

**Church Of God In Christ, Inc.**  
**General Council of Pastors and Elders**  
**OFFICIAL HANDBOOK**  
**Governing Rules, Regulations and Procedures**



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Prepared By

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**SUPT. MICHAEL EADY, CHAIRMAN**

Supt. William Best, Secretary

Supt. Jerry Johnson, Treasurer



# The General Council of Pastors and Elders

## Governing Rules and Regulations



### DECLARATION OF FAITH AND PREAMBLE

We, the members of the General Council Of Pastors And Elders of the Church of God In Christ, Inc., hold the Holy Scriptures as contained in the Old and New Testaments of our Bible as our rule of Faith and Practice. We believe as do our parent Body that Governments are God-given institutions for the benefit of mankind. And we admonish and exhort our members to honor magistrates and civil authorities and to respect and obey civil laws, *(not in conflict with our tenets of Faith and Beliefs according to Holy Scripture)*.

We hereby declare our loyalty to the President of the United States of America and to the Constitution of the United States of America. We pledge allegiance and fidelity to the flag, and to the Republic for which it stands.

However, as God-fearing, peace-loving and law-abiding people, we claim our heritage and natural right to worship God according to the dictates of our own conscience and Beliefs. Therefore we abhor war, for we believe that the shedding of human blood or the taking of human life is contrary to the teachings of our Lord and Savior, Jesus Christ. And, as a body of Baptized Christian believers, we are adverse to war in all of its forms, and believe in the peaceful settlement of all international disputes.

With pride and gratitude, we dedicate and commemorate these Rules and Regulations, to the memory and honor of the beloved Founder and Chief Apostle of our Church, The Church Of God In Christ, **The late Bishop Charles Harrison Mason**, whose vision and wisdom was indispensable in the development of the principles and precepts upon which our great Church has been and is being built.

And, therefore in order to more effectively carry on the program and work of The General Council of Pastors and Elders of the Church Of God In Christ, Inc., we do hereby adopt these Rules, as set out hereinafter, as our Procedure, Practice, Rules and Regulations, By-Laws and Usage's for our function an operation and not in conflict with or repugnant, nor inconsistent with the Charter, Constitution and bylaws of the Church Of God In Christ, Inc. our parent body with World Headquarters in Memphis, Tennessee. These Rules and Regulations **supersede** any and all General Council of Pastors and Elders Rules and Regulations that pre-dates this publication. As of **August 2011** this publication is the **Official Governing Rules and Regulations** of the General Council of Pastors and Elders with all rights and privileges reserved.

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# General Council of Pastors and Elders OFFICIAL HANDBOOK Governing Rules and Regulations



Produced by and with the authority and approval of the Chairman, Officers and Members of the General council of Pastors and Elders.

The Editor and Publisher of the Official Governing Rules and Regulations of the General Council of Pastors and Elders, the Judicial Review Committee shall be commissioned with editing, revision and enhancement authority. The Editorial Commission shall have authority to revise and amend phraseology as may be necessary to harmonize with legislative and judicial decisions approved by the General Assembly and Judiciary Board without changing its original meaning.

## **PUBLISHER**

General Council of Pastors and Elders Judicial Review Committee

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## FOREWARD



**AUGUST 2011**

Brother's thank you for the opportunity you have given me to serve you as your Chairman. Few things in a man's life that gives him joy and you have given me great joy when you elected me to be your Chairman.

I have served the Council for many, many years, even decades now and I've seen a lot of things, we're in a different day now, a time when we need to know more about the Law and about our own Laws, the ones we make for ourselves, Brother's there is no need to have Laws if we are not going to follow them. I read a book and some of what it said I thought it would help us, this is a quote from that book:

"Today we live in an unrestrained, unruly, unashamed, and undisciplined world. Even in the church, members defiantly break biblically based rules of conduct. If the church tries to discipline a disobedient member, he is often unrepentant and outraged. Instead of crying out for forgiveness, he may cry out, "See you in court".

Church discipline is a potential litigation nightmare for churches, pastors, church officers, and other church leaders. Historically, our courts have little to do with cases involving the church. Times have changed and civil courts today are not hesitant to invoke jurisdiction in church-related controversies. In the past decade, civil courts, including the U. S. Supreme Court, have carried jurisdiction of the courts one step further by hearing and ruling on religious doctrine.

From a practical standpoint disgruntled church members and other individuals have sued churches since the advent of insurance. Many churches now have insurance covering claims for personal injury/liability and clergy malpractice. In any type of dispute, aggressive lawyers will spend the time and money necessary to "hit" the insurance funds. Churches and clergy are not exempt from the litigation game.

With the number of civil suits against churches and church leaders on a dramatic increase, church pastor, officers, and leaders must be cautious when they discipline church members to avoid subjecting the church, themselves, and quite possibly their religious doctrine from being on trial."

When the Church goes to court it reflects bad on all of us. We the Pastors and Elders are leaders in our homes, churches and communities our job is to be a light to the world, to be a light we sometimes need help, so I thought if we has an Official Manual to help us along it would make our jobs a little bit easier so today we have an Official Rule Book for the Pastors and Elders, for the Council, so we can go to one place and have the same information that comes from the Council. These Rules and Regulations will govern our operation, it will help us to say and mean the same thing, and people will know that we are together, ONE CHURCH.

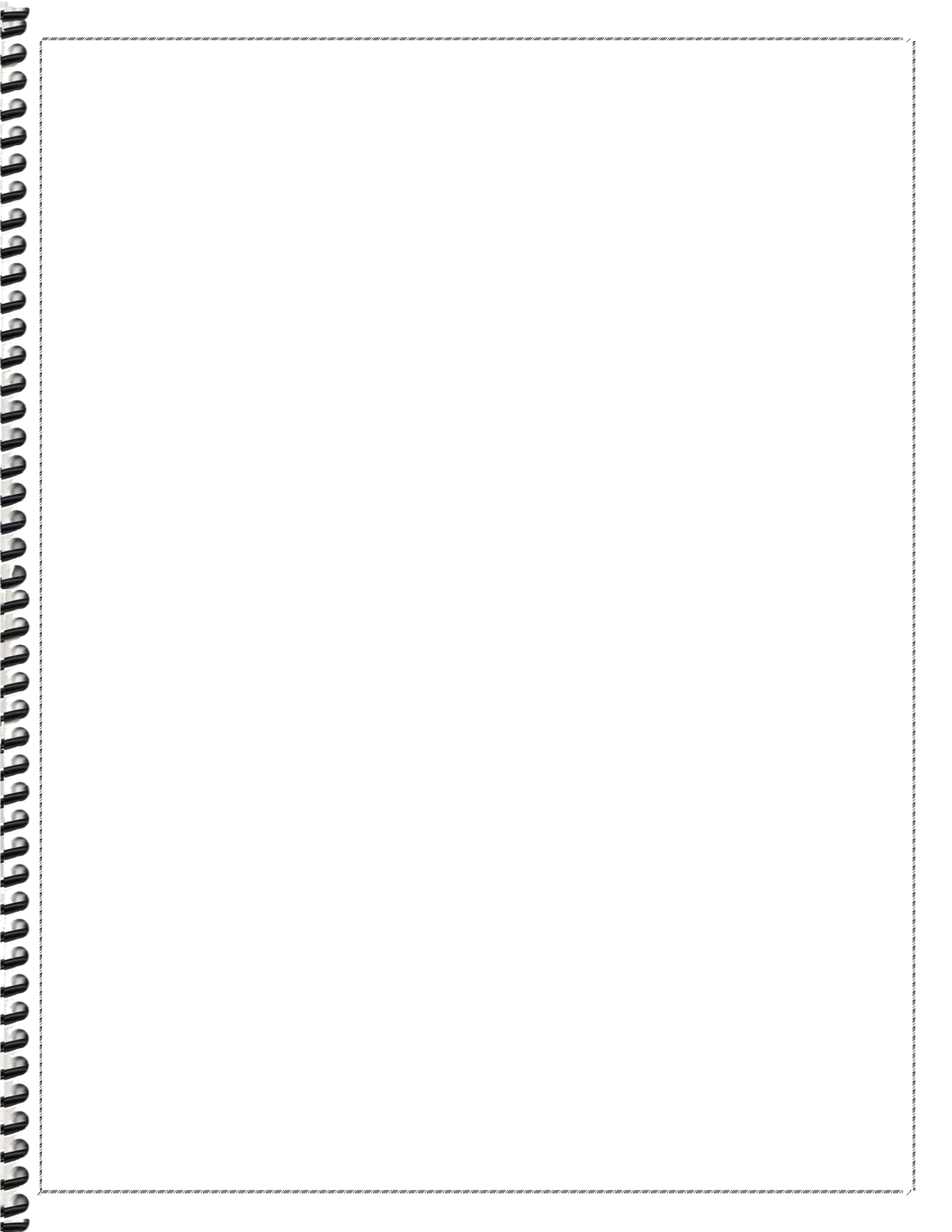
Brother's, this we must do, this we can do for the Council, as your Chairman and leader I want everyone of you to get your Official Manual and study it and know it, this is our Rules and Regulations we all want the Council to be organized and operate right. This is now our Official Manual all other manual from the Council is outdated.

**Supt. Adm. Asst. Isaiah C. Grover, Chairman**  
General Council of Pastors and Elders  
Church Of God In Christ, Inc.

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# **The General Council of Pastors and Elders Governing Rules and Regulations**

## **ARTICLE I**

### **Name of Organization**

The name of this organization shall be the General Council of Pastors and Elders. Hereinafter referred to as the General Council or the Council.

## **ARTICLE II**

### **Purpose**

1. The General Council shall serve as an Appeals Court for the Church of God In Christ, Inc. It shall consider those matters referred to it by the General Assembly, the General Board, the Board of Bishops, Jurisdictional Bishops, Jurisdictional Assemblies, Departments and Members of the Church Of God In Christ. It shall serve as an Ecclesiastical Council to try, hear and determine cases and all other matters / issues referred to it under the Constitution and/or Laws of the Church of God in Christ as they now are or may be amended from time to time, and it shall exercise all other powers and duties vested in it by the Charter, Constitution and By-Laws of the Church as outlined in **Article V, Section A** of the Constitution of the Church of God in Christ.
2. In accordance with **Article V Section B** Amendment to the Constitution passed and adopted in the General Assembly April 14, 1982 title **BOARD OF BISHOPS AND GENERAL COUNCIL OF PASTORS AND ELDERS**, which has not been further amended or resend, but remain in full force and effect, The Board of Bishops and the General Council of Pastors and Elders may meet jointly and review programs, procedures and organization of the Church and to promote harmony between the Bishops, Pastors and Elders.
3. Recommendations and proposals from such joint meeting may be referred to the Presiding Bishop and General Board on matters relating to the organization, procedures and programs of the Church, and the same may be presented to the General Assembly for its consideration.
4. The General Council shall, at its discretion, sponsor national and regional conferences for its members.
5. The General Council shall upon request provide assistance to Jurisdictional Pastors and Elders Councils, in holding elections, establishing trial procedures, and formulating rules and regulations for their governance.
6. The General Council shall not engage in any activities that violate the Constitution of the Church of God In Christ, or any laws adopted by the General Assembly or endorsed by the Judiciary Board.

## **ARTICLE III**

### **Membership**

1. **Article V, Section A** of the Constitution of the Church of God in Christ, Inc. provides that "The General Council of the Church of God in Christ shall consist of ordained Elders who are in good standing with their local Churches in the Ecclesiastical Jurisdiction of their respective Jurisdictional Assemblies, and the General Assembly."
2. All members of the General Council should be registered with the General Council Registrar's office. Should one not be registered with the General Council as a card

- carrying member, the benefits of the General Council can be forfeited.
3. The General Council by a majority vote, of those members present and voting, may authorize a registration fee for its members.
  4. It is the duty of each individual member of the General Council to support those judicial decisions rendered by the Judicial Review Committee / Appeals Court of the General Council.
  5. It is the duty of each member to support actions taken, and activities sponsored by the General Council.
  6. All members of the General Council have responsibility as well as a right to participate in all sessions of the General Council's meetings, so long as they are in compliance with these Rules and Regulations as they now are or may be amended from time to time.

## **ARTICLE IV**

### **Officers**

#### **Section I: Officers**

**Para 1.** Officers of the General Council shall be: Chairman, Vice Chairman, Secretary, Treasurer, and Executive Committee Members, as well as other such officers as the Council deems necessary for its operation.

#### **Section II: Qualifications:**

**Para 1. *Qualifications of Elected and Appointed Officers of the General Council.***

The qualification for elected and appointed officers of the General Council of Pastors and Elders of the Church Of God In Christ shall be the same in all respects to wit:

- a. Life must be above reproach, (not of moral failure not a convicted felon), the husband of one wife, a man of integrity, learning, industry, temperate, sensible, dignified, hospitable, apt to teach, not a drinker, not violent, not quarrelsome, but gentle and easy to get along with.
- b. Must be well versed in and have a working knowledge of the Constitution of the Church of God in Christ, Inc., Parliamentary Procedure, Robert's Rules of Order, The Judicial Code of Conduct of the Church Of God In Christ, the Rules and Regulations of the General Council, the General Council's Appeal process, Ecclesiastical Law, the structure, culture, traditions and order of the Church Of God In Christ, Inc. (both civil and ecclesiastical).
- c. Have a thorough working knowledge of the function of the General and Jurisdictional Church as outlined in the Policies and Procedures and any amendments to the operation of the Church.
- d. Have a thorough working knowledge of leadership, ministry, administration and church management from a biblical context coupled with current trends to accomplish harmony in the Church.  
Have ample time in the Church Of God In Christ, the General Council of Pastor and Elders and the Ecclesiastical Jurisdiction, thus conditioned by the spirit of this Church for service in the Church.
- e. Have an adequate record of supporting the leadership and programs of the Church Of God In Christ, The General Council and insist upon the same from others.

