

MINNESOTA DISTRICT MANUAL

DISTRICT CONSTITUTION

PREAMBLE

In order to establish our work on a more efficient basis, to promote greater cooperation, and to secure closer fellowship, we have organized ourselves into the Minnesota District of the United Pentecostal Church International.

PURPOSE

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

ARTICLE I DISTRICT SECTIONAL BOUNDARIES

The District is divided into three sections each with its own Presbyter, Secretary-Treasurer and Divisional Directors, elected in the Spring Sectional Conferences. The sections are as listed below:

Section 1 SOUTHERN MINNESOTA

This section has as its northern boundary, a line running east to west through Minnesota from Lake City through Northfield on to the South Dakota Border.

Section 2 CENTRAL MINNESOTA

The Central section's northern line would be from Taylors Falls on the east to the South Dakota border.

Section 3 NORTHERN MINNESOTA

This section contains everything north of the central section to the Canadian border.

ARTICLE II DISTRICT EVENTS

Each year we have a Spring Conference, a Junior Youth Camp, a Senior Youth Camp and a Family Camp, and other varying functions. Each section also has a monthly Fellowship or Youth Rally. These meetings shall be under the direction of the Sectional Presbyter or his appointed representative.

MINNESOTA DISTRICT MANUAL

ARTICLE III PROPERTIES

Section 1: District Properties:

1. Our District owns 40 beautiful acres on Grey Cloud Island, about twenty miles south of St. Paul. Through the leadership and foresight of Bro. S. G. Norris and the cooperation of the brethren of the old North Central District, (Wisconsin, Iowa, Minnesota, Manitoba and N. W. Ontario) we have and enjoy these beautiful campgrounds.
2. Buildings were erected and have continued to be constructed since that time giving us camp facilities for which we are all thankful. You will also find a modern tent and camper facility.
3. The upkeep and cleaning of the camp is divided into Sectional responsibilities under the direction of the Sectional Presbyter.
4. The main sign at Camp Galilee will include the following statement "these Camp Grounds are dedicated to God and the worship of Jesus Christ. These grounds are to be treated with respect and honor".

Section 2: Local Properties:

1. Although we have helped in purchasing church property, it has never been the policy of our District to own local church real estate. Any church seeking District or Divisional help with the purchase of property will be asked to properly organize and affiliate with the United Pentecostal Church International so that funds will be safeguarded.
2. We welcome the opportunity to help and will do so, whenever possible. For further information concerning the subject please consult the Home Missions Policy in this manual.

ARTICLE IV MINISTRY

Section 1: Ministerial Obligations:

1. Ministerial Transfers:
 - a. All ministers coming to our District or leaving our District must register their new address with the District Secretary and request a transfer to the district they are going to or from which they are coming.
2. Tithing Policy:
 - a. All Pastors, Co-Pastors, and Associate Pastors (here to referred to as Pastors) are required to pay 50 % of their tithe, or an amount equal to, Into the District.
 - b. All other licensed ministers are to pay a District support Fee of \$35.00 per Month to the District before the close of the fiscal year.
 - c. Each Pastor is obligated to pay 50% of the tithes, or an amount equal to, from his ministerial and secular income. Other income producing activities, which take place in the church facility, and from which the Pastor and family derive personal

MINNESOTA DISTRICT MANUAL

income, are subject to the tithing policy support fee, in fair proportion as to the investment of the Pastor's time in said activity.

- d. Royalties, interest and one-time profits from the sale of a personal home, gifts, dividends, annuities and other similar items, which do not constitute a Pastor's regular and principal income, shall be left to the discretion of the Pastor as to how and where he tithes.
- e. The Home Missionary shall be given a moratorium of up to five years, while he is qualified as a Home Missionary by the District Home Missions Policy. During this moratorium period, he shall pay \$35.00 per month to the District, and is free to use his tithe in his ministerial effort.
- f. If he fails to qualify his situation, he will be obligated to pay 50% of his tithes, or an amount equal to, into the District. His situation will be reviewed periodically by the Home Missions Director.
- g. If there is a serious, persistent question as to a minister's cooperation, the District Superintendent and District Secretary shall investigate to determine the minister's voting status on the basis of his cooperation with the District tithing and support fee policy as according to the procedures of the manual.
- h. Such an investigation will be carried out well in advance of the Sectional and District conferences. The minister will be informed in advance if necessary (i.e. in the event of a negative ruling against him), and shall have the opportunity to make restitution in the case of serious default.
1. A report shall be available to the District Presbyter prior to the Sectional and District conferences regarding each minister's cooperation with the District Tithing and support fee Policy. This report shall not consist of monetary sums for each minister, but rather an indication of cooperation (yes) or non-cooperation (no).
- j. The minister shall tithe monthly if possible or at least quarterly. The District Secretary shall send a cumulative annual report to each minister regarding the minister's tithing and support fee account.
- k. All honorary ministers and ministers who, due to advanced age or poor health, have retired from active ministry shall be excluded from paying the full District support fee. These ministers will be allowed to pay an annual amount of \$100.00.
- l. The above policy does not include the income of the minister's wife, or any member of his family.

The above tithing policy was adopted at the Minnesota Manitoba District conference October 24-26, 1979 in Mankato, Minnesota. It was revised March 25, 2011 at the District Conference in Mankato, MN.

3. Cooperation:

- a. We encourage every minister to cooperate with every division as far as possible. The following is printed for your information:
- b. Each church should take up a World Missionary offering monthly. A fair percentage of this offering should be sent to the District Home Missions department.
- c. Ten percent of your local church Sunday School offerings should be sent to the district Sunday School secretary.

