister of the United Pentecostal Church International.
- 3. Elections and Appointments of Officers:
  - (a) The District Sunday School Director shall be elected by the District Conference for a term of two (2) years, for a maximum of eight (8) consecutive years. The District Sunday School Director shall be elected the same year as the District Superintendent.
  - (b) The District Sunday School Secretary shall be either elected by the District Conference or appointed by the District Sunday School Director and the District Board and ratified by the District Conference for a term of two (2) years or until his or her successor is chosen. The District Sunday School Secretary shall be elected or appointed the same year as the District Secretary-Treasurer. (If elected it shall be for a maximum of eight [8] consecutive years.)
  - (c) The Sectional Sunday School Director shall be either appointed by a committee composed of the District Sunday School Director, the Sectional Presbyter, and the District Superintendent and ratified by the Sectional Conference, or elected by the Sectional Conference for a two-year term. The method of selection shall be left to the discretion of the above mentioned committee. (If elected it shall be for a maximum of eight [8] consecutive years.)
- 4. Duties of Officers:
  - (b) The duties of the District Sunday School Secretary shall be as follows:
    - (1) To serve as recording secretary for the District Sunday School Department and to keep a record of all decisions of official action.
    - (2) To keep an accurate record of all receipts and disbursements of the District Sunday School Funds, submitting a monthly report to the District Sunday School Director.
    - (3) To present an annual financial report to the District Conference.
    - (4) To assist the Director in compiling field reports for the District and General Sunday School purposes and any other business incidental to said office.

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### 5. Boards and Committees:

- (a) It is recommended that the District Sunday School Board be composed of the Director, the Secretary, and the Sectional Director of each section. It is recommended that they meet at each District Conference and at each District Sunday School Convention to formulate annual programs to further the Sunday school endeavor on the sectional level. They shall aggressively promote the Word Aflame® Literature, provide training opportunities for better use, and recommend changes.

### Sectional Sunday School Director

#### U.P.C.I. Manual (2014) – Article XIV, Section 10

##### **Section 10.** *District Organization.*

1. District Officers shall consist of a Sunday School Director, a Secretary, and Sectional Directors. Additional officers may include an educational director, rally and convention superintendent, a publicity director, and any other assistants as approved by the District Board.
2. Qualifications:
  - (a) The District Sunday School Director must be an ordained or General licensed minister of the United Pentecostal Church International.
  - (b) The District Sunday School Secretary must be an affiliated minister of the United Pentecostal Church International.
  - (c) The Sectional Sunday School Director shall be a minister of the United Pentecostal Church International.
3. Elections and Appointments of Officers:
  - (a) The District Sunday School Director shall be elected by the District Conference for a term of two (2) years, for a maximum of eight (8) consecutive years. The District Sunday School Director shall be elected the same year as the District Superintendent.
  - (b) The District Sunday School Secretary shall be either elected by the District Conference or appointed by the District Sunday School Director and the District Board and ratified by the District Conference for a term of two (2) years or until his or her successor is chosen. The District Sunday School Secretary shall be elected or appointed the same year as the District Secretary-Treasurer. (If elected it shall be for a maximum of eight [8] consecutive years.)
  - (c) The Sectional Sunday School Director shall be either appointed by a committee composed of the District Sunday School Director, the Sectional Presbyter, and the District Superintendent and ratified by the Sectional Conference, or elected by the Sectional Conference for a two-year term. The method of selection shall be left to the discretion of the above mentioned committee. (If elected it shall be for a maximum of eight [8] consecutive years.)
4. Duties of Officers:
  - (c) The duties of the Sectional Sunday School Director shall be as follows:
    - (1) To actively promote the General and District Sunday School programs throughout the section.
    - (2) To attend all District Sunday School Board meetings when called upon to do so.
    - (3) To work in cooperation with the District Sunday School Board.
    - (4) To compile field reports as requested by the General Sunday School Division and the District Sunday School Director.
    - (5) To promote the Word Aflame® Literature, assisting the local Sunday schools in the use thereof, and to supply the District Sunday School Department with helpful information relating to the literature.
    - (6) To conduct tours, rallies, seminars and other training programs throughout the section with the approval of the District Sunday School Director.
5. Boards and Committees:
  - (a) It is recommended that the District Sunday School Board be composed of the Director, the Secretary, and the Sectional Director of each section. It is recommended that they meet at each District Conference and at each District Sunday School Convention to formulate annual programs to further the Sunday school endeavor on the sectional level. They shall aggressively promote the Word Aflame® Literature, provide training opportunities for better use, and recommend changes.