## Section III: Tenure

### Tenure of Office for Elected and Appointed Officers of the General Council

- a. The Chairman, Vice Chairman, Secretary, and Treasurer shall be elected by a majority vote of the Council members (those members present and voting at the time of the election).
- b. The Chairman, Vice Chairman, Secretary, and Treasurer tenure shall run current with that of the Church Of God In Christ, Inc. Administration, or until the case of their Episcopal elevation, resignation, removal from office, incapacitation, or death and the qualification and election of their successor.
- c. All appointed officers tenure shall run concurrent with that of the General Council's Administration or until the case of their Episcopal elevation, resignation, removal from office, incapacitation, or death and the qualification and appointment of their successor.
- d. The Judicial Review Committee / Appeals Court Members tenure shall run for a term of seven year consistent with that of the Judiciary Board / Supreme Court of the Church Of God In Christ, or until the case of their Episcopal elevation, resignation, removal from office, incapacitation, or death and the qualification and appointment of their successor.
- e. All other appointed officers of the General Council tenure shall run concurrent with that of the General Council's Administration, or until the case of their Episcopal elevation, resignation, removal from office, incapacitation, or death and the qualification and appointment of their successor.
- f. Should any General Council Officer Elected or Appointed vacate their office before the expiration of their term , the Executive Committee of the General Council should receive written notice first before such notice is made public.
- g. Should the Office of Chairman of the General Council become vacant before the expiration of the term elected to serve (in the case of Episcopal elevation, resignation, removal from office, incapacitation, or death), the elected Vice Chairman will ascend to the Office of Chairman to carry out the unexpired term of the departed elected Chairman, and at the next meeting of the General Council an election will be held to fill the Vice Chairman vacancy, in the interim at the discretion of the newly elevated Chairman one of the appointed Vice Chairman will assist as Vice Chairman until the aforementioned meeting and election.
- h. Should a vacancy occur in any of the other elected and/or appointed offices/officers of the General Council the Chairman following the appropriate protocol shall fill such vacancy at the next meeting of the General Council.

## **SECTION IV: The Chairman**

### **Para 1. The Chairman**

The chief duties of the Chairman of the General Council of Pastors and Elders involve the facilitating of regular meetings of the Council and some degree of public relations. The Chairman of the General Council is the head of the Council who has been elected by a majority vote of the members of the General Council; therefore the Chairman is the highest ranking Officer of the General Council, and serves as Chairman of the Executive Committee.

The essential duty of the Chairman is to keep the General Council organized, informed and on task, and again there is some degree of public relations work involved as well. While it's an oversimplification to suggest that the role of the Chairman is that of the link between the General Council and the Church Of God In Christ, Inc. Executive Branch, Judicial Branch, and Legislative Body, his role as that of an intermediary between these branches and body is certainly a central duty of his chairmanship.

#### **A. Facilitate/Preside Over Meetings**

The Chairman is required to "Chair," or facilitate and preside over, meetings with the Executive Committee members, the various Committees of the Council and the General Council at large. More specifically, the Chairman is expected to determine the agenda of the meeting at hand, encourage discussion and participation from the membership and to relay pertinent information regarding current events, issues and matters within or pertaining to the Council.

The Chairman is also expected to present issues and matters for discussions and debates and work toward a consensus stance, upon which the majority of the Council agrees, and which can therefore be acted upon for the expected benefit of the General Council and the Church Of God In Christ, Inc.

#### **B. Organizing the Council Meeting**

For a productive meeting to take place, the issues and matters in question need to consist of clear presentation, and effective balance, thus including all entities of the General Council.

#### **C. Spokesman/Representative**

The scope and frequency of the public relations duties for the Chairman may range from practically nonexistent to a major responsibility. The spokesman responsibilities of the Chairman generally involve relaying the mission and purpose of the Council to the public, along with adequately describing to the public the policies of the Council. In times of controversy, the role of the Chairman in terms of relaying timely information to the public is highly important and possibly delicate for said Chairman. In times of crisis, he may be seen as the "face" of the General Council.

## **D. Duties and Responsibilities of The Chairman**

### **It is the responsibility of the Chairman to:**

1. Manage the business of the Council and preside over its meetings;
2. Set meeting agendas by taking full account of the issues and concerns of the Council membership;
3. Ensure that Council members receive accurate, timely and clear information, in particular about the performance of their duties, to ensure effective performance;
4. Monitor progress towards the timely and effective achievement and implementation of the objectives, policies and strategies set by the Council and of other decisions taken by or on behalf of the Council;
5. Facilitate the effective contribution of non- Executive Committee members and ensure constructive relationships and open communication, both between non-Executive Committee members and the Council at large and other entities of the Church;
6. Ensure that members of the Executive Committee understand the views of Council Members and others who have interest in the Council;
7. Promote the highest standards of compliance with Council Rules and Regulations;
8. Manage the Council's time to ensure that sufficient time is allowed for discussion of complex and/or contentious matters;
9. Ensure that new Jurisdictional Chairman receive instructional program materials that are tailored and comprehensive to help them in the Jurisdiction;
10. Monitor and address the development and functional needs of individual Committees of the Council and the Council as a whole to ensure that their performance is evaluated at least once a year;
11. Establish a constructive relationship with the Legislative Body, the Executive Branch and Judicial Branch of our Church to provide and gain support and guidance while respecting the function, authority and responsibility of each.

## **SECTION V: The Vice Chairman**

### **Para 1. The Vice Chairman**

The *Vice-Chairman*, is subordinate to the Chairman, and is elected to assist the Chairman and to serve as Chairman in the absence of the Chairman, or when a motion or matter involving the Chairman is being discussed.



In the absence of the elected Chairman and Vice Chairman, after the meeting has been called to order by the elected Secretary, one of the appointed vice *chairman (at the discretion of the Chairman) shall serve as chairman pro tempore* to fill the role for a single meeting.

**Pars 2.** It is the responsibility of the Vice Chairman to:

- a. Provide support and guidance to the Chairman;
- b. Delegate for the Chairman, as may be required by the Chairman;
- c. Be the Chairman of the Nomination Committee.
- d. The Vice-Chairman shall perform other specific duties as may be assigned by the Chairman.
- e. Be available to the Council if there are concerns which have not or cannot be resolved through contact with the Chairman, or Committee Chairmen, or for which such contact is not appropriate.
- f. Should the Office of Chairman of the General Council become vacant before the expiration of the term elected to serve (in the case of Episcopal elevation, resignation, removal from office, incapacitation, or death), the elected Vice Chairman shall ascend to the Office of Chairman to carry out the unexpired term of the departed elected Chairman, and at the next meeting of the General Council an election will be held to fill the Vice Chairman vacancy. In the interim, at the discretion of the newly elevated Chairman, one of the appointed Vice Chairman will assist as Vice Chairman until the aforementioned meeting.

## **Section VI: The Secretary**

### **Para 1. Duties and Responsibilities of the Secretary**

The duties and responsibilities of the secretary of the General Council, as specified in the governing documents of the Council, are diverse and numerous. A brief summary, however, may be expressed in this way.

#### **a. The Office of the Secretary shall:**

1. Prepare and maintain records for the Council in as accurate, thorough, up-to-date, useable, and prompt a way as possible;
2. Preserve the records of the Council; and
3. Provide service and assistance to the Council and others in a punctual, friendly, and courteous manner.

#### **b. The Secretary shall:**

As the recording officer of the Council, keep the minutes, have responsibility for the Council rosters, records, and reporting of Council statistics, oversee the archives, attest to all documents that require such



signature, be the custodian of the seal of the Council, and perform other duties as prescribed by the Rules and Regulations of the Council or directed by the Chairman.

## **Section VII: The Treasurer**

The Treasurer serves as the Council's cash manager. In this role, the Treasurer maintains custody of all Council funds and possesses responsibility for the deposit, investment and disbursement of these monies accompanied by the approval of the Council Chairman. The Treasurer must administer the Council's resources to ensure the availability of adequate liquid assets to pay obligations as they become due.

### **Para 1. Duties and Responsibilities of the Treasurer**

- a. The Treasurer must have custody of all monies belonging to the Council and must scrupulously account for those monies. In this accounting, the Treasurer must utilize and maintain a system containing a breakdown of all receipts, disbursements, and cash balances.
- b. The Treasurer in conjunction with the Council Chairman and Executive Committee must determine the cash needs of the Council and ensure that sufficient liquid assets are available to pay current obligations.
- c. Only the Treasurer, with approval of the Chairman (and as needed the Executive Committee), shall pay out Council money. Even then, the treasurer shall only make payments upon the signature of the Chairman or officer duly authorized to approve the payment of bills.
- d. The treasurer possesses a number of specific responsibilities relating to payment of and accounting for disbursements these include:
  1. Receiving, accounting for, and disbursement of all honorariums, goods and services.
  2. Maintaining record of request for assistance and disbursements of the same.
  3. Assuring compliance with the General Laws and with state and federal regulations pertaining to financial management of a Not For Profit Corporation.
  4. Monitoring conformity with local laws, union contracts, and civil service regulations.
- e. The Treasurer is custodian of all Council financial documents, and as such shall serve as Chairman of the Finance Committee.
- f. The Treasurer should regularly advise the Chairman and the Executive Committee of the financial condition of the Council, providing factual information upon which appropriating and budgeting decisions may be made.

### **Para 2. Bonding of Treasurer**

The Treasurer must obtain and maintain a performance bond, in an amount set by the Council, but not less than the minimum amount required by the Commissioner of Revenue for a Not For Profit Corporation through the publication and distribution of a Bond Amount Schedule. The Treasurer should be bonded within twenty one days of election; if the elected Treasurer cannot be Bonded his election is forfeited and the Chairman may call for another election.

## **ARTICLE V Committees**

- 1. The General Council shall establish the following Standing Committees:**
  - a. Judicial Review Committee
  - b. Financial Committee
  - c. Resolution Committee
  - d. Rules Committee
  - e. Nominating Committee
  - f. Regional Directors
  - g. Ways and Means Committee
  - h. Educational Committee
  - i. Ethics Committee
  - j. Other Committees as the Chairman and the Executive Committee may deem necessary.

### **Section I: The Executive Committee**

The Executive Committee oversees the sound running of all Council operations and is comprised of all elected officers of the General Council, Chairmen of all standing Committees, the Parliamentarian, Legal Advisors, and such other persons as the Chairman may determine.

- Para 1.** The role of the Executive Committee is to assist the Council Chairman in the performance of his duties, including:
- a. The development and implementation of strategy, operational plans, policies, procedures and budgets;
    1. The monitoring of operating and financial performance;
    2. The assessment and control of risk;
    3. The prioritization and allocation of resources;
    4. Monitoring competitive forces in each area of operation.

- Para 2.** The Executive Committee is also responsible for the consideration of all other matters not specifically reserved for consideration by other entities of the General Council.

### **Section II: Judicial Review Committee**

In the past this committee has been known as the Judiciary Board and the Judiciary Committee/Commission of the Elders Council. In recent years the General Assembly has established a Judiciary Board which serves the Church as its Supreme Court. The Elders Council by resolution of the General Assembly is now the General Council of Pastors and Elders and serves as an Appeals Court for the Church. In order that there be no confusion about or between the Judiciary Board which serves as the Supreme Court and the General Council of Pastors and Elders Judiciary Board, hereinafter the General Council's Judiciary Board shall be known as the "Judicial Review Committee" and shall serve as an Appeals Court for the Church Of God In Christ.

- Para 1. The purpose of the Judicial Review Committee is to:**
- a. Review, upon appeal, decisions and/or final judgment of the entities of the Church involving interpretations of the Articles of Incorporation, the Charter,

Constitution, By-Laws, Policy and Procedure, and Discipline in the Church Of God In Christ.

- b. Declare all election results in the General Council if there is dispute.
- c. Hear all alleged violations of the rules and regulations, and/or irregularities in the General Council and Church when appealed.
- d. Resolve grievances between members of the Council and entities of the Church Of God In Christ.
- e. Hear other grievances and issues as referred to the Judicial Review Committee  
by the General Board, the Board of Bishops, the General Assembly, Jurisdictional Bishop, Jurisdictional Assemblies, Departments and members of the Church Of God In Christ.
- f. To review, revise and enhance the Rules and Regulations of the General Council of Pastors and Elders to ensure compliance with the Charter, Constitution, By-Laws, Policy and Procedure, Customs and Tradition and Doctrinal position of the Church Of God In Christ, as well as applicable Civil Laws.

**Para 2.** The General Council's Judicial Review Committee is an extension of the Judicial Process of our Church serving as an Appeals Court for both the General Council of Pastors and Elders and the Church Of God In Christ, it is the First Court of Appeal. The Judicial Review Committee in concert with the General Council is also an Ecclesiastical Council with the authority to hear, try, review and determine matters referred to it by as stated above all done in compliance with the guidelines set forth by the General Assembly and the Judicial Code of Conduct of the Church Of God In Christ as it now is or may be amended from time to time.

The Judicial Review Committee is comprised of no less than 9 nor more than 15 members, who also serve as Ecclesiastical Judges of the Appeals Court for the General Council and the Church. The Chairman of the Judicial Review Committee serves as the Chief Ecclesiastical Appeals Court Judge for the Council and the Church. The Judicial Review Committee helps to ensure that the members of the Church are able to pursue their spiritual goals and mission, in an atmosphere free from unreasonable interference or threat of interference. While the Judicial Review Committee shall serve as an Appeals Court for the General Council and the Church, a report of its decisions/decrees must be presented to the General Council for its endorsement.

The process of appeal is not designed to be punitive. It is intended to educate the members of the Church about appropriate behavior and the potential consequences of their actions and choices. The Judicial Review Committee is designed to help the Church develop values and concepts. Among these values and concepts are accountability, responsibility, fairness, justice, safety, and order. It also provides the Church an opportunity to develop and practice skills in leadership, group process, decision-making, ethical and moral reasoning.

**Para 4. Mission:** To investigate and resolve complaints alleging misconduct, or abuse of authority, procedural and judicial errors, and to promote public confidence in the courts, the integrity and independence of the Judiciary by ensuring a high standard of judicial conduct on and off the bench.

All procedures concerning the filing of a complaint, its investigation and resolution can be obtained from the General Council of Pastors and Elders Judicial Review Committee's office.

## **Para 5. Application for Appeal and/or Appeal Hearing Procedure**

1. All requests for an Appeal and/or Appeal Hearing before the Judicial Review Committee / Appeals Court shall be addressed to the Chairman of the General Council, this request letter shall be in the form of formal Notice of Appeal and shall include:
  - a. Letter requesting a Formal Hearing.
  - b. Statement as to the nature and reason for the request.
  - c. Documents supporting the nature and reason for requesting Formal Hearing.
  - d. Good contact information on all parties to and/or involved with the request.
  - e. Copy of current National Credential Card and General Council membership card.
2. Upon receipt of the request for an Appeal and/or Appeal Hearing, the Chairman of the General Council shall forward such request along with all supporting documents to the Chairman of the Judicial Review Committee within fourteen (14) days of receipt, barring no legitimate impediments.
3. The Chairman of the Judicial Review Committee upon receipt of documents from the Council Chairman shall send copies of the Appeal document to the Legal Advisor and all members of the Judicial Review Committee.
4. The Judicial Review Committee Chairman in consultation with the Legal Advisor and Committee members shall determine whether or not the appellant in the appeals document has met all the constitutional and legal requirements and whether or not the General Council has jurisdiction in the particular matter or case.
5. In the event that the Judicial Review Committee Chairman, in consultation with Committee members and the Legal Advisor, determines that the appellant in the appeals document has not met the constitutional and legal requirements or that the General Council does not have jurisdiction, the Judicial Review Committee shall recommend to the Chairman of the General Council that the request for an appeal hearing be denied. In such case, a letter setting forth the particulars and justification for denial would be sent to the appellant and Appellee by the Chairman of the Judicial Review Committee within forty five (45) days of receipt.
6. In the event the Judicial Review Committee decides that the matter/case meets the requirements for Appeal, the Chairman of the Judicial Review Committee will inform the Chairman of the General Council, the General Council Chairman will notify all parties (The Appellant and Appellee by Certified U. S. Postal mail of the decision of the Judicial Review Committee informing them that all further communication with respect to the matter/case will come from and with , this communication is to be sent within twenty one (21) days).