MINNESOTA DISTRICT MANUAL

- d. Ten percent of the non-designated Pentecostal Conquerors' offerings should be sent to the secretary of the Pentecostal Conquerors Department.
 - e. Ten percent of non-designated Ladies Ministry offerings should be sent to the secretary of the Ladies Ministries Department.
 - f. Each church is asked to support Camp Galilee by encouraging their people to pledge to the monthly camp maintenance fund and to make a generous pledge each year for building and construction and/or mortgage retirement of the camp.
 - g. National fund drives, such as Mothers' Memorial, Save our Children, Sheaves for Christ, Christmas for Christ, etc., are held each year by separate divisions. Each church is asked to cooperate as far as possible with all these offerings.
 - h. The annual Sheaves for Christ offering is sent to the District Conqueror's secretary, and the Christmas for Christ offering is sent to the District Home Missions Secretary. The Mothers Memorial offering is sent to the Ladies Ministry secretary.
4. Cooperation is More Than Finance:
- a. The Minister, his family, and the church he pastors are respectfully requested to attend, and participate when needed, our District Conferences, Fellowship and Youth Rallies, Camp Galilee and all other Divisional and Sectional meetings, you can possibly attend.
 - b. These services will help us to unite our efforts and unify the ministry.
 - c. The Minnesota District believes the Minister who cooperates in these areas will create better spiritual health for himself, his family, and the church he Pastors.

Section 2: Ministerial Ethics:

1. Saints visiting Local Assemblies that are from another UPCI Church:
 - a. It is strongly recommended that any minister who notices members of another church visiting your church service on a regular service night of their home church, or making a practice of visiting the same church would call the pastor and determine that such visitation has their pastor's approval.
 - b. Ministers should not solicit visits, finances or services from members of another church or encourage local saints to solicit such help without working first of all through the pastor of that church.
 - c. Upon request from a pastor we encourage our ministers to extend a helping hand to other assemblies whenever it is possible.

Section 3: Ministerial Licensing:

1. Application
 - a. License applicants maybe interviewed by the District Board twice a year, either at the annual licensing seminar or at the January Board Meeting.
 - b. An application should be acquired through the local pastor, who will in turn assist and advise the applicant, explaining the manual requirements of the ministry.
 - c. Applications may be obtained by the local pastor from the District Secretary or their Sectional Presbyter.
 - d. A letter of recommendation must accompany the license application from the pastor, and be forwarded to the Sectional Presbyter. A signature of the pastor will be considered approval and recommendation of the applicant to the ministry.

MINNESOTA DISTRICT MANUAL

- e. All applicants shall be required to appear before their District Board for examination, having made application at least sixty (60) days prior to meeting the Board and must have met any training or seminar requirements set forth by their District Board.
- f. The Sectional Presbyter will review the application and should meet with the applicant within 60 days of the date of receiving the application.
- g. The Presbyter will then forward application to the District Secretary not less than 30 days before the appropriate District Board Meeting.
- h. No application will be passed on or interviews given outside of the regular board sessions, except in non-solvable and necessary circumstances.

ARTICLE V DISTRICT OFFICERS

Section 1: Names of Officers;

- 1. The officers of the district shall be as follows: District Superintendent, three District Presbyters, and a District Secretary-Treasurer.

Section 2: District Board:

- 1. The District Board shall consist of District Superintendent, District Secretary, and the District Presbyters.
- 2. The District Board will have the authority to appoint a Board Member to service as an Honorary Member.
- 3. Honorary Board Members will have a voice but no vote on the District Board.

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 exceptions to this is that the District Superintendent must have been a minister in good standing with the organization for at least five (5) years, and an Honorary Member must have had 20 years of service on the District Board and 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 which properly comes before the District Conference, shall be accredited ministers in the following categories:
 - a. Pastors
 - b. Assistant Pastors and Assistants to the Pastor
 - 1. No assembly shall be permitted more than one 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

MINNESOTA DISTRICT MANUAL

- their livelihood from sources other than the ministry must present a letter to the Roster Committee from the church where he or she has been an assistant pastor or assistant 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. Said letter shall remain on file in the district office.
- 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 the 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 he or she remains in this position at the same church. Said letter shall remain on file in the district office.
 - i. Accredited ministers who are in between appointments shall be entitled to vote if the time of inactivity has not exceeded ninety (90) days.
 - j. All accredited ministers who vote must be in actual attendance at the District Conference.

Section 5: Representation:

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

Section 6: Method of Election:

- 1. The District Superintendent and Secretary/Treasurer shall be elected at the District Conference on alternating years with a National representative presiding.
- 2. District Presbyters shall be elected from within the section at a sectional conference preceding the annual District Conference, said officers to take office at the annual District Conference.
 - a. The election of district officers shall be conducted by the General Superintendent or his representative.

Section 7: 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.

MINNESOTA DISTRICT MANUAL

Section 8: All Other Areas of Concern:

1. Refer to official U.P.C.I. Manuel

ARTICLE VI DISTRICT CONFERENCE PROCEDURES

Section 1: Voting:

1. The voting constituency of our district is based according to the DISTRICT CONSTITUTION article I, section 4 of the United Pentecostal Church International manual.
2. No minister can hold office or vote in any conference who has not been faithful to the district ministerial tithing program and cooperated with the above situations.
3. The ministerial manual of the United Pentecostal Church International, MINISTRY, article VII, section 7, paragraph 13, calls for the suspension of ministers who fail to fully cooperate with the ministerial financial plan of the district.