### District Executive Sunday School Committee

#### U.P.C.I. Manual (2014) – Article XIV, Section 10

##### **Section 10.** *District Organization.*

### 5. Boards and Committees:

- (b) The District Executive Sunday School Committee shall be composed of the District Sunday School Director, the District Sunday School Secretary, and the District Superintendent. They shall handle any necessary business for the District Sunday School Board between regular business meetings, submitting all transactions in a report to the District Sunday School Board at its next regular session.

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All meetings shall be presided over by the Director. The Director shall be the spokesperson for the same when the committee is not in session.

### District Youth Director

U.P.C.I. Manual (2014) – Article XIII, Section 7,9

#### Section 7. *Committees.*

1. General Youth Committee.

(a) This Committee shall be composed of the General President, the General Secretary, the Director of Promotion, and the District Presidents of the Youth Division.

2. Duties of the General Youth Committee shall be as follows:

(a) To assist and counsel with the President in all matters pertaining to the general youth work.

(b) This committee's actions shall be subject to the General Board.

3. Meetings of the General Youth Committee shall be as follows:

(a) General Conference Youth Committee Meeting.

(b) Midwinter Youth Committee Meeting.

(c) Special called meetings by the General President as necessary with the approval of the Executive Board.

#### Section 9. *Organization of District Youth Department.*

1. Officers:

(a) District officers shall consist of a District President and a District Secretary.

2. Elections and appointments:

(a) The District President and the District Secretary shall be either elected by the District Conference, or appointed by the District Board and ratified by the District Conference for a term of two (2) years or until their successors are chosen. (If elected it shall be for a maximum of eight [8] consecutive years.) The two (2) officers shall be elected on alternating years, the President being elected the same year as the District Superintendent and the Secretary being elected the same year as the District Secretary-Treasurer.

3. Qualifications:

(a) All district officers of the Youth Department must hold license or credentials with the United Pentecostal Church International, be in good standing in their district, and be under their thirty-sixth (36th) birthday, unless in special cases, the District Board agrees to lift the age limit. If the officer is currently serving a first term or is fulfilling an unexpired term as District Youth President, eligibility would be granted to serve an additional term, even if over the age of thirty-five (35) at the time of the election. Must conform to the Fundamental Doctrine.

4. Duties:

(a) Duties of the District President shall be as follows:

(1) To efficiently develop and administrate the district youth work.

(2) To serve as a member of the General Youth Committee and diligently endeavor to promote the General and District Youth Programs.

(3) To be subject to the District Board at all times.

(4) To attend all meetings of the General Youth Committee. The district is to financially assist him or her as far as possible.

### District Youth Secretary

U.P.C.I. Manual (2014) – Article XIII, Section 9

#### Section 9. *Organization of District Youth Department.*

1. Officers:

(a) District officers shall consist of a District President and a District Secretary.

2. Elections and appointments:

(a) The District President and the District Secretary shall be either elected by the District Conference, or appointed by the District Board and ratified by the District Conference for a term of two (2) years or until their successors are chosen. (If elected it shall be for a maximum of eight [8] consecutive years.) The two (2) officers shall be elected on alternating years, the President being elected the same year as the District Superintendent and the Secretary being elected the same year as the District Secretary-Treasurer.

3. Qualifications:

(a) All district officers of the Youth Department must hold license or credentials with the United Pentecostal Church International, be in good standing in their district, and be under their thirty-sixth (36th) birthday, unless in special cases, the District Board agrees to lift the age limit. If the officer is currently serving a first term or is fulfilling an unexpired term as District Youth



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President, eligibility would be granted to serve an additional term, even if over the age of thirty-five (35) at the time of the election. Must conform to the Fundamental Doctrine.

4. Duties:

(b) Duties of the District Youth Secretary shall be as follows:

- (1) To take minutes and preserve District Youth Records.
- (2) To work in complete harmony with the District Youth President and help facilitate the District Youth Program.