7. The Appeals Court will inform the General Council Chairman, the Appellant and Appellee, that the matter/case has been received for Appeal, in the event and Appeal Hearing is necessary the Appeals Court will set the date, time and place of the hearing, and so notify the parties at least thirty (30) days prior to the hearing, by Certified U. S. Postal mail, and shall request any additional information and materials necessary to the hearing of the matter/case.
8. After the Appeal is review (and/or after hearing all oral arguments if necessary) the Appeals Court will make its decision by a majority vote of those assigned to and participating in the process. The Court shall report its decision to the Chairman of the General Council.
9. As soon as possible after receiving the report of the Judicial Review Committee/Appeals Court, the Chairman of the General Council shall bring the Judicial Review Committee/Appeals Court before the General Council to make its report. The General Council shall endorse the Judicial Review Committee /Appeals Court's report, and the Chairman of the General Council in conjunction with the Chief Ecclesiastical Appeals Court Judge shall notify the Appellant and the Appellee of the ruling, decision/decreed.
10. In matters/case less than capital in nature the Judicial Review Committee/Appeals Court shall have the authority to render a decision after a hearing by the Court without the necessity of coming before the full Council so long as such decision is reported to the Chairman and the Executive Committee of the General Council with a full report to the full Council at its next meeting.

#### **Para 6. Stay of Execution**

In cases where penalties imposed could deprive a Pastor of his livelihood or otherwise do irreparable damage to his reputation or image or irreparable harm to the congregation or the Church at large, the Judicial Review Committee/Appeals Court shall have the authority to order a stay of execution until the appeal has been heard or denied.

*(While Certified U. S. Postal Mail is the constitutionally preferred method of communication, certain matters via verifiable electronic communication can be used to expedite the process and followed up by Certified U. S. Postal within seven (7) business days.)*

### **Section III: Ethics Committee**

The Ethics Committee of the General Council is established to issue advisory opinions interpreting and applying the Rules of Professional Conduct as outlined in the General Council's Code of Ministerial Ethics. The nine (9) members committee are appointed by the Chairman of the General Council and may serve two consecutive four-year terms.

This committee meets regularly to review and consider formal requests for advice and/or opinions by those seeking guidance on ethics matters. If prior opinions address the inquiry, the Ethics Counsel and staff send an informal letter to the requesting party making reference to specific prior opinions that appear dispositive.

The Ethics Committee shall conducting the necessary research on issues referred to it and prepare opinions following discussion on the matter/s. Requests involving controversial issues may require involvement of other committees of the General Council before a consensus can be reached.

The committee also serves as a clearing house for receiving comments on or proposals for amendments to the General Council's Code of Ministerial Ethics.

The committee may study a proposal to amend the General Council's Code of Ministerial Ethics and make recommendations to the Executive Committee and Council regarding such a proposal. The committee's work may include other specific assignments or requests in its area of general responsibility from Council's Executive Committee.

#### **Section IV: Finance Committee**

The Finance Committee is a standing committee of the General Council and is typically chaired by the Council's Treasurer. The committee is responsible for reviewing and providing guidance for the Council's financial matters. Specifically, the committee assures internal controls, independent audit, and financial analysis for the Council financial status.

The Finance Committee reviews all financial statements and reports on the financial activity of the Council to the Chairman and Executive Committee. The full Executive Committee may be better able to respond to aggregated information with important financial trends and issues highlighted in an accompanying narrative report from the Finance Committee.

To help the Executive Committee fulfill its oversight function, it is important for the Treasurer and the Finance Committee to present the information in as clear and concise a manner as possible.

**Para 1.** Here are the Finance Committee's basic responsibilities:

- a. Provide direction for the Council for fiscal responsibility.
- b. Regularly review the Council's revenues and expenditures, balance sheet, investments and other matters related to its continued solvency.
- c. Assist with the annual budget and submit it to the Chairman and full Executive Committee for approval.
- d. Ensure the maintenance of an appropriate capital structure.
- e. Oversee the maintenance of Council's assets, including prudent management of Council investments.

**Para 2.** Here are some specific tasks the Finance Committee might undertake:

- a. Review revenues and expenses at a monthly Committee meeting.
- b. Ensure that Council funds are spent appropriately (i.e., restricted funds).
- c. Develop an investment strategy.
- d. Ensure the preparation of an annual audit, tax form (990), and audited Financial Statements.
- e. Provide support to staff as needed.

**Para 3.** Composition of Finance Committee: Chairman-the Council Treasurer shall serve in that role of, Finance Secretary, and such other persons as the Chairman of the General Council and Executive Committee may determine.



- a. The Finance Committee shall raise the offerings during General Council meetings and conferences.
- b. The Finance Committee shall advise the Chairman of the General Council and the Executive Committee on financial matters.
- c. The Finance Committee shall prepare an annual budget report to be submitted to the Chairman and Executive Committee for its consideration and subsequent approval by the General Council.

## **Section V: Resolutions Committee**

The Resolutions Committee oversees the call for Amendments to the General Council Rules and Regulations, facilitates the Amendment process at Meetings, and encourages the Council and Committees of the Council to action on Amendments between Conferences.

The Committee screens all proposed resolutions to see that they are in line with the General Council's purposes and priorities, and checks for duplication; the Committee confers with the all entities of the Council and encourages them, when necessary, to submit a joint resolution. The Committee also checks for conformity in wording and structure and prepares final versions of resolutions for circulation to the General Council before a vote or presentation to the General Assembly.

1. The Resolution Committee shall be comprised of a Chairman and nine (9) members, who shall be appointed by the Chairman of the General Council.
2. The Resolution Committee shall have the responsibility for putting the General Council's legislative agenda in resolution form to be presented to the General Assembly.

## **Section VI: Rules Committee**

The Rules Committee determines the rules and procedure for expediting our business and offer protocol for discussion on the business of the Council

1. The Rules Committee shall be composed of a Chairman and nine (9) members, who shall be appointed by the Chairman of the General Council.

## **Section VII: Nominating Committee**

1. The Nominating Committee shall be composed of nine (9) members, who shall be appointed by the Chairman of the General Council, and they shall serve for a term of four (4) years or until their successors are selected and appointed.
2. The Nominating Committee shall present a slate of nominees, for each position to be filled, to the General Council, to be voted on, prior to each election.

## **Section VIII: Regional Directors**

1. Regional Administrators shall be an extension of or adjutants to the office of the Chairman of the General Council. Their duties and responsibilities shall be limited to the area to which they are assigned
2. The duties and responsibilities of the Regional Administrators shall be:

- a. To work with and among the Chairmen of the Jurisdictional Councils within the area to which he has been assigned; to encourage support for the General Council's programs.

## **Article VI**

### **Regular Meetings**

The General Council shall meet annually during the time of the Holy Convocation of the Church of God In Christ and it shall also hold an annual and regional conference.

## **ARTICLE VII**

### **Special Meetings**

The Chairman, with the approval of the Executive Committee, shall have authority to call special meetings of the General Council when deemed necessary.

## **ARTICLE VIII**

### **Conflict of Interest Policy**

While Conflict of Interest may be difficult to define, the Legal definition of Conflict of Interest is usually set out in State Laws governing nonprofit corporations, though not very specific and covers relatively few situations. Most conflicts fall into a gray area where ethics and public perception are more relevant than statutes or precedents.

Conflict of Interest arises whenever the personal or professional interests of an Officer or Responsible person are potentially at odds with the best interests of the nonprofit Corporation or those it serves, in our case the Purpose and Mission of the General Council.

A Conflict of Interest is a situation in which someone in a position of trust, has competing professional or personal interests that would either make it difficult for them to fulfill their duties fairly, impartially without influence or that would create an appearance of impropriety that could undermine public confidence in our actions.

More generally, conflict of interest can be defined as any situation in which an individual is in a position to exploit a professional or official capacity in some way.

The appearance of Conflict of Interest causes us to become vulnerable to legal challenges and public misunderstanding and loss of public trust.

Loss of public confidence and a damaged reputation are the most likely results of a poorly managed Conflict of Interest policy. Because public confidence is important to most nonprofits, and in particular The General Council, Officers and Responsible persons should take steps to avoid even the appearance of impropriety.

In cases of a conflict of interest, the conflicted individual is expected to recuse themselves from the matter and not take part in, or influence in any way, the process. For example, Judges recuse themselves from cases from time to time due to personal or professional conflicts of interest.

There are two kinds of conflicts of interests:

A **"Real"** conflict, in which the competing interests are exploited for personal gain, and An **"Apparent"** conflict, in which the conflict of interests is acknowledged and is dealt with accordingly by the parties involved, thus rescue themselves.

# Types of conflicts of interests

The following are the most common forms of conflicts of interests:

- Self-dealing, in which public and private interests collide
- Positions, in which the interests of one job contradicts another,
- Accepting of benefits, including bribes and other gifts accepted to advance favor,
- Influence peddling, using one's position in one arena to influence other realms,
- Use of government / corporate / legal property for personal use,
- Unauthorized distribution of confidential information

## General Council Conflicts of Interest Policy:

### Definitions and Procedures

This conflict of interest policy is designed to help Officers and Responsible persons of the General Council of Pastors and Elders to identify situations that present potential conflicts of interest concerns and provide the General Council with a procedure which, if observed, will allow actions and transactions of the General Council to be seen above reproach. This policy is intended to comply with the established procedure for all Elected and Appointed Officers, of nonprofit corporations and the General Council Rules and Regulations. In the event there is an inconsistency between the requirements and procedures prescribed herein and those in the Council Rules, the statute of Professional Ethics shall control the debate, except as it may be limited by the Constitution of the Church Of God In Christ, Inc. All Elected and Appointed Officers and Responsible persons of the General Council shall at all cost and in events AVOID Conflict of Interest situation, issues and circumstances. Should your position or involvement in any way with the General Council pose or present the appearance of a Conflict of Interest, consider the General Council and take the appropriate steps to safe guard the Council.

## ARTICLE IX Confidentiality

### Definition: Confidential Information

General Council's activities involve both public and confidential information. While public information can be shared with anyone, confidential information must be treated carefully.

Confidential information ***should not and must not*** be shared with anyone other than the General Council staff directly involved in that activity and or matter.

Confidential information includes, but not limited to ***any***

- Information submitted to General Council for review, such as
- Referral for Judicial Review
- Cases to be heard and adjudicated
- Judgment and decisions
- General Council Financial, professional, or personal information related to Officers Responsible Individual or the Council itself, such as
- Salaries
- Performance reports

- Health information
- Recommendations or discussions related to funding decisions by the Council or its Committees

## **Confidentiality Guidelines**

It is your responsibility to comply with all restrictions regarding confidential information. You must ask your Committee Chairman to specify the confidential information of each Committee. Do not hesitate to ask any questions about confidentiality.

## **How Confidentiality Is Violated**

Confidentiality is often unknowingly violated when individuals seek assistance in understanding certain aspects of issues. Do not consult anyone outside the immediate Committee for assistance.

You should contact your Committee Chairman or the Council Chairman for assistance.

## **Consequences of a Breach in Confidentiality**

Depending on the nature of the breach, you could

- Void a decision, or contract
- Create a protest that would severely delay or ruin possible future efforts.

If you think that you have breached confidentiality, alert your Committee Chairman immediately.

## **ARTICLE X Revisions**

A revision or refinement of these Rules and Regulations may occur at any Annual Meeting of the General Council at the request of the Elected Chairman and endorsed by a majority vote of the Executive Committee present and voting.

## **ARTICLE XI Amending The Rules**

These rules may be amended at any regular meeting of the General Council by a three-fourth (3/4) majority vote.



## APPENDIX (A.)

# GENERAL COUNCIL



## RULES AND PROCEDURES

# NOTES



# **RULES AND PROCEDURES**

## **FOR**

### **THE GENERAL, COUNCIL OF PASTORS AND ELDERS**

#### **THE GENERAL COUNCIL'S AUTHORITY**

##### **WHEREAS**

In accordance with the provisions of the Charter of the Church Of God In Christ filed in the state of Tennessee and the Constitution as outlined in the Church Of God In Christ Official Manual, to include all amendments, and the Judicial Code of Conduct, The General Council shall establish such rules and regulations as it may deem necessary and proper for the conduct of its business not inconsistent with the Constitution or Laws of the Church of God in Christ, as they now are or may be amended from time to time. And

##### **WHEREAS**

The General Council is an Ecclesiastical Council/Tribunal an Appeals Court, reporting its findings to the appropriate entities of the Church. And

##### **WHEREAS**

As an Ecclesiastical Council the General Council has power and authority to hear, try and determine cases and all other matters referred to it in compliance with the Constitution and/or Laws of the Church. And

##### **WHEREAS**

The General Council shall exercise all other powers and duties vested in it by the Charter, Constitution, By-Laws and Judicial Code of Conduct of the Church as they now are or may be amended from time to time the Council shall adopt such rules, policies, procedures and regulations governing the conduct of its business and its organization, as it may deem necessary, proper and/or expedient. And

##### **WHEREAS**

##### **BE IT THEREFORE RESOLVED**

The following Rules and Procedures shall govern the General Council of Pastors and Elders of the Church Of God In Christ, Inc.:

# **RULES AND PROCEDURES FOR THE GENERAL COUNCIL OF PASTORS AND ELDERS**

## **RULE 1. The General Council Operation**

The General Council shall be governed by the Charter, Constitution, Bylaws, Policies, Rules and Procedures and Judicial Code of Conduct of the Church Of God In Christ, Inc. as they now are or may be amended from time to time. Where the Constitution and General Council Rules are silent, at the discretion of the Chair Robert's Rules of Order may be followed. The General Council shall hear and consider the business and matters of the General Council of Pastors and Elders of the Church Of God In Christ, Inc. as reported to it by the entities of the Church Of God In Christ, Inc. making recommendations where required or needed for clarity and vote its conscience.

## **RULE 2. General Council Composition**

The General Council shall consist of all ordained elders who are in good standing with their local churches in the Ecclesiastical Jurisdictions Assembly and the General Assembly.