Section 2: Conference Business:

1. Resolutions
 - a. Each conference will have a resolution committee.
 - b. Proper notification will be given the district ministerial constituency by publishing a deadline and address for the submission of resolutions.
 - c. All resolutions which will be presented to the District Conference shall be mailed to all ministers no later than 30 days prior to the District Conference, with the Resolutions Committee meeting set to accommodate the mailing deadline.
 - d. All resolutions must have the author's signature.
 - e. The District Board may submit resolutions to the Resolutions Committee for consideration while the District Conference is in session.
 - f. Any business pertaining to permanent changes in the district policy or procedure must come through the resolution committee.
 - g. Only motions dealing with temporary business can be entertained on the conference floor.
 - h. All business sessions will be conducted by and in accordance with Roberts Rules of Order Revised.

ARTICLE VII DIVISIONAL POLICY AND LINES OF AUTHORITY

Section 1: Representation:

1. Each division of the United Pentecostal Church International is represented in our District Divisional structure.
2. Most divisions have their own sectional structure and leadership.

MINNESOTA DISTRICT MANUAL

Section 2: Divisional Structure

1. A division proves its reason for existence only where it serves its constituents on a grass roots level. A division that is inactive constitutes an unnecessary segment of organization which hinders the whole.
2. The purpose of a division is to take to the sectional level and to local churches the present functions and future programs of each division.
3. Each Divisional Director is to work in cooperation with and is responsible to the District Board.
4. New programs are to be presented to and approved by the District Board before being presented to the pastors within the District.
5. Each Division Director is expected to visit each section of the District at least once a year and present the functions and programs of his or her division.
6. Each Divisional Director is encouraged to make him self available, as much as possible, to each local pastor for promotional work.
7. Time will be taken each conference, as far as possible, for the Divisional Directors to present their programs to the District Board and the District Conference.
8. We encourage the District Divisional Director to attend the National Conference.
 - a. Each division will help to defray the expense of their divisional director.
 - b. The amount will be established by the District Board so that each division will receive equal remuneration
9. Divisional Directors are required to attend the District Spring Conference and seminars.
10. Official divisional business.
 - a. Each director will receive a mileage allowance as determined and established by the District Board.
 - b. Meals and lodging, and additional expenses will be submitted to the District Secretary on proper voucher forms.
 - c. Because of the size of the district, we are not able to extend as much help as we would like to along these lines.
 - d. All other appropriate expenses of the Divisional or Sectional Officers will be approved by the District Secretary upon receipt of the standard expense voucher.
11. An invitation from a local church should be honored if possible by each Divisional Director.
 - a. Offerings received from the local assembly will go to defray the expenses.
 - b. Any offering above expenses maybe retained by the Divisional Director.
12. When special meetings are called by the Headquarters Offices of each division such as Regional Youth Conferences, or Home Missions Conferences, etc. we encourage our Divisional Directors to attend if possible.
13. Every Divisional Director while working toward 100% cooperation must honor the decisions of local pastors as to cooperation with fund drives.

Section 3: Line of Authority

1. National Level
 - a. The General Conference when in session has authority over all offices and boards.

MINNESOTA DISTRICT MANUAL

- b. The General Board collectively has authority over all other offices or boards including the General Superintendent. It is subject only to the General Conference when conference is in session.
 - c. The Executive Board, which includes the General Superintendent, conducts necessary business between conferences and General Board Sessions and has more authority than all other boards or offices including District Superintendent or District Boards.
 - d. The Executive Board is subject only to the General Board or the General Conference when in session.
 - e. The General Superintendent is over all District Superintendents, Divisional Directors and officers but is subject to the General Board, the Executive Board and the General Conference when in session.
 - f. Consult your UPCI Ministerial Manual for further information on offices and responsibilities of boards and divisions.
2. District and Sectional Levels:
- a. The District Board has authority over all other District Committees, Boards or Officers including the District Superintendent but is subordinate to the District Conference when in session as well as the General Board.
 - b. The District Superintendent is subject to both the District Board collectively and the District Conference when it is in session as well as his General Superintendent and the General Board or the Executive Board.
 - c. The Sectional Presbyters are over all Sectional Officers and are subordinate to the Sectional Conference, the District Board and the District Superintendent.
 - d. Sectional Divisional Directors are subordinate to the District Board, their respective District Divisional Boards and to the Sectional Presbyter.
 - e. All District Divisional boards or committees are subject first to the District Conference when in session, the District Board secondly, and thirdly to all General Divisional Boards.
 - f. All District Divisional directors are subordinate to the District Board, their respective District Divisional boards as well as General Divisional Officers and boards.
 - g. The General Divisional Directors are subject to the General Board, to their respective General Divisional Boards and the General Conference in session.
 - h. The General Divisional Boards have authority over District Divisional Boards but are subject to the General Board.
 - i. Consult your UPCI Ministerial Manual for further information on offices and responsibilities of boards and divisions.

MINNESOTA DISTRICT MANUAL

NORTH AMERICAN MISSIONS DEPARTMENT

ARTICLE I POLICY

Section 1: Preamble

The policy outlines direction, determines goals and further promotes the cause of North American Missions throughout the Minnesota District. The following statements are not intended to be unchangeable promises but are a general outline of procedures that will enable us to better reach our overall objectives, The objective, simply stated, promises a church and pastor for every city and town in our District. The responding heartbeat of our people to the cry of the lost demands that every effort be expanded to changing the world un-evangelized to evangelized and under evangelized to over-evangelized when referring to any facet of the Minnesota District. We pledge ourselves to the achievement of this great goal and to the furtherance of t/her great cause. With this purpose in mind, we set forth the following Minnesota District North American Mission Policy.

Section 2: Name

The name of this department shall be called the Minnesota North American Missions Department (MN NAM).

Section 3: Purpose

1. There is a great need to extend the gospel to neglected areas of Minnesota and to create a framework of operation in which our ministers can participate, and that the strengthening of our District base will aid in world evangelism, therefore we desire to:
 - a. Promote a greater vision for un-evangelized and under evangelized cities,
 - b. Promote financial support for a needy area,
 - c. Project a North American Missions vision to other areas of our constituency,
 - d. Develop an outreach effort from our churches to unreached communities.