### Sectional Youth Directors

U.P.C.I. Manual (2014) – Article XIII, Section 9

**Section 9.** *Organization of District Youth Department.*

4. Duties:

(c) Duties of the Sectional Director shall be as follows:

- (1) To serve as a member of the District Youth Committee.
- (2) To attend all duly called meetings of the District Youth Committee. Attend all other district youth functions as far as possible.
- (3) To cooperate with the pastors in fostering youth work in the churches throughout the section.
- (4) To be in charge of the rallies of his or her section.
- (5) To be under supervision of the Sectional Presbyter, and be responsible to District Youth President at all times.

5. District Youth Committee:

- (a) This Committee shall be composed of the District President, the District Secretary, and the Sectional Directors.
- (b) Sectional Directors shall be either elected by the Sectional Conference or appointed by the District Youth President, the District Superintendent, and the District Presbyter of the section concerned, and ratified by the ministers of that section, for a term of two (2) years or until a successor is chosen. The method of selection shall be left to the discretion of the District Board.
- (c) All Sectional officers of the Youth Department should hold license or credentials with the United Pentecostal Church International, be in good standing in their district, and be under their thirty-sixth (36th) birthday, unless in special cases, the District Board agrees to lift the age limit. Must conform to the Fundamental Doctrine.

6. Duties of the District Youth Committee shall be as follows:

- (a) To assist and counsel with the District President in all matters pertaining to the district youth work.
- (b) To diligently endeavor to promote the District Youth Programs.
- (c) This committee's activities shall be supervised by the District Board.

### Budget Committee

This committee is appointed by the District Board to oversee and review District Financials and make decisions in spending due to their findings. District Board has given this committee full power to make decisions concerning the budget in respect to expenditures while working with each departments of the District. The chairman of this committee will schedule meetings and report their findings to the District Board with recommendations to the budgets.

### Campmeeting Coordinator

Chairman of the Campmeeting Committee must be a District Board. This committee is assigned by the District board. This coordinator is to present a campmeeting budget at the District Board fall planning session. They are to follow the Campmeeting Planning Outline and assure all tasks are completed on time and to report to the District Board.

### Christian Prisoner Fellowship Chaplain

U.P.C.I. Manual (2014) – Article XII, Section 19

5. District Organization:

(a) Fellowship:

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The District Chapter shall be identified by placing the name of the District, State or Province, with Christian Prisoner Fellowship.

(Example: Western Christian Prisoner Fellowship.)

(b) District Chaplain Qualifications:

(1) Must have been a minister in good standing with the organization for at least one (1) year, must have proven loyal to the organization and the cause of North American Missions by cooperation with the upbuilding of the work, and must be a cooperating member of his or her district.

(2) Must conform to the Fundamental Doctrine of the United Pentecostal Church International.

(3) Must have participated in Prison Ministry for at least one (1) year.

(c) Term of Office:

The District Chaplain shall be recommended by the District North American Missions Committee and appointed by the District Board for a one (1) year term. (Section 12, Paragraph 4—District North American Missions Board [a] In unsectionalized districts, the District North American Missions Director and the District Superintendent shall function in lieu of such a board.)

(d) Duties of the District Chaplain shall be as follows:

(1) To work under the direction of the District North American Missions Director and in cooperation with the District Board.

(2) To lead the District Chapter of Christian Prisoner Fellowship in a progressive way.

(3) To inspire, assist, and coordinate the evangelization of those incarcerated and in release centers within his or her district.

(4) To assist the church in starting a Christian Prisoner Fellowship Chapter when requested by a local pastor.

- ***The following Job Descriptions to be added at a later date***

**Deaf Ministry Coordinator**

**Launch Your Ministry Coordinator**

**Spanish Ministry Coordinator**

**Media Ministry Coordinator**

**Mentoring Program Coordinator**

**Multi-Cultural Ministry Coordinator**

**Purpose Institute**

**A. Campus administrator**

**B. Dean**

**C. District Administrator**

**RESOLUTION COMMITTEE**

**ROSTER COMMITTEE**

**TABULATING COMMITTEE**

## **FORMS / TEMPLATES**

- *These items to be added at a later date*

**Ballot Envelope Template**

**Ballot Template**

**Department Budget Template**

**District Board / District Conference/ Sectional Conference – Minutes**

**District Conference / Sectional Conference – Meetings Outline**

**Tabulating Committee Report**