## **RULE 3. Seating of Officials**

In keeping with the General Council rich custom and in order to facilitate the orderly flow of business, seating during the General Council Session shall be as follows:

1. At the Front of the Chamber either on the floor or a raised platform a table that will seat the following:
  - a. The Chairman, Vice Chairman, Secretary, Treasurer and Parliamentarian.
2. On the floor to the right of the riser or platform at table that will seat the following:
  - a. All appointed Committee Chairman.

(Seating arrangements in the General Council Chamber can be altered at the discretion of the Chairman.)

## **RULE 4. The Chairman**

The Chairman shall conduct the meeting as outlined on a printed agenda and in the following manner:

- a. The Chairman shall open the Council Meeting by calling the meeting to order.
- b. The Chairman shall announce the business of the Council Meeting by presenting an agenda to the Council.
- c. The Chairman shall decide all questions of order.
- d. The Chairman shall put all questions before the Council.
- e. The Chairman shall maintain the order of and in the Council Meeting.

- f. The Chairman shall discuss and allow discussion of the items on the agenda for the session.
- g. The Chairman will recognize all Members who desire to speak, and shall conduct the meeting without partiality.
- h. The Chairman shall be permitted to change the order of the agenda items.
- i. The Chairman shall have the authority to set time limits for discussion of agenda items.
- j. When deemed necessary, the Chairman shall have the authority to assign agenda items to the appropriate committee or committees for further studies and/or refinement.

(In the absence or direction of the Chairman the Vice-Chairman shall conduct the meeting in the same fashion)

### **RULE 5. The Quorum**

"A quorum shall consist of a simple majority of 50% plus one (1) of the Pastors and Elders registered and present for the current session."

### **RULE 6. Quadrennial Election**

- a. Candidates for Office will be nominated and or declare their intention to run for Office, the Nominating and Screening Committee will conduct the necessary interview and background check to insure their qualification. Upon completion of the necessary interview and background check the Nomination and Screening Committee will submit the names of all qualified candidates to the Chairman of the General Council to have their names places on the ballot.
- b. The Election Commission of the General Council under the direction of the Chairman or his designee will conduct all election for Elected Office in the Council.
- c. Voting in all election of Officers shall be by ballot vote only. To be declared the winner, a candidate must receive at least 50%+ 1 of the votes cast. In the event that no candidate gets 50%+1 of the votes cast, there will be a run off between the two candidates with the highest number of votes. The candidates with the highest number of votes will be declared the winners, any dispute in the election process will be resolved by the Judicial Review Committee of the Council.
- d. Once in the General Council Chamber you may leave only at the discretion of the Chair; any member leaving the General Council Chamber after the chamber has been certified without leave of the Chair will not be permitted back into the Chamber.

### **RULE 7. The Method of Voting during Election**

- a. The method of voting shall be by paper ballot only.

### **RULE 8. Addressing the General Council**

- I. Members, who wish to speak, shall address the Chair and be recognized by the Chair,
- II. Upon being recognized by the Chair, members shall stand; give their Names, their Jurisdiction and their Jurisdictional Bishop's name.

III. When addressing the General Council, members shall limit their remarks to the discussion at hand and avoid negative, personal comments.

#### **RULE 9. Disturbances**

Disturbances that hinder the orderly transaction of business shall be deemed a violation of order in such case the Chair may:

- a. Prohibit the disorderly Member from further participation in any discussion during the remainder of the General Council session or any part thereof.
- b. If the disorderly Member continues to disturb the order of the General Council, the Chair may eject the Member from the Chamber.
- c. Non-Member who causes disturbances may be ejected from the Chamber.
- d. NO recording or monitoring devices are permitted in or on the General Council Chamber floor without the expressed permission of the Chairman of the General Council.
- e. NO outside media coverage or reporters are permitted in the General Council session without the expressed permission of the Chairman of the General Council.
- f. **All Cell phones MUST be turned OFF or put on VIBRATE mode during the General Council Sessions.**

#### **RULE 10. Sergeant-At-Arms**

The Sergeant-At-Arms shall be charged with, verifying that all Members on the General Council Chamber floor are Registered for the current General Council Session, gathering the count of Registered Members in the General Council Chamber session, maintaining order in the General Council session, distributing materials to Registered Members, the counting of votes (in the event of a Division of the House); and any other duties the Chairman may deem necessary to the orderly flow of business during the General Council session.

## APPENDIX (B.)

# CODE OF MINISTERIAL ETHICS STANDARDS FOR THE GENERAL COUNCIL OF PASTORS AND ELDERS OF THE CHURCH OF GOD IN CHRIST



## MINISTERIAL ETHICS

# NOTES



# **CODE OF MINISTERIAL ETHICS STANDARDS FOR THE GENERAL COUNCIL OF PASTORS AND ELDERS OF THE CHURCH OF GOD IN CHRIST**

## **Introduction to Code of Ministerial Ethical Standards**

The role of the clergy encompasses a maze of responsibilities. He is expected to be the compassionate counselor, articulate preacher, spiritual mentor, efficient business administrator, and studious scholar. Additionally, these roles regularly overlap.

A minister counsels while preaching. He employs biblical scholarship for inspiration with his administrative tasks. He attends social gatherings, only to find himself spontaneously offering advice to the confused, providing biblical insight to curious, or justifying the latest administrative decision to critiquing congregant.

Within these countless experience of daily living, the field is ripe for ethical dilemmas. The minister must be alert in his quest to do the right thing. Acutely aware of any potential pitfall, the minister has foremost in mind the question, **WHAT OUGHT I TO DO?**

A code of ethics is a set of principles for ministerial behavior. The laws of society provide a general standard; many people believe if behavior is legal, then it is ethical. This is not always true. It is shortsighted to equate legality with ministerial ethics and morality.

Law is essentially the minimum standard for public order, while a code of ethics presents a higher level of commitment and conduct. The law must be respected by society to steer a community's behavior down proper societal pathways, but law is not equivalent with a code of ethics. Ethics clearly demand obedience to law - but that is only the beginning. A code of ethics requires far more.

A minister's code of ethics calls him to rise above the minimum. As a prophetic voice in the quandaries of parishioners' daily lives and a spokesman for the community at large, the minister must strive confidently on the road he call others to travel.

A ministerial code of ethics must be specific enough to give real-life application but broad enough for the inevitable unaddressed issues that arise. A code of ethics cannot address every potential conundrum. That would be as futile as it is cumbersome. Instead, the code should offer general guidelines that uphold core values for a variety of unforeseen situations.

# **CODE OF MINISTERIAL ETHICS STANDARDS FOR THE GENERAL COUNCIL OF PASTORS AND ELDERS OF THE CHURCH OF GOD IN CHRIST**

## **Preamble**

This Code of Ethics is based on the fact that Church of God in Christ Clergy must always uphold Christian values and conduct as promoted by the Gospel and taught by the Church of God in Christ. It does not presume to provide the answer to all the ethical questions facing Church of God in Christ Clergy nor is it intended to supersede Church or Civil law. Its purpose, rather, is to establish a set of general ethical standards for the General Council of Pastors and Elders of the Church of God in Christ. These standards will help to delineate boundaries for appropriate behavior in ministry.

The term "Church Clergy" is used to indicate all those who represent the Church of God in Christ by virtue of their office or designated Episcopal position. This Code will be used in their formation for ministry, and in holding them accountable to live within the ethical standards it sets.

Responsibility for adherence to this Code of Ethical Standards rests with the Church Clergy themselves. Violations will be dealt with by the appropriate employing or appointing authority through action that may, if necessary, lead to exclusion from ministry.

The conduct of Church Clergy, both public and private, has the potential to inspire and motivate people, or to scandalize them and weaken their faith. Church Clergy must always keep this in mind.

## **General Principles**

Five key principles underlie the ethical stance of this Code: ecclesial commitment, integrity, respect for others, personal well-being and ministerial competence.

### **Ecclesial Commitment:**

Church Clergy should know Christ and seek to make him known. They should be familiar with the scriptures and be able to apply them to day-to-day situations. Church Clergy must have a deep commitment to the Church of God in Christ as evidenced by adherence to Church teaching, loyalty to tradition, attentiveness to present demands, and readiness to take on future challenges. This commitment looks beyond the boundaries of local church communities to embrace the wider Church, district, jurisdictional, national and universal.

### **Integrity:**

Church Clergy are expected to be persons of integrity who conduct themselves in a manner that is open, honest and above reproach. This requires that they be conscientious in their ministry and morally upright in their personal lives.



### **Respect for Others:**

Church Clergy must respect the rights, dignity and worth of everyone regardless of their degree of participation in the faith community, cultural background or economic status. They should strive to be sensitive to issues of aging, gender, race, religion, sexual orientation (though we are opposed to Homosexuality in any form), physical and mental disabilities, and language, since these all affect how the message of the Gospel is accepted and lived out.

### **Personal Well-Being:**

Church Clergy are expected to give proper attention to their own human, spiritual and intellectual well-being.

Church Clergy should show appropriate regard for their own physical, mental and emotional health, and should promote the personal well-being of one another as well. They should determine healthy limits in their work environment and live within these limits as much as possible. They should make use of allotted time for vacation and days away from the work environment.

Church Clergy should maintain an active prayer life and properly address their own spiritual needs in order to nurture their faith and minister effectively to others. They should strive to grow in their knowledge of the faith and faith-related issues, both on their own initiative and by participating in opportunities available to them.

### **Ministerial Competence:**

Church Clergy should develop and maintain a high level of competence in their particular ministries by participating in the ongoing formation required of them. They shall not attempt to provide services in those areas in which they lack competence.

## **Ethical Standards**

### **Christian Behavior and Environment:**

The lives of Church Clergy must be marked by Christian virtue. In both their personal life and ministry, they must strive to create environments in which all are treated with dignity, charity, and respect. Church Clergy are to live the virtue of chastity according to their Christian state of life whether single, married, or celibate.

Church Clergy, moreover, must not betray the trust of the faith community by any kind of misconduct whatsoever, including, but not limited to, harassment, exploitation, and abuse. In particular, sexual misconduct by Church Clergy, especially in the context of a ministerial relationship, is never acceptable. A ministerial relationship is created whenever a person in his or her capacity as a Church Clergy interacts with another person.

Church Clergy are obligated to know and to abide by existing law and COGIC policies as these apply to all forms of misconduct. Those who work with youth on a regular basis are required to participate in safe environment training programs which address child abuse, including sexual abuse, and cover prevention, identification, response and reporting

## **Administration Church Clergy in administrative positions should:**

- Treat employees and volunteers according to the demands of justice and with charity, fully embracing the social teaching of the Church.
- Make decisions consistent with civil and church law.
- Never use their position to exercise unreasonable or inappropriate power and authority.
- Exercise responsible stewardship with Church resources.
- Observe COGIC policies and guidelines for ministry and fiscal management.

## **Conduct in Counseling:**

In providing counseling, including spiritual direction, Church Clergy should:

- Function within the limits of their competence and refer counselees to other professionals when appropriate.
- Respect legitimate expectancies for confidentiality.
- Make sure there will be no negative consequences before entering into a counseling relationship with someone with whom they have a pre-existing relationship.
- Respect appropriate boundaries, never engaging in sexual intimacies and avoiding any physical contact that could be misconstrued.
- Conduct sessions in appropriate settings and never use electronic means to record them without explicit permission from the counselee.
- Maintain a log of the times and places of counseling sessions for each person being counseled.

## **Ministry with Minors:**

In ministry with minors Church ministers should:

- Maintain open, trustworthy relationships that are marked by personal and professional integrity.
- Avoid exclusive relationships with minors and be cautious of minors desiring such a relationship.
- Avoid any physical contact that can be misconstrued by either minors or adults.
- Never provide minors with alcohol or illegal drugs or with any sexually explicit material.
- Never offer minors overnight accommodations in local church property or other personal residences unless additional adult supervision is present.
- Be aware of their own and others' vulnerability and, whenever possible, use a team approach to Counseling ministry.

## **Confidentiality:**

Church Clergy must respect the confidentiality of information which they have acquired in the course of counseling, spiritual direction or other ministerial encounters.

Without prejudice to the seal of Confession, they should:

- Discuss the nature of confidentiality and its limitations at the outset of a ministerial relationship with assurance that confidentiality will be respected.

For example, in beginning what is clearly a counseling relationship, the Church Clergy should inform a counselee that confidentiality is limited when there is clear and imminent danger to the counselee or to others.

- Disclose confidential information only for compelling professional reasons or as required by law.
- Exercise great care to limit the content of shared information when disclosure is necessary.
- Safeguard the confidentiality of information maintained in notes and files or by electronic means.

### **Conflicts of Interest:**

Church Clergy should avoid situations that might present a conflict of interest since the existence, or even the appearance, of a conflict of interest can call integrity into question.

### **They should:**

- Disclose to proper authorities all relevant factors that could create or be seen as a conflict of interest.
- Be open and honest with all parties concerned when a conflict of interest arises.
- Refuse gifts and bequests of money or property which should be received for the benefit of the Church of God in Christ.

# NOTES

## APPENDIX (C.)

# CHURCH OF GOD IN CHRIST



Mason Temple Church Of God In Christ Headquarters  
Memphis, Tennessee

## LOCAL CHURCH



# NOTES



# LOCAL CHURCH

We the **Church of God in Christ (COGIC)** are a Pentecostal Holiness Christian denomination with a predominantly African American membership. With nearly five million members in the United States and 12,000 congregations, we are considered the largest Pentecostal church and the fifth largest Christian church in the U.S. Internationally, COGIC can be found in more than 60 nations. Our worldwide membership is estimated to be between six and eight million members. It is estimated that we have more than 15,000 COGIC congregations throughout the world.

## Holiness Origins

The Church of God in Christ was formed in 1897 by a group of disfellowshipped Baptist, most notably Charles Price Jones (1865-1949) and our founder Charles Harrison Mason (1866-1961). Jones and Mason were licensed Baptist ministers in Mississippi in the 1890s who were disfellowshipped by the local Baptist association for preaching the doctrine of Christian perfection also known as "Holiness." They became associated with a group of men who would become the early African American leaders of the Holiness Movement in the late 19th century.

In 1896, Jones and Mason conducted revivals in Jackson, Mississippi that led to their expulsion from the local Baptist association. C. P. Jones led a group of followers from the Mt. Helm Baptist Church in Jackson, MS to form the Christ Temple Church. In 1897, C.H. Mason established the St. Paul Church in Lexington, MS which became the first and oldest COGIC congregation in the world.