ARTICLE II DISTRICT ORGANIZATION AND GOVERNMENT

Section 1: Minnesota North American Missions Executive Committee

The District North American Missions Executive Committee shall consist of the District Superintendent, the District North American Missions Director, Sectional NAM Director, and the Sectional Presbyter in whose Section the particular project or individual under consideration is located. The District Superintendent shall act as chairman of this committee. The Sectional Director shall be included in all matters except his/her own appointment.

MINNESOTA DISTRICT MANUAL

Section 2: Minnesota North American Missions Board

The North American Missions cause in the Minnesota District, shall establish a North American Missions Board in accordance with the General Manual of the United Pentecostal Church International; namely, a representative from each Section to work with the District Director and District NAM Secretary to plan, promote, and execute the North American Missions Program.

1. The duties of the District North American Missions Board shall be: as outlined in Article XII, Section 12, 4. (b) of the General Manual of the United Pentecostal Church International.
2. District North American Missions Director
 - a. Qualifications
 1. The election of the District North American Missions Director shall be in accordance with the qualifications outlined in Article XII, Section 12, 2. (a) & 2.(b) of the General Manual of the United Pentecostal Church International.
 2. He/she must exhibit a genuine interest in the North American Missions program and be faithful in carrying out its obligations.
3. District North American Missions Secretary
 - a. Qualifications
 1. The election of the District North American Missions Secretary shall be in accordance with the qualifications outlined in Article XII, Section 12, 3.(a) & 3.(b) of the General Manual of the United Pentecostal Church International.
4. Sectional North American Missions Director
 - a. Duties
 1. To promote North American Missions work throughout the section
 2. To work in full cooperation with and under the supervision of the 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 affair of the section. These meetings shall be called with the permission of the Sectional Presbyter and shall be conducted in cooperation with him/her.
 6. To lead his/her section in raising Christmas for Christ and other North American Missions funds.

MINNESOTA DISTRICT MANUAL

ARTICLE III MINNESOTA NORTH AMERICAN MISSIONS FUNDS

Section 1: Finances

1. All procedures relating to North American Missions Funds shall be in accordance with the regulations set forth in Article XII, Section 13 "*Finances*" of the General Manual of the United Pentecostal Church International.
2. To finance the North American Missions program in the Minnesota District:
 - a. The missions and evangelism needs of the district shall be determined at the annual North American Missions Board Meeting.
 - b. A budget to finance this plan of action will be determined in this meeting and submitted to the District Board for its approval.
 - c. The District North American Missions budget will be raised by an approved district financial program.
3. The financial records of all departments shall be submitted to the District Board for auditing in accordance with the District Manual. The fiscal year shall be from January 1 through December 31.
4. Financial reports shall be submitted to the District Secretary in accordance with the District Manual and presented to Spring Conference and distributed to the ministers at the opening of said Conference.
5. The expenses for mileage and room shall be provided for approved North American Missionaries by the District North American Missions Department to the Spring Conference as long as funds are available.

Section 2: Safeguard of Records

1. When officers leave office all of their official records shall be passed on to their successors.

Section 3: Receiving and Disbursing of Funds

1. All offerings received for Minnesota North American Missions projects and purposes shall be sent to the District North American Secretary. Said moneys shall be deposited in the District North American Missions account and shall be dispersed by check upon the approval of the Minnesota North American Missions Executive Committee.
2. The District North American Missions Secretary shall be allowed to maintain a checking account balance of \$2,000.
3. Minnesota District North American Missions funds that are approved for specific projects will be released upon written request when the actual expenditure of the funds is necessary.
4. Any annual appropriation made to a specific project cannot be carried over or accumulated from year to year.
5. Actual expenses involved while engaged in North American Missions work shall be reimbursed by the District Secretary upon receipt of the expense voucher, and the availability of funds.

MINNESOTA DISTRICT MANUAL

ARTICLE IV SELECTION OF MISSIONARIES

Section 1: The Application Process

1. All procedures relating to the selecting of North American Missionaries shall be in accordance with the regulations set forth in Article XII, Section 15 "*Selection of Missionaries*" of the General Manual of the United Pentecostal Church International.
2. Applicants requesting consideration as missionaries shall complete a detailed application, which shall be considered by the Minnesota North American Missions Executive Committee. He/she must make application through the District North American Missions Director and must be approved by the Minnesota District Board.
3. If the applicant is approved for Minnesota North American Missionary status, a date will be set by the Minnesota North American Missions Executive Committee as to when said missionary will begin and benefits may be offered.

Section 2: Responsibility of the Missionary

1. He/she shall send a monthly report to his/her District Superintendent, and District North American Missions Director.
2. He/she shall work in harmony with the General and District North American Missions programs.
3. He/she shall lend his/her cooperation to his/her district and section, working in harmony and under the direction of the District Superintendent and District North American Missions Director.
4. He/she shall understand his/her purpose is to establish a church and that his/her services are not to be terminated under five years except by mutual agreement between the Minnesota District Board, the District North American Missions Director and said Missionary.
5. It is understood that a missionary be faithful to the district in all programs and in the Minnesota District financial program. If assistance is needed, the District Superintendent should be contacted.