When the first convocation was held in 1897, the group was originally known simply as the "Church of God." Many Christian groups forming at the time wanted biblical names such as "Church of God, Church of Christ, or Church of the Living God" and rejected terms such as Baptist, Methodist, or Episcopal as not being scriptural names for the church. However, so many new holiness groups were forming and using the name "Church of God," that Dad Mason sought a name to distinguish this Holiness organization from others. Later in 1897, while in Little Rock, AR, Dad Mason believed that God had given him such a name for the group, the "Church of God in Christ" (COGIC). Dad Mason believed that the name taken from 1 Thessalonians 2:14 was divinely revealed and biblically inspired. Dad Mason believed that God said, "If you take the name that I give you, they would never build a building that would hold all those who would come." The group adopted the name and COGIC began to grow throughout the south. C.P Jones was elected the General Overseer, C.H. Mason was selected as Overseer of Tennessee, and J.A. Jeter was selected as Overseer of Arkansas.

In 1907 at the general convocation held in Jackson, MS, a great debate occurred where Jones and Jeter rejected Mason's teaching on the Baptism in the Holy Ghost with speaking in tongues as the initial evidence. They had been teaching and preaching that "sanctification" was the baptism of the Holy Spirit and that tongues could be a sign but not the only sign that one had been baptized. This debate and disagreement resulted in Dad Mason's expulsion and separation from the church. Later that same year, Dad Mason called a meeting in Memphis, Tennessee, and reorganized the Church of God in Christ (COGIC) as a Pentecostal-Holiness body. After years of litigation over the use of the name by the two groups, Dad Mason's group was awarded the original charter. Thus it is believed that the COGIC became the first legally chartered Pentecostal body incorporated in the United States. Please note the Church Of God In Christ history is much more extensive than this brief summary.

## THE LOCAL CHURCH

PART III in the Policy section of the Official Manual of the Church Of God In Christ titled "THE CHURCH" sets out how churches become a member church in the Church Of God In Christ to include their duties, responsibilities, accountability, liabilities, and discipline:

### A. THE LOCAL CHURCH

The local church having assumed the vows of the membership in the Church of God In Christ must consist of a congregation of faithful believers in Christ Jesus, who being baptized of the Spirit and Water, received the Word of God and the ordinances duly administered. It must be governed by lawful Pastors under the overseership of Jurisdictional Bishops, and must abide by the rules and regulations prescribed in the Constitution and By-Laws of the church as set forth in Part I of the Official Manual.

In order that each local church may be properly recognized by the Jurisdictional Bishop and the National Headquarters of the Church Of God In Christ, it shall be the duty of all Pastors to organize and administer the church charged to their care according to the Rules and Regulations as prescribed by the Constitution.

Each local church is held accountable for its members wherever they live and for persons who choose it as their church, wherever they live.

The local church is the basic unit of the structural organization of the Church of God In Christ. The Pastor of a local church shall be appointed by the Jurisdictional Bishop of the Ecclesiastical Jurisdiction of the church.

1. A local church may be established or set I order by the Bishop of its Ecclesiastical Jurisdiction, or by an elder authorized by the Bishop to do so.
2. No local church shall have full status in the Church Of God In Christ until it has been registered by it Jurisdictional Bishop in the office of the General Secretary, who shall then issue to the Jurisdictional Bishop a certificate of membership for the local church.
3. Neither a local church who's Jurisdictional Bishop has not received a Certificate of Membership from the National Office in Memphis, Tennessee, nor any member thereof, shall be entitled to enjoy the rights and privileges of membership in the Church Of God In Christ.
4. A local church which has been accepted by the Church Of God In Christ and issued a Certificate of Membership shall not withdraw or sever its relations with the General Church, except by and with the permission of the General Assembly.
5. A local church In good standing and fellowship with the Church of God In Christ and whose Certificate of Membership has not been suspended or revoked shall have the right to elect delegates to it's Jurisdictional Assembly.
6. A local church may establish its own Constitution and By- Laws, provided the same shall not be in conflict with or repugnant to the Charter, Constitution, Laws, and Doctrines of the Church of God in Christ. All trustees of the local churches shall be members of the Church of God In Christ. In all cases where the Laws require a special mode of election of Church Trustees, that mode must be followed. Trustees of local unincorporated churches and their successors in office shall hold title to all real and personal property for the use and benefit of the members of the church, as provided in the Sub-Section (9) hereinafter. Where, however, no particular mode of election of Trustees is established or required by Law, then the trustees shall be elected by a majority of the members of the congregation, present and voting, in a regular or special business meeting of the church.
7. All special meetings of the church shall be announced on the Sunday preceding the date of the meeting and shall state the purpose of the call and the time and place of the meeting.

8. Real Estate or other property may be acquired by purchase, gift, devise, or otherwise by local churches. Where real or personal property is acquired by deed, the instrument of conveyance shall contain the following clause, to -wit: "The said property is held in trust for the use and benefit of the members of the Church of God In Christ with National Headquarters in the City of Memphis, Shelby County, Tennessee, and subject to the Charter, Constitution, By-Laws and Doctrines of said church, now in force full force and effect, or as they may be hereafter amended, changed, or modified by the General Assembly of said Church."
9. The Officers and Trustees of a local church shall not mortgage church property in order to pay or meet current expenses of the Church.
10. Trustees, deacons and other Officers of a local church shall give an annual report to the congregation thereof.
11. A member of a local church may be licensed to preach by his pastor.

Part I The Constitution Article III Structure of Church, Civil, and Ecclesiastical Pages 14-17 of the Official Manual of the Church Of God In Christ sets out Constitutional mandates for the Local Church:

#### **SECTION D. LOCAL CHURCHES**

1. The Local Church is the basic unit of the structural organization of the Church of God In Christ. Its membership shall consist of all who have been set in order as a Church by those authorized to do so after having first declared their faith in Jesus Christ as their Savior and declared their faith and belief in the doctrines of the Church of God In Christ and their willingness to submit to and abide by the government of the Church of God In Christ. The Pastor of a local church shall be appointed by the Jurisdictional Bishop of the Ecclesiastical Jurisdiction of the Church.
2. A local church may be established or set in order by the Jurisdictional Bishop or his designee.
3. No local church shall have full status in the Church of God In Christ until it has been registered by its Jurisdictional Bishop in the office of the General Secretary, who shall then issue to the Jurisdictional Bishop a certificate of membership for the local church.
4. Neither a local church who's Jurisdictional Bishop has not received a Certificate of Membership from the General Secretary of the Church, nor any member thereof, shall be entitled to enjoy the rights and privileges of memberships in the Church of God In Christ.
5. A local church, which has been accepted by the Church of God In Christ and issued a Certificate of Membership, shall not have the legal right or privilege to withdraw or sever its relations with the General Church except by and with the permission of the General Assembly.
6. A local church in good standing and fellowship with the Church of God In Christ and whose certificate of membership has not been suspended or revoked shall have the right to elect delegates to its Jurisdictional Assembly.
7. A local church may establish its own constitution and by-laws, provided the same shall not be in conflict with or repugnant to the Charter, Constitution, Laws and Doctrines of the Church of God In Christ.

8. All trustees of local churches shall be members of the Church of God In Christ. In all cases where the law requires a special mode of election of Church Trustees, that mode must be followed. Trustees of local unincorporated churches and their successors in office shall hold title to all real and personal property, for the use and benefit of the members of the Church of God In Christ with section 9 hereinafter. Where, however, the law requires no particular mode of election of trustees, they shall be elected by a majority of the members of the congregation, present and voting, in a regular or special business meeting of the church. All special meetings of the church shall be announced on a Sunday preceding the date of the meeting and shall state the purpose of the call and the time and place of the meeting.
9. Real Estate or other property may be acquired by purchase, gift, devise, or otherwise, by local churches. Where real or personal property is acquired by deed, the instrument of conveyance shall contain the following clause, to wit:

"The said property is held in trust for the use and benefit of the members of the Church of God In Christ with National Headquarters in the City of Memphis, Shelby County, Tennessee, and subject to the Charter, Constitution, Laws and Doctrines of said Church, now in full force and effect, or as they may be hereafter amended, changed or modified by the General Assembly of said Church."
10. The Officers and Trustees of a local church shall not mortgage Church property in order to pay or meet current expenses of the Church.
11. No deed, conveyance or mortgage or real estate of a local church shall be binding on the Church of God In Christ unless execution of said instrument has been approved in writing by the Jurisdictional Bishop having jurisdiction over said local church.
12. Trustees, Deacons and other officers of a local church shall make an annual report to the congregation thereof.
13. A member of a local church may be licensed to preach by his Pastor.
14. A licensed Minister of a local church shall be ordained by the following procedures:
  - (a) He must first be recommended by his Pastor to the Ordination Committee of the Ecclesiastical Jurisdiction of which his church is an affiliate, and said Pastor shall present the credentials and qualifications of the candidate to said Committee.
  - (b) The credentials and qualifications of the candidate shall include his moral, spiritual fitness and attested loyalty to the Church and he shall also be required to satisfactorily complete a prescribed course of study as recognized by the General Assembly.
  - (c) If the Committee approves the application of the Candidate after examination and investigation of his credentials and qualifications, the candidate shall be recommended for ordination to his Jurisdictional Bishop.
  - (d) If the Bishop approves, he shall thereupon ordain the applicant, who thereby becomes an Ordained Elder of the Church.
15. Only an ordained Elder may administer the Ordinances of the Church.



16. All credentials and certificates shall be uniform and shall be issued by the General Secretary to the Jurisdictional Bishops.

Part I Article VI of the Constitution shows who is responsible for leadership in and of the local church Pages 26-27:

## SECTION J. PASTORS OF LOCAL CHURCHES

The Pastor is the chief executive officer of the local Church and shall have general oversight and supervision thereof.

1. The Pastor shall have the right to appoint or remove officers of the local church, and to administer his office in accordance with the Charter, Constitution, By-Laws of the Church of God In Christ.
2. The Pastor shall be responsible for the spiritual and doctrinal guidance of the local church.

## CHURCH DISCIPLINE

Though church discipline is a very difficult area of doctrine and one hard to practice, it nevertheless rests upon the divine authority of Scripture and is vital to the purity, power, progress, and purpose of the church. The responsibility and necessity for discipline is not an option for the church if it obeys the Word of God, but a church must be equally concerned that Scripture is carefully followed in the practice of church discipline.

The discipline of the church is first patterned after the fact that *the Lord Himself disciplines His children* (Heb. 12:6) and, as a father delegates part of the discipline of the children to the mother, so the Lord has delegated the discipline of the church family to the church itself (1 Cor. 5:12-13; 2 Cor. 2:6).

Church discipline is to be patterned after and based on *the divine commands of Scripture* (1 Cor. 4:6). We have numerous passages of Scripture which both command and give us God's directives on the how, why, when, and where of church discipline.

Again, a failure to exercise this responsibility demonstrates a lack of obedience and belief in the authority of the Bible (1 Cor. 5:1-13; Matt. 18:17-18; Titus 3:10; 2 Thess. 3:6-15; 1 Tim. 5:20; Gal. 6:1).

### The Purposes of Church Discipline:

- (1) To bring glory to God and enhance the testimony of the flock.
- (2) To restore, heal, and build up sinning believers (Matt. 18:15; 2 Thess. 3:14-15; Heb. 12:10-13; Gal. 6:1-2; Jam. 5:20).
- (3) To produce a healthy faith, one sound in doctrine (Tit. 1:13; 1 Tim. 1:19-20).
- (4) To win a soul to Christ, if the sinning person is only a professing Christian (2 Tim. 2:24-26).
- (5) To silence false teachers and their influence in the church (Tit. 1:10-11).
- (6) To set an example for the rest of the body and promote godly fear (1 Tim. 5:20). To protect the church against the destructive consequences that occurs when churches

fail to carry out church discipline. A church that fails to exercise discipline experiences four losses: The Loss of Purity, The Loss of Power, The Loss of Progress and The Loss of Purpose.

- (7) Should any Church fail to comply with the establish mandates of the Church Of God In Christ Charter, constitution, By-Laws, Rules, Policies and Procedures the provisions of Part I ARTICLE VIII of The Constitution "CHURCH DISCIPLINE" in the Pages 28-34

## **SECTION A. TRIALS OF LOCAL CHURCHES**

### **1. *Offenses for which a Church may be tried are as follows:***

- (a) Persistently violating provisions of the Charter, Constitution and Rules, Laws and Regulations of the Church of God In Christ, or its Articles of Faith.
- (b) Sustaining and supporting a Pastor who teaches or practices doctrines contrary to or repugnant to the Articles of Faith of the Church of God In Christ.
- (c) Sanctioning immoral practices of members and failing or refusing to take steps prescribed by the Constitution and By-Laws of the Church for trial of members charged with the commission of the foregoing offenses.

### **2. *Procedures for trial.***

- (a) Any member of a local church, who has just cause to believe that the Church of which he is a member has committed any and all of the offenses enumerated hereinabove, may file a charge against the Church, specifically setting out the acts and things complained of. The original charge shall be filed in the office of the Secretary of the Ecclesiastical Jurisdiction, of which the Church is a part, or with which it is affiliated, and copies thereof shall be filed with the Clerk or Secretary of the local Church and copy thereof shall be filed in the office of the General Secretary.
- (b) The Clerk of the Ecclesiastical Jurisdiction shall submit the charge to the Jurisdictional Bishop, who shall appoint an Investigating Committee of not less than three (3) nor more than five (5) members to examine the facts and ascertain whether there are reasonable grounds for having the church brought to trial.
- (c) The Investigating Committee shall report its findings and recommendations to the Jurisdictional Bishop. If the Investigating Committee determines that there is not merit to the charge and recommends that the charge be dismissed, the Jurisdictional Bishop shall thereupon dismiss the charge and send copies of the letter or order of dismissal to the principal parties.
- (d) If, however, the Investigating Committee finds and determines that the church should be tried, it shall submit its recommendations to the Jurisdictional Bishop, who shall appoint an Ecclesiastical Council consisting of five (5) Pastors of the Jurisdiction to determine the merits of the complaint. Said Council shall give written notice to all interested parties and to the General Secretary of the time and place of the hearing at least twenty (20) days prior to the time the Ecclesiastical Council sets the cause down for trial.
- (e) The Parties shall have the right to be represented by Counsel, who shall be members of the Church of God In Christ, but said Counsel may be advised by non-members of the Church.
- (f) The majority decision of the Ecclesiastical Council shall be necessary to sustain the charges.



- (g) In the event the charges are not sustained, the complaint shall be dismissed. But if the charges are sustained, the Council shall render its judgment or decision as follows:
- (1) It may order that the Church be placed on probation; or
  - (2) It may order or recommend that the Church be given an opportunity to repent of its evil ways and agree to conform to the government and faith of the Church, recognize the Constitutional authorities of the Church, and specifically refrain from committing, in the future, any of the acts embraced in the charges; or
  - (3) It may order that the Church be reorganized; or
  - (4) It may order that the Church be disorganized; or
  - (5) It may order that the Pastor be suspended or removed from office; or
  - (6) It may take such other orders or decisions as it may determine to be for the best interest of the Church of God In Christ.
- (h) The Jurisdictional Bishop shall execute the orders and decrees of the Ecclesiastical Council.
- (i) If and in the event a Church is disorganized, its property, real and personal, shall pass to the Trustees of the Ecclesiastical Assembly and the officers of said church, or trustees thereof, who have the legal right to convey title, shall execute a Deed of Conveyance wherein the legal title to said property shall be vested in the Trustees of the Ecclesiastical Assembly, in trust, for the use and benefit of the members of the Church of God In Christ in the Ecclesiastical Jurisdiction of the Church; but said Trustees shall not dispose of said property except by and with the written consent of the Jurisdictional Bishop and the Trustees of the General Church.

## **SECTION B. TRIALS OF PASTORS OF LOCAL CHURCHES**

1. A Pastor may be tried for the Commission of the following offenses, to wit:
  - (a) Repeated failure to abide by the laws, rules and regulations of the Church of God In Christ;
  - (b) Misfeasance, malfeasance or nonfeasance, in office;
  - (c) Conviction of a felony or misdemeanor involving moral turpitude in a Court of Law;
  - (d) Espousing doctrines repugnant to the Articles of Faith of the Church of God In Christ;
  - (e) Personal Misconduct;
  - (f) Misappropriation or misuse of the funds of the Church;
  - (g) Conduct unbecoming a Minister of the Gospel.
2. The procedure for the trial of a local Pastor shall be as follows:
  - (a) When a majority of the members of the Church of God In Christ have documented evidence that a Pastor of a local church has committed any or all of the offenses enumerated hereinabove, they may file charges against such Pastor specifically setting out the acts and things complained of. The original copy of the charges shall be filed in the office of the Secretary of the Assembly of the Ecclesiastical Jurisdiction of which the Church and Pastor are a part, or with which they are affiliated, and copies thereof shall be filed in the office of the General Secretary of the Church of God In Christ at its National Headquarters in Memphis, Tennessee.

- (b) The Clerk of the Assembly of said Ecclesiastical Jurisdiction shall submit the charges to the Jurisdictional Bishop who shall appoint an Investigating Committee of not less than three (3), not more than five (5), members to examine the facts and ascertain whether there are reasonable ground for having the Pastor brought to trial.
- (c) The Investigating Committee shall report its findings and recommendations to the Jurisdictional Bishop, and if it reports that the charges are without merit the trial shall be dismissed by the Jurisdictional Bishop, and notice of the dismissal shall be sent to all interested parties including the General Secretary.
- (d) If the Investigating Committee finds and determines that the Pastor should be tried, it shall be submit its recommendations to the Jurisdictional Bishop, who shall refer the case to the Elders Council of the respective Ecclesiastical Jurisdiction and the Secretary of the Elders Council shall give written notices to all principal parties and a copy of said notices shall also be filed in the office of the General Secretary at the National Headquarters, Memphis, Tennessee, and said notices shall be given at least twenty (20) days prior to the time the Elders Council set the matter down for trial.
- (e) The Parties shall have the right to be represented by Counsel, who shall be members of the Church of God In Christ, but said Counsel may be advised by non-members of the Church.
- (f) Decisions of the members of the Elders Council by a majority vote shall be necessary to sustain the charges and find the Pastor guilty of committing the alleged offenses.
- (g) In the event the charges are not sustained, the complaint shall be dismissed. But it the charges are sustained, it shall render its decision or enter a Decree, as follows:
  - (1) It may order that the Pastor be placed on probation; or
  - (2) It may suspend the pastor for a definite period of time; or
  - (3) It may remove him from office and declare the pulpit vacant; or
  - (4) It may render such other decisions or decrees as justice may demand or as it may determine to be in the best interest of the Church of God In Christ.
- (h) In the event a Pastor is dissatisfied with the decision or decree of the Jurisdictional Elders Council, he may appeal to the General Council by filing notice of appeal within thirty (30) days from the final decision of the Elders Council of the respective Jurisdiction.
- (i) The General Council shall review the case and render its decision by a majority vote of the delegates and members present and voting.
- (j) The Jurisdictional Bishop shall execute the orders and decrees of the General Board.

## **CONSTITUTIONAL PROCEDURES FOR TRANSFER OF JURISDICTIONAL AFFILIATION**

Each church in the Church Of God In Christ must be in a District and an Ecclesiastical Jurisdiction recognized and authorized by the National Church. There are times when circumstances warrants a change in Jurisdictional affiliation, the Nation Church do permit a local church to change Jurisdictional affiliation once in a twelve months period following the procedure outlined below in Article III Part II Section D amended 4/14/1982:

## SECTION D LOCAL CHURCHES

17. All vacancies that occur in the pastorate of a local church shall be filled by the Jurisdictional Bishop. The supervision and management of the church shall remain with the Jurisdictional Bishop or his designee until such time as a Pastor is appointed to fill such vacancy.

18. No local church shall be authorized to change or transfer its Jurisdictional affiliation unless at least two-thirds of the church's membership agrees for such transfer.

Addendum to 18. - April 14, 1982. Two-Thirds of the membership must be present and voting after due notice, before authorization can be given to move the church from one Jurisdiction to another.

a. The Pastor of the church shall notify in writing the General Secretary of the Church of God in Christ, the Jurisdictional Bishops where the church is affiliated, and the Jurisdictional Bishop where the church intends to transfer, of intent to transfer, which notice shall be given at least thirty (30) days before the local church's membership can act on said transfer. The notice shall include the following information:

1. Name of Pastor
2. Name and location of the Church.
3. Membership enrollment.
4. Jurisdiction where Church is affiliated.
5. Name and address of Jurisdictional Bishop.
6. Jurisdiction where Church seeks to transfer and name of Bishop of such Jurisdiction.

b. The respective Jurisdictional Bishops or their designee where the Church is affiliated and where the Church seeks to transfer shall be entitled to be present at the membership meeting convened for this purpose.

c. The vote on the transfer shall be by secret written ballot. The respective Jurisdictional Bishops shall be authorized to have a representative present to observe the voting and the counting of the ballots.

d. The respective Jurisdictional Bishops and the Pastors of the local church shall within seventy-two (72) hours notify the General Secretary of the Church of God in Christ of the results.

19. No local church shall be authorized to petition for a transfer of its Jurisdictional affiliations but for one time each twelve (12) month period.

20. A member of a local church shall not transfer membership to another local Church of God in Christ unless the local member has the written consent of the Pastor where the member is enrolled. The pastor should give the member who is in good standing a letter of consent upon request.

# NOTES

APPENDIX (D.)

**General Council of Pastors and  
Elders  
Understanding  
Of the**



**CHURCH OF GOD IN CHRIST, INC.**

***ORGANIZATION CULTURE AND TRADITION***

# NOTES



# The Church Of God In Christ, Inc.



## Governmental Structure

The Church Of God In Christ, Inc.'s government is divided into three entities -- **The Legislative Body, The Executive Branch, and the Judicial Branch** ~ which make up the Checks and Balances system. The Checks and Balances allows for each entity to maintain certain amounts of power and authority but not to be exceeded by the other two entities.

### The Legislative Body

**The Legislative Body** is the body of Church government that makes its laws. The Church Of God In Christ, Inc.'s Legislature is a unicameral legislature, meaning there is one house of the legislature. Our Legislature is made up of elected delegates from the ecclesiastical jurisdictions of our Church; the number of delegates from each ecclesiastical jurisdiction is set by the constitution. The Legislature is presided over by an Elected Chairman, who in consultation with the Executive and Judicial branches presents the General Assembly's agenda.

Along with presiding over the assembly, the Chairman also selects committee and chairs for those committees. According to the Church Of God In Christ, Inc. Constitution, the Legislature meets twice annually with notification from the assembly.

### The Executive Branch

The first branch is the **Executive Branch**. Its primary function is to carry out and/or execute the laws made by the Legislature or the Charter, Constitution, By-laws, Policies and Procedures as they now are or may be amended from time to time. It also must administer the daily affairs of the General Church. To help carry out its duties, the Church Of God In Christ, Inc. members elect six key figures:

- The Presiding Bishop
- The General Board
- The General Secretary
- The Financial Secretary
- The Treasurer
- The Trustee Board

The most visible of these six figures is the Presiding Bishop. The Presiding Bishop is elected by the Delegates to a four year term. One of the many privileges granted to the Presiding Bishop is the right to address the Legislature in the annual Call Meeting and in his Annual State of the Church address. The address conveys the Presiding Bishop's priorities for the Church, as well as his agenda for the Legislature. He also delivers to the Legislature his proposed budget for the Church. The budget is the expected expenditures for the Church.

The Presiding Bishop also plays a part in the judicial system as well. He can grant clemency to clergy convicted of certain offenses. The Presiding Bishop is the only Church official who is vested with this power and authority. The executive branch also oversees Church Auxiliaries, Departments and all their divisions that fall under them.

## The Judicial Branch

The second branch of Church government is the **Judicial Branch**. The Judiciary is made up of the Judiciary Board (the Supreme court), the General Council of Pastors and Elders (the Appellate court) and the Jurisdictional Council of Pastors and Elders (the Trial court). **The Judicial branch interprets the laws, and is the final voice on ecclesiastical judicial dispute.**

The Chairman's of the Judiciary Board, the General Council of Pastors and Elders and the Jurisdictional Council of Pastors and Elders are elected from and by their members rather than being appointed by the administration.

The duties of the judicial branch include:

- Interpreting church laws;
- Settling legal disputes;
- Punishing violators of the law;
- Hearing ecclesiastical cases / disputes;
- Protecting individual rights granted by the church constitution;
- Determining the guilt or innocence of those accused of violating the laws of the church;
- Acting as a check upon the legislative and executive branches of church government.

The Judiciary Board (Supreme Court of Appeals) is the highest court in the Church Of God In Christ, Inc. and supervises the lower courts. It is comprised of nine judges who are elected for seven year terms by the General Assembly. The Judiciary Board (Supreme Court) is required to meet twice a year, in January and in September, and may hold special terms when necessary. The Supreme Court has the authority to determine if church laws and actions of church officials, including the Presiding Bishop, are constitutional. Laws and executive orders cannot be enforced if they violate the church constitution.

Most cases brought before the Judiciary Board (Supreme Court) are appeals that have been tried in the lower courts. Once a decision has been made by the Judiciary Board (Supreme Court) that is the final decision, with the exception of the Presiding Bishop granting clemency.

Of the nine Judiciary Board Justices, one is selected to be the Chief Justice. The Chief Justice's duties include submitting a budget to the Legislature, and according to the church constitution, the Supreme Court will be appropriated for whatever amount it requests. The Chief Justice also assigns justices to write opinions and decisions of the Court.

# The Church Of God In Christ, Inc.



## **THE JURISDICTIONAL BISHOP AND THE CHURCH OF GOD IN CHRIST ORGANIZATION (Our Culture and Tradition)**

The Jurisdictional Bishop represents the very heart of the Church Of God In Christ organization. In as much as the Church Of God In Christ places, by lifetime appointment, Jurisdictional Bishops over segments of the organization and empowers the Bishops to provide leadership, this places the responsibility of determining the success of the General body upon this man. This statement is a rather unique position, which provides for unlimited opportunities for constructive leadership. Unfortunately, the assets of this unique position have been threatened for want of constructive formats that sustain and provide course of action that are progressive in nature and promotes harmony.

The Church Of God In Christ has placed the responsibility of formulating and implementing administrative programs at the Jurisdictional level upon the Jurisdictional Bishop. This privilege affords the Bishop freedom to insert programs accommodating the numerical and economical position of the Jurisdiction over which he presides.

Administrative programs provide for the existence of the Jurisdiction and in many cases this has served well. However, the Jurisdiction needs more than existence, it must be established. The Jurisdiction can only be established through a sound policy. Once a policy is in place, the program(s) emerge from the policy. The Policy becomes the strength of the program(s), thus providing the framework for Administrative Programming. Sound Jurisdictional policy will build a new partnership/fellowship involving all levels of the Jurisdiction. Districts, Local Churches, Volunteer organizations and Business. The true worth of the Jurisdiction must be clearly defined and come into focus swiftly in order to retard the spirit of autonomy.

Jurisdictions are receiving a negative image, much of which is fabricated by the enemies of the Church. However, some of the criticisms received are valid and should not be addressed with rebellion, but with strong, positive, administrative action. The critics of Church Of God In Christ Administration may prove to be a blessing in disguise if the Church responds in an appropriate and positive way.

Jurisdictional awareness must begin with the Jurisdictional Bishop. The Jurisdictional Bishop must have a clear concept of the purpose and value of the Jurisdiction and all of its many parts.

What is more, he must believe in the Organized Church. The Jurisdictional Bishop must strongly promote and advocate belief and confidence in the Church Of God In Christ Organization. If one becomes totally aware of the worth of the Jurisdiction and the potentials of the Church when Jurisdictions are healthy, he or she will be more inclined to support the total church.

Jurisdictions are empowered by the National Church, Districts are empowered by the Jurisdiction, and Local Churches are empowered by the District.

Pastors and Elders are overseers of the majority of the Church resources. Pastors and Elders on the Jurisdictional level can become major contributors in executing Administrative Programs.

We must never forget that the Jurisdiction is comprised of numerous entities, all of which are important in their role. How well these entities are able to function will determine the success of the Jurisdiction. It is therefore, extremely important that the Jurisdiction organize and that for success and growth. Cooperation between the Jurisdictional Bishop and the Pastors and Elders is essential to the success of the Work.

# NATIONAL CHURCH STRUCTURE

## LEGISLATIVE

### **General Assembly**

1. Made up of General Board members, Jurisdictional Bishops, Supervisor, Pastors, Elders, District Missionaries and Lay Delegates.
2. With the exception of a certain class of delegates, delegates are elected by their Jurisdictional Assembly
3. Make all laws for the church.
4. Elect national officers.
5. Approves all budgets.

## JUDICIAL

### **Judiciary Board**

1. Nine (9) members, elected by the General Assembly.
2. Hears cases on appeal..
3. Renders legal opinions upon request by other governing bodies
4. Decisions are final.

### **GENERAL COUNCIL OF PASTORS & ELDERS**

1. Made up of all Pastors and Elders, in good standing
2. Serves as an Appeals Court.
3. Decisions are implemented by Jurisdictional Bishops.

## EXECUTIVE

### **Presiding Bishop and General Board**

1. Elected by the General Assembly
2. Appoints heads of National Departments
3. Appoints Jurisdictional Bishops
4. Preside over the National Convocation
5. Administer the business affairs of the church.
6. Decisions subject to the will of the General Assembly



# JURISDICTIONAL CHURCH STRUCTURE

## LEGISLATIVE

### **Jurisdictional Assembly**

1. Composition: Jurisdictional Bishop, Supervisor, Pastors, Elders, District Missionaries and one (1) Lay Delegate from each district.
2. Elect Delegates to the Assembly.
3. Make laws to govern the Jurisdiction.
4. Adopt rules for conducting its own business.
5. Created by the General Assembly.