ARTICLE V MISSIONARY SUPPORT

Section 1: Grants and Allocation

1. Minnesota Missions Benefit program of an approved Minnesota North American Missionary will be as follows:
2. Moving Expenses would be limited to the actual cost of moving up to a maximum of \$750.00
3. A rent or housing allowance could be granted for two months in the case

MINNESOTA DISTRICT MANUAL

- employment cannot be found or if there is a definite financial need.
4. Monthly Financial Support as approved annually by the District North American Missions budget and approved by the Minnesota District Board.
 5. Emergency Assistance as approved and when funds are available.
 6. To receive these funds, an itemized written request shall be submitted to the Minnesota North American Missions Director who in turn will submit said request to the Minnesota North American Missions Executive Committee for their approval and disbursement of funds. The Minnesota North American Missions Executive Committee is authorized to determine amounts up to \$2,000.00. The Minnesota North American Missionary must in turn give receipts of said funds to the District Office.
 7. Every Minnesota North American Missionary is encouraged to begin giving a monthly offering to the Minnesota North American Missions Department within 90 days of receiving funds.

Section 2: The Church

1. When the purchase of Missions property has been approved by the North American Missions Executive Committee, the District North American Missions Department will assist in the amount up to \$5,000 towards the purchase of said property as long as funds are available.
2. Any approved North American Missionary that exceeds the five year period of North American Missions status that has not constructed a building, or purchased land, shall remain eligible to receive assistance with the first purchase of land or property. The missionary must have the recommendation of the Minnesota North American Missions Executive Committee.
3. No Minnesota North American Missions funds shall be invested in any property, buildings, etc., in which the title of ownership is retained in the name of any individual.
4. Other financial assistance for the purchase of chairs, advertising, or evangelistic efforts may be given upon written request if funds are available during the first five year term. Those funds would be determined by the recommendation of the North American Missions Executive Committee.

Section 3. Limitation of Time

1. All benefits of the above program will cease when the missionary reaches his/her fifth anniversary of missionary status. Missionary status begins upon the date of the District Board Approval of North American Missions status.
2. The only exception to Paragraph 1 will be in the case of building fund grants which are provided for the missionary during his/her first five years. These funds will be held in escrow by the District Minnesota North American Missions Department and shall be available to the missionary for two years after North American Missions status has ceased. After this period of time escrowed monies are to be placed in the Minnesota District North American Missions General Fund.

MINNESOTA DISTRICT MANUAL

ARTICLE VI PROPERTY

Section 1: Safeguarding of Property

1. All church property purchased with “Christmas for Christ” or District NAM funds or under the direction of an appointed missionary shall be subject to Article XIII, Section 16, Paragraphs 1-7 according to the manual of the United Pentecostal Church International (Regulations Governing Investment of Funds for Property).
2. It is recommended that all church property holdings by a NAM missionary be in a manner approved by the District North American Missions Executive Committee.
3. As a part of the missionary’s approval for Christmas for Christ property funding he/she must agree to affiliate the new assembly immediately.

Section 2: Regulations Governing Investment of Funds for Property

1. Shall be as outlined in Article XII, Section 16 “*Regulations Governing Investment of Funds for Property.*” of the General Manual of the United Pentecostal Church International.

ARTICLE VII CHURCH IN A DAY POLICY

Section 1: Guidelines and Qualifications

1. The church should have been in existence long enough to have an established congregation and a steady source of income.
2. The pastor and church should be loyal and cooperating with the Minnesota District United Pentecostal Church Inc.
3. The church must have purchased and/or secured property, and be willing to present a financial statement to the District Minnesota North American Missions Executive Committee, showing ability to repay Church In A Day funds at a minimum of \$250.00 per month. Payments are to begin within 30 days of occupancy.
4. Each building request will be submitted to the Minnesota North American Missions Executive Committee for their recommendation and then presented to the District Board for final approval.
5. A first mortgage is to be taken on the property where no mortgage exists on the land. If there is a mortgage on the land, then the Minnesota District will assume a second mortgage.
6. In the event this church withdraws from the United Pentecostal International, the entire cash advance plus 6% interest dating back to the original building loan plus 60% of the cost to cover the cost of labor shall become due and payable. This is to be included in the church deed.
7. The money advanced through the United Pentecostal Church International is to be interest free as long as the Church remains in the United Pentecostal Church

MINNESOTA DISTRICT MANUAL

International.

8. An attorney is to be retained under the jurisdiction of the Minnesota District Board is to draw up necessary papers for this transaction.

ARTICLE VIII MOTHER/DAUGHTER CHURCH POLICY

Section 1: Mother/Daughter Church

1. The purpose is to involve established churches with the work of North American Missions in regard to nearby un-churched communities.
2. Each church is requested to adopt their city, work to promote its need, and seek to evangelize as far as possible in that community. And, aid a minister as much as possible, who will come there to do the work of a missionary.
3. A Mother Church is an established United Pentecostal Church which has the desire and financial means to assist in starting another church plant in another location.
4. A Daughter church plant is an extension of a Mother Church, with the intent that it will become a United Pentecostal Church.

Section 2: Definition

1. A Daughter Congregation is a congregation which has met at least three months, and is the result of the concerted efforts of an established Mother Church to plant a new congregation, and holds at least one service per week apart from the Mother Church, and is under the general oversight of the pastor of the Mother Church.

Section 3: Procedure

1. The Pastor of the Mother Church is to notify his/her Presbyter of his/her desire to start a daughter church plant. If the location of the daughter work is in a different Section, the Presbyter of that Section is also to be notified.
2. The Presbyter where the Daughter church plant is to be located is to contact all Pastors within five mile radius of the desired location and determine their sentiment toward this proposed new work.
3. The Pastor of the Mother Church must obtain the approval of the District Board before beginning the work. The Presbyter is to present his/her findings to the District Board.
4. No financial support will be supplied by the Minnesota North American Missions Department until the Daughter church plant is approved as a NAM church with Minnesota North American Missions status.
5. Both Mother Church Pastor and Daughter church plant Leader are to meet the District Board for approval before the Daughter church plant becomes a church.
6. The General North American Missions Department is to be notified by the District Minnesota North American Missions Department of this new church plant.