## JUDICIAL

### **Jurisdictional Pastors & Elders Council**

1. Serve as a Trial Court for the Jurisdiction.
2. Consider matters referred to it by: The Jurisdictional Bishop, Departments, Local Congregations, and Individuals of the Jurisdiction.
3. Should Elect its own officers.
4. Made up of all Pastors and Ordained Elders in good standing in the Jurisdiction.

### **EXECUTIVE Jurisdictional**

#### **Bishop.**

1. Ordains Elders.
2. Preside over Jurisdictional Assembly.
3. Preside over Convocation and Spring Conference.
4. Appoint District Superintendents and Department Heads, and other officers as the need demands.
5. Appoint Pastors.
6. Implement Judicial decisions of the General Council and of the Jurisdictional Council.
7. The Jurisdictional Bishop is appointed by the Presiding Bishop, with the approval of the General Board and the General Assembly.

## APPENDIX (E.)



# UNDERSTANDING CHURCH DISCIPLINE

# NOTES

# UNDERSTANDING CHURCH DISCIPLINE

## ***THEOLOGY OF CHURCH DISCIPLINE***

The basis of all church discipline is the love of God in Christ expressed in both mercy and judgment. The purpose of Church Discipline is to bring about the reconciliation of man to God and man to man and to engage the people of God in the ministry of reconciliation, and to promote the peace, purity, and edification of the Church. Church Discipline is discipleship; it is the response of loving commitment to God in Christ as Lord that we learn from Him how to obediently seek to carry on His mission in the world.

Church Discipline is never to be perverted into a source of pride or the nourishing of the life of Church Authority as an end in itself; as this may prove to be an impossible and unnecessary effort.

In this context of Church Discipline, the Church, under the authority of the Lord, disciplines or guides, instructs, and controls its members and Ecclesiastical Courts to enable them to serve God more effectively.

The exercise of Church Discipline is made necessary by the need to more fully reconcile Believers individually or in groups to God and one another, to prevent mercy from becoming a soft and finally cruel indulgence, and to control those whose words and actions may seriously hinder the witness of the whole body of Christ (the Church).

The constant effort of any Church Court toward any situation calling for discipline is contrition by the parties involved. The court will evaluate the actions of the parties that may have contributed to the problem requiring discipline. True contrition leads to repentance which will cause the offending party to confess his own sin and need for forgiveness and to be more responsible.

In all things, Church Court shall seek the repentance and restoration of the individual or group involved; with the higher responsibility of the court being to see to it that the work of Christ is carried on more effectively.

## ***THE NATURE OF OFFENSES***

An offense is anything in the principles or practice of a church member in the Church Of God In Christ which is contrary to the Holy Scriptures, the Charter, Doctrine (Articles of Faith and/or Religion), Constitution, By-laws, Rules and Regulations, Policies and Procedures of the Church Of God In Christ, as now is or may be amended from time to time. Offenses are either ***personal or general, private or public***. A personal offense is a violation of policies, procedures, rules and/or regulations, customs and law in the way of wrong done to some particular person or persons, including one's own self. A general offense is a violation of policies, procedures, rules and/or regulations, customs and law not directed against any particular person. Private offenses are those known only to an individual or, at most, to a few persons. Public offenses are those which are generally known. However all offenses, being sins against God, are grounds for Church Discipline.

## ***DEGREES OF DISCIPLINE***

1. There are five ascending degrees of Church Discipline: admonition, rebuke, suspension, deposition, and expulsion. When a lesser discipline fails to reconcile and reclaim the offender, Church Court can consider the enforcement of a higher degree of discipline:
  - a. **Admonition** is kindly reproving an offender, warning him of his guilt and danger, and exhorting him to refrain from such conduct in the future.
  - b. **Rebuke** is a reprimand, a strong, authoritative expression of disapproval by a Church Court and officers of the church.
  - c. **Suspension** is conditional exclusion from performing and/or receiving consideration from a church office held. This discipline becomes necessary when more serious offenses have been committed or when, admonition or rebuke has not yielded positive result, and an offense is persistently repeated.
  - d. **Deposition** is depriving an officer of the Church of his office.
  - e. **Expulsion** is the Judicial and Episcopal dismissal of an offender from membership in the church. This fearful discipline is to be passed only for such errors or violations of the law of God as are grossly inconsistent with the Christian faith, or for obstinate persistence in grave offenses in the face of milder discipline. An option to the Church though rarely used.
2. **The Discipline of the Church is in no case to be employed for any selfish or vindictive purpose.**

## ***APPLICA TION OF CHURH DISCIPLINE***

When a Church Court shall have completed its deliberation concerning an accused offender and shall have found him guilty, the court, unless it has received a written notice of appeal within Thirty Days after the decision has been rendered, shall proceed with the appropriate process for the proper application of the determined discipline. All discipline may be administered or announced in the absence of the offender, **but not without due notice having been given to the offender.** As in previous judicial proceedings, the Church court shall, in the application of discipline, remind itself that **the purpose of Church Discipline is the redemption of the offender.**



## **CHURCH OF GOD IN CHRIST PROCEDURE FOR BRINGING AN ACTION (Charges)**

Any and all charges for action in the Church Of God In Christ must comply with all provision of the Church Of God In Christ Official Manual, Judicial Code of Conduct, Policies and Procedures including any and all amendments the following is an overview/summary of those policies and procedures to include possible action (Discipline).

### **1. THE LOCAL CHURCH**

- a. Any member of a local church, who has just cause to believe that the Church of which he/she is a member has committed any and all of the offenses enumerated hereinabove, may file a charge against the Church, specifically setting out the acts and things complained of. The original charge shall be filed in the office of the Secretary of the Ecclesiastical Jurisdiction, of which the Church is a part, or with which it is affiliated, and copies thereof shall be filed with the Clerk or Secretary of the local Church and copy thereof shall be filed in the office of the General Secretary.
- b. The Clerk of the Ecclesiastical Jurisdiction shall submit the charge to the Jurisdictional Bishop, who shall after communicating with the parties involved and finding no resolution shall appoint an Investigating Committee to examine the facts and ascertain whether there is reasonable grounds for having the church brought to trial.
- c. The Investigating Committee after meeting with the parties involved shall report its findings and recommendations to the Jurisdictional Bishop. If the Investigating Committee determines that there is not merit to the charge and recommends that the charge be dismissed, the Jurisdictional Bishop shall thereupon dismiss the charge and send copies of the letter or order of dismissal to the principal parties.
- d. If, however, the Investigating Committee finds and determines that the church should be tried, it shall submit its recommendations to the Jurisdictional Bishop, who shall appoint an Ecclesiastical Council consisting of five (5) Pastors of the Jurisdiction to determine the merits of the complaint. Said Council shall give written notice to all interested parties and to the General Secretary of the time and place of the hearing at least twenty (20) days prior to the time the Ecclesiastical Council sets the cause down for trial.
- e. The Parties shall have the right to be represented by Counsel, who shall be members of the Church of God In Christ, but said Counsel may be advised by non-members of the Church.
- f. The majority decision of the Ecclesiastical Council shall be necessary to sustain the charges.

## **DISCIPLINE**

- a. In the event the charges are not sustained, the complaint shall be dismissed. But if the charges are sustained, the Council shall render its judgment or decision as follows:
  1. It may order that the Church be placed on probation; or
  2. It may order or recommend that the Church be given an opportunity to repent of its evil ways and agree to conform to the government and faith of the Church, recognize the Constitutional authorities of the Church, and specifically refrain from committing, in the future, any of the acts embraced in the charges; or
  3. It may order that the Church be reorganized; or
  4. It may order that the Church be disorganized; or
  5. It may order that the Pastor be suspended or removed from office; or
  6. It may take such other orders or decisions as it may determine to be for the best interest of the Church of God In Christ.
- b. The Jurisdictional Bishop shall execute the orders and decrees of the Ecclesiastical Council.
- c. If and in the event a Church is disorganized, its property, real and personal, shall pass to the Trustees of the Ecclesiastical Assembly and the officers of said church, or trustees thereof, who have the legal right to convey title, shall execute a Deed of Conveyance wherein the legal title to said property shall be vested in the Trustees of the Ecclesiastical Assembly, in trust, for the use and benefit of the members of the Church of God In Christ in the Ecclesiastical Jurisdiction of the Church; but said Trustees shall not dispose of said property except by and with the written consent of the Jurisdictional Bishop and the Trustees of the General Church.

## **2. PASTORS OF LOCAL CHURCHES**

- a. When a majority of the members of the Church of God In Christ have documented evidence that a Pastor of a local church has committed any or all of the offenses enumerated hereinabove, they may file charges against such Pastor specifically setting out the acts and things complained of. The original copy of the charges shall be filed in the office of the Secretary of the Assembly of the Ecclesiastical Jurisdiction of which the Church and Pastor are a part, or with which they are affiliated, and copies thereof shall be filed in the office of the General Secretary of the Church of God In Christ at its National Headquarters in Memphis, Tennessee.
- b. The Clerk of the Assembly of said Ecclesiastical Jurisdiction shall submit the charges to the Jurisdictional Bishop who shall appoint an Investigating Committee of not less than three (3), not more than five (5), members to

examine the facts and ascertain whether there are reasonable ground for having the Pastor brought to trial.

- c. The Investigating Committee shall report its findings and recommendations to the Jurisdictional Bishop, and if it reports that the charges are without merit the trial shall be dismissed by the Jurisdictional Bishop, and notice of the dismissal shall be sent to all interested parties including the General Secretary.
- d. If the Investigating Committee finds and determines that the Pastor should be tried, it shall submit its recommendations to the Jurisdictional Bishop, who shall refer the case to the Elders Council of the respective Ecclesiastical Jurisdiction and the Secretary of the Elders Council shall give written notices to all principal parties and a copy of said notices shall also be filed in the office of the General Secretary at the National Headquarters, Memphis, Tennessee, and said notices shall be given at least twenty (20) days prior to the time the Elders Council set the matter down for trial.
- e. The Parties shall have the right to be represented by Counsel, who shall be members of the Church of God In Christ, but said Counsel may be advised by non-members of the Church.
- f. Decisions of the members of the Elders Council by a majority vote shall be necessary to sustain the charges and find the Pastor guilty of committing the alleged offenses.

## **DISCIPLINE**

- a. In the event the charges are not sustained, the complaint shall be dismissed. But if the charges are sustained, it shall render its decision or enter a Decree, as follows:
  - 1. It may order that the Pastor be placed on probation; or
  - 2. It may suspend the pastor for a definite period of time; or
  - 3. It may remove him from office and declare the pulpit vacant;or
  - 4. It may render such other decisions or decrees as justice may demand or as it may determine to be in the best interest of the Church of God In Christ.
- b. In the event a Pastor is dissatisfied with the decision or decree of the Jurisdictional Elders Council, he may appeal to the General Council by filing notice of appeal within thirty (30) days from the final decision of the Elders Council of the respective Jurisdiction.
- c. The General Council shall review the case and render its decision by a majority vote of the delegates and members present and voting.
- d. The Jurisdictional Bishop shall execute the orders and decrees of the General Council.

## **3. JURISDICTIONAL OFFICERS**

- a. When a majority of the members of the Local or Jurisdictional Church of God In Christ have documented evidence that a Jurisdictional Officer of the Ecclesiastical Jurisdiction has committed any or all of the offenses enumerated

hereinabove, they may file charges against such Jurisdictional Officer specifically setting out the acts and things complained of. The original copy of the charges shall be filed in the office of the Secretary of the Assembly of the Ecclesiastical Jurisdiction of which the Jurisdictional Officer is a part, or with which they are affiliated, and copies thereof shall be filed in the office of the General Secretary of the Church of God In Christ at its National Headquarters in Memphis, Tennessee.

- b. The Clerk of the Assembly of said Ecclesiastical Jurisdiction shall submit the charges to the Jurisdictional Bishop who shall appoint an Investigating Committee to examine the facts and ascertain whether there are reasonable grounds for having the Pastor brought to trial.
- c. The Investigating Committee shall report its findings and recommendations to the Jurisdictional Bishop, and if it reports that the charges are without merit the trial shall be dismissed by the Jurisdictional Bishop, and notice of the dismissal shall be sent to all interested parties including the General Secretary.
- d. If the Investigating Committee finds and determines that the Jurisdictional Officer should be tried, it shall be submit its recommendations to the Jurisdictional Bishop, who shall refer the case to the Jurisdictional Council of the respective Ecclesiastical Jurisdiction and the Secretary of the Jurisdictional Council shall give written notices to all principal parties and a copy of said notices shall also be filed in the office of the General Secretary at the National Headquarters, Memphis, Tennessee, and said notices shall be given at least twenty (20) days prior to the time the Jurisdictional Council set the matter down for trial.
- e. The Parties shall have the right to be represented by Counsel, who shall be members of the Church of God In Christ, but said Counsel may be advised by non-members of the Church.
- f. Decisions of the members of the Jurisdictional Council by a majority vote shall be necessary to sustain the charges and find the Jurisdictional Officer guilty of committing the alleged offenses.

## **DISCIPLINE**

- a. In the event the charges are not sustained, the complaint shall be dismissed. But if the charges are sustained, it shall render its decision or enter a Decree, as follows:
  - 1. It may order that the Jurisdictional Officer be placed on probation; or
  - 2. It may suspend the Jurisdictional Officer for a definite period of time; or
  - 3. It may remove Jurisdictional Officer from office and declare the position vacant; or
  - 4. It may render such other decisions or decrees as justice may demand or as it may determine to be in the best interest of the Church of God In Christ.

- b. In the event a Jurisdictional Officer is dissatisfied with the decision or decree of the Jurisdictional Council, he may appeal to the Jurisdictional Assembly by filing notice of appeal with the Jurisdictional Bishop and the Jurisdictional Council within thirty (30) days from the final decision of the Jurisdictional Council of the respective Jurisdiction.
- c. The Jurisdictional Assembly shall hear the Jurisdictional Officers appeal, review the case and render its decision by a majority vote of the delegates and members present and voting.
- d. The Jurisdictional Bishop shall execute the orders and decrees of the Jurisdictional Assembly.