MINNESOTA DISTRICT MANUAL

Section 4. Responsibilities of the Daughter Church Leader

1. No member of the Mother Church or any member of another church is to be asked to help or minister at the Daughter church plant without first receiving permission from the Mother Church Pastor, who will clear with any other Pastors involved.
2. It must be understood that the Daughter church plant is not a church, but a ministry of the Mother Church. This relationship exists until that time it becomes independent of the Mother Church with District Board approval.
3. During the tenure as a Daughter church plant the Leader of the work may attend District Minnesota North American Missions seminars, retreats, and training sessions at their own expense.

ARTICLE IX PREACHING POINT POLICY

The purpose and definition of a Preaching Point shall be as outlined in the General Manual of the United Pentecostal Church International in "*Policies of the United Pentecostal Church International*" under the section "*Preaching Points*," subsection "*Preaching Point Definition*."

Section 1: Procedure

1. Procedure shall be in accord with the General Manual of the United Pentecostal Church International in "*Policies of the United Pentecostal Church International*" under the section "*Preaching Points*," subsection "*Establishing a Preaching Point*"
2. The Pastor of the Mother Church is to notify his/her Presbyter of his/her desire to have a preaching point. If the location of the preaching point is in a different Section, the Presbyter of that Section is also to be notified.
3. The Presbyter where the preaching point is to be located is to contact all Pastors within a five mile radius of the desired location and determine their sentiment toward this proposed new work.
4. This preaching point must have District NAM Executive Committee approval and will be listed in the district directory and national directory. If there is an established UPC church in the city or town considered, District Board approval is required.

Section 2: Responsibilities for a Preaching Point

1. No member of the Mother Church or any member of another church is to be asked to help or minister at the Preaching Point without first receiving permission from the Mother Church Pastor, who will clear with any other Pastors involved.
2. It must be understood that the Preaching Point is not a church, but a ministry of the Mother Church. This relationship exists until that time it becomes large enough to change its status.

MINNESOTA DISTRICT MANUAL

ARTICLE X CHRISTMAS FOR CHRIST

All procedures relating to Christmas for Christ shall be in accordance with the regulations set forth in Article XII, Section 15 "*Christmas for Christ*" of the General Manual of the United Pentecostal Church International.

YOUTH DEPARTMENT

ARTICLE I

Section 1: Name:

1. The members of this division shall be called Pentecostal Conquerors.

Section 2: Officers:

1. District officers shall consist of a District President, a District Secretary, and Sectional Directors. There will be one Sectional Director for each section.
2. Election and Appointments
 - a. The District President and the District Secretary shall be elected by the District Conference or appointed by the District Board and ratified by the District Conference for a term of two years, or until their successors are chosen, for a maximum of eight consecutive years, 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. The two 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.
 - b. If a vacancy occurs by a death, resignation or removal of the District President or District Secretary, the District Board can appoint a man to fill the unexpired term providing there is less than one year remaining. If there remains a year or more in said office the District Conference shall elect a replacement for the remaining year.
 - c. Sectional Directors shall be either elected by the Sectional conference or appointed by the District Youth President, the District Superintendent, and the District Presbyterian of the section concerned and ratified by the ministers and delegates of that section. This will be for a term of one year or until a successor is chosen. The method of selection shall be left to the direction of the District board.
3. Qualifications
 - a. All District and Sectional officers of the Youth Division should hold license or credentials with the United Pentecostal Church.
 - b. They must be in full cooperation with the District financial plan and show a spirit of cooperation with District functions.

MINNESOTA DISTRICT MANUAL

- c. They must be under their 36th birthday, unless in special cases the District Board unanimously agrees to waive the age limit.
- d. They must confirm to the fundamental doctrines.
- 4. Duties of the District President:
 - a. To efficiently develop and administrate the District youth work.
 - b. He shall be a member of the General Youth Committee and shall diligently endeavor to promote the General and District youth programs.
 - c. He shall be in charge of organizing, staffing and conducting the services of the annual Senior Youth Camp, in cooperation with the District Superintendent and the District Board.
 - d. He shall meet with the District Board to present his recommendations for the evangelist for the Senior Youth Camp. He shall present a list of teachers and staff he intends to use in the Senior Youth Camp to the District Superintendent for approval. This must be presented 60 days prior to the opening day of Senior camp.
 - e. He shall preside over all District Youth Committee meetings.
 - f. He shall work with the Sectional Directors in planning activities in each section annually.
 - g. He shall endeavor to visit each section at least once a year.
 - h. He shall direct the District Senior Bible Quizzing and serve as District Quiz master or appoint someone in his place.
 - i. He shall be subject to the District Board at all times.
- 5. Duties of the District Youth Secretary:
 - a. To take minutes and preserve District youth records.
 - b. To receive S.F.C. funds, compile records and forward funds to the District Secretary-Treasurer.
 - c. To maintain District Youth checking account.
 - d. To work in harmony with the District Youth President and help facilitate the District Youth Programs.
- 6. Duties of the Sectional Director:
 - a. To cooperate with the Sectional Presbyter and Pastors in fostering youth work in the churches throughout his section.
 - b. To be in charge of all youth rallies in his section.
 - c. To work with the Sectional Presbyters and Pastors in his section to plan and conduct at least one Strike Force or Sectional Retreat in his section per year, for evangelistic outreach.
 - d. He shall be under the supervision of the District Presbyter, and is chargeable to the District Youth President at all times.
 - e. He shall be expected to attend all duly called meetings of the District Youth Committee.

Section 3: District Youth Committee:

- 1. This committee shall be composed of the District President, District Secretary, and the Sectional Directors.
- 2. Duties
 - a. To diligently endeavor to promote the District Youth Programs.

MINNESOTA DISTRICT MANUAL

- b. To screen applicants, and choose a first, second, and third choice to be recommended to the District Board at the Family Camp Board Meeting for the District S.F.C. scholarship to a Bible School endorsed by the U.P.C.I. in the amount \$1,000.00 for the first semester tuition of a first year student from the Minnesota District.
- c. To screen applicants, and choose a first, second, and third choice to be recommended to the District Board at the Family Camp Board Meeting for the James D. Merrick Scholarship to the Apostolic Bible Institute in the amount of \$500.00 for the first semester tuition of a first year student from the Minnesota District.
- d. This committee shall meet at least twice a year for the planning of Senior Youth Camp, District Youth Convention and any other Youth activities or promotions.
- e. The Youth Committee's activities shall be supervised by the District Board.

Section 4: Finances

1. District Youth Funds:

- a. All District youth funds shall be received and disbursed and an annual report made to the District Conference, by the District Secretary Treasurer. Any funds such as S.F.C. sent to the District Youth Secretary shall be receipted and sent to the District Secretary Treasurer.
- b. The District Youth Secretary shall be allowed to maintain a checking account balance of \$2,000.00.
- c. Disbursements of funds shall be made upon the written request of the District Youth President subject to District policy.
- d. The District Youth President is expected to attend the General Conference and the Mid-Winter General Youth Committee Meeting in St. Louis, MO. to represent the District on the General Youth committee.
- e. Expenses for the above said meetings are to be paid out of the District Youth Fund in accordance with District policy.

2. District Youth Funds Projects:

- a. S.F.C. scholarship in the amount \$1,000.00 to a first year applicant per year to any endorsed Bible School of the U.P.C.I.
- b. James D. Merrick Scholarship in the amount of \$500.00 to a first year applicant per year to the Apostolic Bible Institute.
- c. District Bible Quiz champions will receive assistance to the General Conference as follows: 1. \$1000.00 if the conference is up to 1000 miles in distance. 2. \$1500.00 if the conference is over 1000 miles in distance.
- d. Assistance to any Home Missions Church that may need help in having a Strike Force or other possible Youth Event.
- e. Assistance in the opening of any new Home Missions church in the District that has the approval of the District Board in accordance with District policy.

MINNESOTA DISTRICT MANUAL

SUNDAY SCHOOL DEPARTMENT

ARTICLE I

Section 1: Name:

1. The name of this division shall be called Sunday School.

Section 2: Officers:

1. District officers shall consist of a District President, a District Secretary, and Sectional Directors. There will be one Sectional Director for each section.
2. Election and Appointments
 - a. The District President and the District Secretary shall be elected by the District Conference or appointed by the District Board and ratified by the District Conference for a term of two years, or until their successors are chosen, for a maximum of eight consecutive years, 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. The two 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.
 - b. If a vacancy occurs by a death, resignation or removal of the District President or District Secretary, the District Board can appoint a man to fill the unexpired term providing there is less than one year remaining. If there remains a year or more in said office the District Conference shall elect a replacement for the remaining year.
 - c. Sectional Directors shall be either elected by the Sectional conference or appointed by the District Sunday School President, the District Superintendent, and the District Presbyter of the section concerned and ratified by the ministers and delegates of that section. This will be for a term of one year or until a successor is chosen. The method of selection shall be left to the direction of the District board.
3. Qualifications
 - a. The District Sunday School Director must be an Ordained or General Licensed Minister of the United Pentecostal Church International.
 - b. District Secretary and Sectional officers of the Sunday School Division must hold license or credentials with the United Pentecostal Church International.
 - c. They must be in full cooperation with the District financial plan and show a spirit of cooperation with District functions.
 - d. They must confirm to the fundamental doctrines.
4. Duties of the District President:
 - a. To work under the direction of the District Board and in harmony with all district departments.
 - b. To actively promote the General and District Sunday School programs.
 - c. To oversee and preside at all district Sunday School functions.
 - d. To communicate with sectional leaders regularly.
 - e. To compile field reports as requested by the General Sunday School Division.

MINNESOTA DISTRICT MANUAL

- f. To assist with rallies, seminars, and other training programs throughout the District.
 - g. To attend other department and district functions to promote unity.
 - h. To promote annual Save Our Children (SOC) drive.
 - i. To attend and serve as a member of the General Sunday School Committee at General Conference and preside at all District Sunday School Board sessions.
 - j. To plan and promote, with the help of District Sunday School Committee, a District Sunday School Teachers Training Conference every other year alternating with Home Missions Growth Conference.
5. Duties of the District Sunday School Secretary:
- a. To take minutes and preserve District Sunday School records.
 - b. To receive Save Our Children (SOC) funds, compile records and forward funds to the District Secretary/Treasurer.
 - c. To maintain District Sunday School checking account.
 - d. To Keep accurate records of activities and finances and provide an annual financial report to the District Secretary/Treasurer and auditing committee.
 - e. To work in harmony with the District Sunday School President and help facilitate the District Sunday School Programs.
6. Duties of the Sectional Director:
- a. To work in harmony with the District Sunday School President and help facilitate the District Sunday School Programs.
 - b. He shall be expected to attend all duly called meetings of the District Sunday School Committee.

Section 3: District Sunday School Committee:

1. This committee shall be composed of the District President, District Secretary, and the Sectional Directors.
2. Duties
 - a. To diligently endeavor to promote the District Sunday School Programs.
 - b. This committee shall meet at least once a year for the planning of Junior Camp, Family Camp, Singles Activities, and, on alternate years, Teacher Training Conference, with any other District Sunday School activities and/or promotions.
 - c. The Sunday School Committee's activities shall be supervised by the District Board.

Section 4: Finances

1. District Sunday School Funds:
 - a. All District Sunday School funds shall be received and disbursed and an annual report made to the District Conference, by the District Secretary/Treasurer. Any funds such as Save Our Children (SOC) sent to the District Sunday School Secretary shall be receipted and sent to the District Secretary/Treasurer.
 - b. The District Sunday School Secretary shall be allowed to maintain a checking account balance of \$2,000.00.
 - c. Disbursements of funds shall be made upon the written request of the District Sunday School President subject to District policy and yearly budget.

MINNESOTA DISTRICT MANUAL

- d. The District Sunday School President is expected to attend the General Conference and any other General Sunday School meetings necessary to represent the District on the General Sunday School Committee.
- e. Expenses for the above said meetings are to be paid out of the District Sunday School Fund in accordance with District policy.

LADIES MINISTRIES DEPARTMENT

ARTICLE I

Section 1: Name:

1. The name shall be the Ladies Ministries.

Section 2: Officers:

1. District officers shall consist of a District President, a District Secretary, and Sectional Directors. There will be one Sectional Director for each section.
2. Election and Appointments
 - a. The District President and the District Secretary shall be elected by the District Conference or appointed by the District Board and ratified by the District Conference for a term of two years, or until their successors are chosen, for a maximum of eight consecutive years, she would be required to be elected by a two-thirds (2/3) vote to a fifth (5th) term and all consecutive terms. The two 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.
 - b. If a vacancy occurs by a death, resignation or removal of the District President or District Secretary, the District Board can appoint a woman to fill the unexpired term providing there is less than one year remaining. If there remains a year or more in said office the District Conference shall elect a replacement for the remaining year.
 - c. Sectional Directors shall be either elected by the Sectional conference or appointed by the District Ladies President, the District Superintendent, and the District Presbyter of the section concerned and ratified by the ministers and delegates of that section. This will be for a term of one year or until a successor is
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 of the District President:

MINNESOTA DISTRICT MANUAL

- a. To work under the direction of the District Board and in harmony with all district departments.
 - b. To oversee and preside at all district Ladies Ministry functions.
 - c. To communicate with sectional leaders regularly.
 - d. To attend other department and district functions to promote unity.
 - e. To promote annual Mothers Memorial drive.
 - f. To attend and serve as a member of the General Ladies Ministries Committee at General Conference.
 - g. To Delegate and train young women for future leadership.
5. Duties of the District Ladies Ministries Secretary:
- a. To take minutes and preserve District Ladies Ministries records.
 - b. To receive Mother's Memorial funds, compile records and forward funds to the District Secretary/Treasurer.
 - c. To maintain District Ladies Ministries checking account.
 - d. To Keep accurate records of activities and finances and provide an annual financial report to the District Secretary/Treasurer and auditing committee.
 - e. To work in harmony with the District Ladies Ministries President and help facilitate the District Ladies Ministries Programs.
6. Duties of the Sectional Director:
- a. To work in harmony with the District Ladies Ministries President and help facilitate the District Ladies Ministries Programs.
 - b. He shall be expected to attend all duly called meetings of the District Sunday School Committee.

Section 3: District Ladies Ministries Committee:

1. This committee shall be composed of the District President, District Secretary, and the Sectional Directors.
2. Duties
 - a. To diligently endeavor to promote the District Ladies Ministries Programs.
 - b. This committee shall meet at least once a year for the planning of the annual Ladies Conference any other Ladies Ministries activities and/or promotions.
 - c. The Ladies Ministries Committee's activities shall be supervised by the District Board.

Section 4: Finances

1. District Ladies Ministries Funds:
 - a. All District Ladies Ministries funds shall be received and disbursed and an annual report made to the District Conference, by the District Secretary/Treasurer. Any funds such as Mother's Memorial sent to the District Ladies Secretary shall be receipted and sent to the District Secretary/Treasurer.
 - b. The District Ladies Ministries Secretary shall be allowed to maintain a checking account balance of \$2,000.00.
 - c. Disbursements of funds shall be made upon the written request of the District Ladies Ministries President subject to District policy and yearly budget.

MINNESOTA DISTRICT MANUAL

- d. The District Ladies Ministries President is expected to attend the General Conference and any other General Ladies Ministries meetings necessary to represent the District on the General Ladies Ministries Committee.
 - e. Expenses for the above said meetings are to be paid out of the District Ladies Ministries Fund in accordance with District policy.
2. District Ladies Ministries Funds Projects:
 - a. Evangelist Fund for Home Missions and established churches that are unable to fund revival services during the year to the amount of \$1,000.00 per section.
 - b. Emergence Fund for unexpected emergency circumstances that has caused temporary financial difficulty for any of or MN District Pastors or help in attending the annual MN District Conference in the amount of up to a \$1,000.00.

ENDORSED BIBLE COLLEGES POLICY

ARTICLE I

Section 1: Preamble:

1. Added to the District Manual by resolution at the District Spring Conference March 1990. For a complete policy please refer to U.P.C.I. Manual General Constitution, Division of Education Sections 8 & 11.
2. Privileges and Obligations of Colleges:
 - a. Endorsed Bible colleges shall confine their efforts to religious education, college leadership, and prescribed curriculum in accordance with the Manual of the United Pentecostal Church International. The president and faculty members shall refrain from including in their teaching, leadership, and college publications anything of a personal inference that would tend to engender political inter-church activity within the student body and the college directed against any official of the general, district, and local organization, or that would reflect upon the integrity and teaching of another Bible college.
 - b. Ministerial staff, including faculty members, must conform to the Fundamental Doctrine and attend a church in fellowship with the United Pentecostal Church International.