#### **4. ORDAINED ELDERS**

- a. When a majority of the members of the Local Church of God In Christ have documented evidence that an Ordained Elder of the Ecclesiastical Jurisdiction has committed any or all of the offenses enumerated hereinabove, they may file charges against such Jurisdictional Officer specifically setting out the acts and things complained of. The original copy of the charges shall be filed in the office of the Secretary of the Assembly of the Ecclesiastical Jurisdiction of which the Jurisdictional Officer is a part, or with which they are affiliated, and copies thereof shall be filed in the office of the General Secretary of the Church of God In Christ at its National Headquarters in Memphis, Tennessee.
- b. The Clerk of the Assembly of said Ecclesiastical Jurisdiction shall submit the charges to the Jurisdictional Bishop who shall appoint an Investigating Committee to examine the facts and ascertain whether there are reasonable grounds for having the Ordained Elder brought to trial.
- c. The Investigating Committee shall report its findings and recommendations to the Jurisdictional Bishop, and if it reports that the charges are without merit the trial shall be dismissed by the Jurisdictional Bishop, and notice of the dismissal shall be sent to all interested parties including the General Secretary.
- d. If the Investigating Committee finds and determines that the Ordained Elder should be tried, it shall be submit its recommendations to the Jurisdictional Bishop, who shall refer the case to the Jurisdictional Council of the respective Ecclesiastical Jurisdiction and the Secretary of the Jurisdictional Council shall give written notices to all principal parties and a copy of said notices shall also be filed in the office of the General Secretary at the National Headquarters, Memphis, Tennessee, and said notices shall be given at least twenty (20) days prior to the time the Jurisdictional Council set the matter down for trial.
- e. The Parties shall have the right to be represented by Counsel, who shall be members of the Church of God In Christ, but said Counsel may be advised by non-members of the Church.



- f. Decisions of the members of the Jurisdictional Council by a majority vote shall be necessary to sustain the charges and find the Jurisdictional Officer guilty of committing the alleged offenses.

## **DISCIPLINE**

- (a) In the event the charges are not sustained, the complaint shall be dismissed. But if the charges are sustained, it shall render its decision or enter a Decree, as follows:
1. It may order that the Ordained Elder be placed on probation; or
  2. It may suspend the Ordained Elder for a definite period of time; or
  3. It may render such other decisions or decrees as justice may demand or as it may determine to be in the best interest of the Church of God In Christ.
- (b). In the event a Ordained Elder is dissatisfied with the decision or decree of the Jurisdictional Council, he may appeal to the General Council by filing notice of appeal with the Jurisdictional Bishop and the Jurisdictional Council within thirty (30) days from the final decision of the Jurisdictional Council of the respective Jurisdiction.
- (c). The Jurisdictional Bishop shall execute the orders and decrees of the Jurisdictional Assembly.

## **Stay of Execution**

In cases where recommended penalties imposed could deprive a Pastor, Jurisdictional Officer, or Ordained Elder of his livelihood or otherwise do irreparable damage to their reputation or image or that of their families, the Jurisdictional Council shall have the authority to recommend and/or order a stay of execution until the appeal process if there is one has been heard.

## APPENDIX (F.)

# JURISDICTIONAL

## Councils of Pastors and Elders



**JUSTICE THE GUARDIAN OF LIBERTY**

Revised August 2011

By

**JUDICIAL REVIEW COMMITTEE / APPEALS COURT**

General Council of Pastors and Elders

**Dr. Frederick D. Jenkins Chairman,  
Chief Ecclesiastical Appeals Court Judge**

# NOTES

# Jurisdictional Council of Pastors and Elders

1. The purpose of the Jurisdictional Council of Pastors and Elders is to insure and protect the rights and privileges of the Pastors and Elders of the Ecclesiastical Jurisdiction of which they are apart, also to insure they understand the relationship between their role as Pastors and Elders with that of the Jurisdictional Bishop's authority under whom they serve in the Ecclesiastical Jurisdiction, this includes but not limited to their duties, responsibilities, obligations, liability and accountability.
2. The function of the Jurisdictional Council shall be two fold, first to serve as the **Trial Court** for the Ecclesiastical Jurisdictions of the Church of God In Christ, Inc., and to serve as a training institute; it shall also carry out those other duties and responsibilities delegated to it by **Article V, Section B** of the Constitution of the Church of God in Christ.
3. The Jurisdiction Council shall meet twice (2) annually: Once during the Spring Ministers and Workers Meeting, and during the Jurisdictional Holy Convocation, and shall have one annual Jurisdictional Council Conference, it may also at its discretion, sponsor Jurisdictional seminars, workshops and training sessions as the needs demands, the Jurisdictional Council may also meet to consider those matters referred to it to expedite prompt resolution, all with Jurisdictional Bishops knowledge, and not in conflict with any Jurisdictional programs and agenda as outlined by the Jurisdictional Bishop .
4. The Jurisdictional Council shall upon request provide assistance to The Jurisdictional Bishop, Jurisdictional Districts, Departments, Auxiliaries, Pastors, Elders, and members of the Jurisdiction according to and in compliance with establishing policies/procedures in formulating rules and regulations for their governance, growth and discipline.
5. The Jurisdictional Council shall consider only those matters referred to it by the Jurisdictional Bishop, The Jurisdictional Assembly, and Departments of the Jurisdiction, Local Congregations and Individuals; and supplying them with a formal report of its findings.
6. The Jurisdictional Council shall adopt such rules and regulations as are necessary for the orderly conduct of its business. Such rules and regulations shall not conflict with the provisions of the Constitution of the Church Of God In Christ, Inc., or any laws adopted by the General Assembly.
7. The Jurisdictional Council shall not engage in any activities that violate the Constitution of the Church of God In Christ, or any laws adopted by the General Assembly.

## Membership of the Jurisdictional Council

**Article V, Section B** of the Constitution of the Church of God in Christ, Inc. Which was adopted and **passed April 6, 1994** provides that, "The Jurisdictional Council of the Ecclesiastical Jurisdiction of the Church of God in Christ shall consist of ordained Elders who are in good standing with their local Churches, Districts, and the Ecclesiastical Jurisdiction.

All members of the Jurisdictional Council should be registered with the Jurisdictional Council as well as the General Council's registrar's office.

The Jurisdictional Council by a majority vote, of those members present and voting, may authorize a registration fee and other necessary fees from its members for its operation with knowledge of the Jurisdictional Bishop.

It is the duty of each individual member of the Jurisdictional Council to support those judicial decisions rendered by the Jurisdictional Council.

It is the duty of each member to support actions taken, and activities sponsored by the Jurisdictional Council.

All members of the Jurisdictional Council have responsibility as well as a right to participate in all sessions of the Jurisdictional Council's meetings.

All members shall support the Chairman, who is the official representative for the Jurisdictional Council of Pastors and Elders at the National Church level, and sponsor his attendance at all General Council of Pastors and Elders National functions.



# CAUSE

## Universal Legal Understanding and Behavior for Action

### 1. For Every Action there must exist a Cause:

Cause then is defined as:

- (a.) To have trustworthy evidence that would convince a reasonable person that it is more likely than not that the alleged has committed an unforgivable offense.
- (b.) An action that produces an effect or result that is harmful or that reflects in a harmful way that is irreversible and unforgivable.

### 2. Causal action for trial:

- (a) The accused must be formally charged with having committed specific offenses, before they can be brought to trial.

### 3. Trial:

- I. Is a non-biased setting in which both the plaintiff and defendant can be heard and represented by attorneys and/or advisors.
- II. Both the plaintiff and defendant or their representatives are allowed to make opening statements concerning the facts that they expect to prove during trial.
- III. Since the plaintiff has the burden of proving that their case is correct, they will begin the case or matter.
- IV. The plaintiff must prove their case or matter beyond Doubt, Reasonable Doubt, and Reasonable Doubt to a moral certainty.
- V. Any question of doubt and/or uncertainty must be ruled in favor of the defendant.

### 4. At Trial:

- a. The accused does not have to prove anything. The accused is innocent until proven guilty beyond reasonable doubt, (in capital cases beyond a doubt).
- b. The entire burden of proof rests on the plaintiff and guilt must be established beyond reasonable doubt (in capital cases beyond a doubt).
- c. The plaintiff must show that based on all evidence presented, the defendant's guilt is clear and unquestionable, and that no other possibility exist for the alleged offenses.

# Procedures for Conducting a Jurisdictional Trial

1. First of all, the provisions of the Constitution, of the Church of God In Christ, Inc., as provided in **Article VIII, Section B**, must be complied with in their entirety, to include the Investigating Committee, note members of the Jurisdictional Administration nor the Investigating Committee can be a part of the Jurisdictional Trial, except in the capacity as witnesses.
2. After the Jurisdictional Pastors and Elders Council receive the case on referral from the Jurisdictional Bishop, it becomes the sole responsibility of the Jurisdictional Council to conduct the trial.
3. Upon receipt of the referral from the Jurisdictional Bishop, the Chairman of the Jurisdictional Pastors and Elders Council shall call a meeting of the full Council. In the case of charges against a Church the Jurisdictional Bishop shall appoint an Ecclesiastical Council consisting of five (5) Pastors of the Jurisdiction to determine the merits of the complaint.
4. At the meeting of the Council, the Council shall establish the ground rules for the trial, set the date, time and place where the trial will be held.
5. The Council shall give thirty (30) days written notice of date, time and place of the trial to all concerned persons.
6. The Jurisdictional Bishop shall appoint one (1) or more Pastors and or Elders to prosecute the case, (to present the evidence against the defendant).
7. Pursuant to Article VII, Section B, Paragraph 2-1, of the Constitution, the defendant has the right to be represented by counsel. Upon notice from the accused of representation by Advisor and/or Counsel, the Chairman will instruct the Secretary of the Council to supply the accused Advisor and/or Counsel with copies of the documented evidence and necessary witness list to be used at trial before the trial.
8. In Jurisdictions where there are large numbers of Pastors and Elders, it may be advisable for the Chairman of the Council to appoint a **Judicial Review Committee** of not less than nine (9) nor more than fifteen (15) members, who shall conduct the trial (unless it is a trial of a local church then the Jurisdictional Bishop shall appoint an Ecclesiastical Council of no less than five (5) Pastors to hear the matter).
9. At the date, time and place scheduled, the Council shall proceed to hold the trial.
10. If the Council finds the defendant guilty, it shall set the penalty as provided in **Article VIII, Section B, Paragraph 2, g-1, 2,3, and 4**.
11. If the defendant is found guilty or innocent, the Jurisdictional Bishop shall execute the orders and decrees of the Jurisdictional Pastors and Elders Council.
12. In the event the Jurisdictional Pastors and Elders Council uses a Judicial Review Committee to conduct the trial, the committee shall make its decision by majority vote of the members present and who participated in the trial hearings.

13. After completing its work, the Chairman of the committee shall inform the Chairman of the Jurisdictional Pastors and Elders Council of its findings.
14. The Chairman of the Council shall call the full Council together to hear the report.
15. The Council shall approve or disapprove the committee's report by majority vote of those members present and voting.
16. Any member of the Jurisdictional Pastors and Elders Council who serves on the investigating committee or as a prosecutor shall not have the right to vote on the guilt or innocence of the defendant.
17. If a defendant is found guilty and the penalty imposed removes him from his office as Pastor or otherwise adversely affects his livelihood, he shall have the right to a stay of execution pending appeal.

## **THE TRIAL PROCESS**

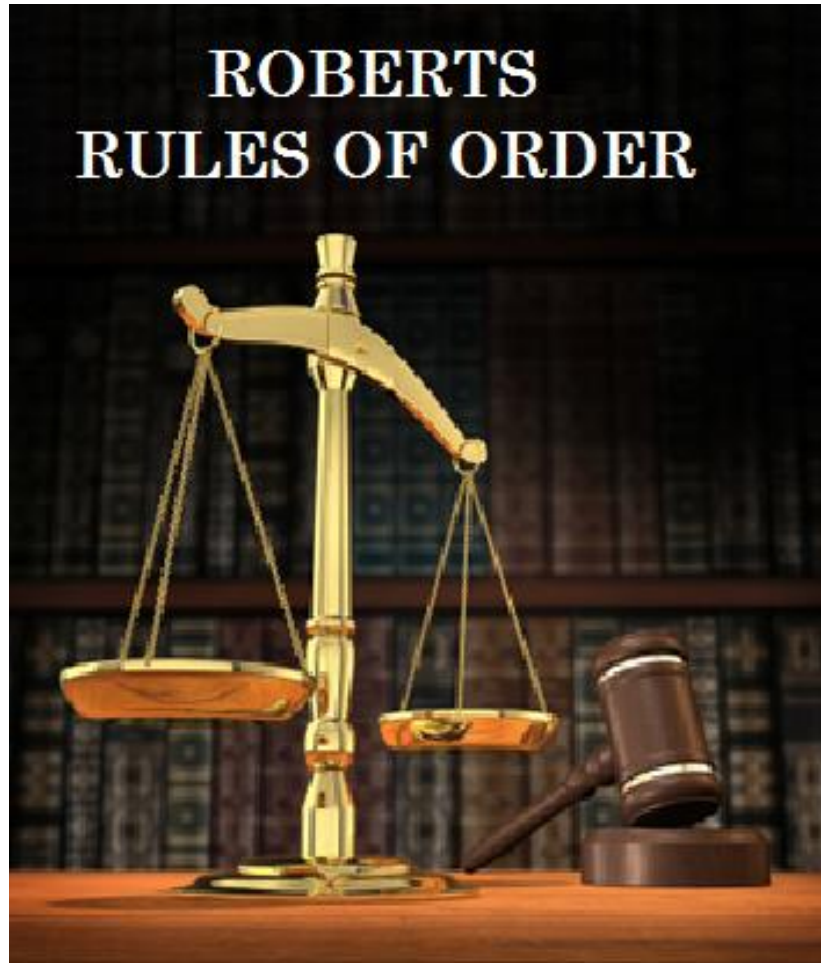
When it is clear that all interested parties are present, and the Council Chamber has been secured and certified.

1. The Chairman / Presider shall call the chamber to order with:
  - a. Prayer
  - b. Scripture
2. The Chairman/Presider shall identify the jury though not by names.
3. The Chairman/Presider shall identify the transcriber though not by name.
4. The Chairman/Presider shall identify the accuser and accuser's advisor/counsel should there be any, then the accused and the accused advisor/counsel should there be any.
5. The Chairman/Presider shall then state the purpose for the Jurisdictional Council assembly.
6. The Chairman/Presider shall then state the accusation/charges against the accused.
7. The Chairman/Presider shall then ask the accused to enter a plea.
8. The Chairman/Presider shall then give the accuser and/or advisor/Counsel time to make an opening statement.
9. The Chairman/Presider shall then give the accused and/or advisor/Counsel time to make an opening statement.
10. The Chairman/Presider shall then give the accuser and/or Advisor/Counsel time to present their case and any evidence, witnesses or relevant materials to conclusion in the case before the Jurisdictional Council, allowing for cross examination by the accused and/or Advisor/Counsel.

11. The Chairman/Presider shall then give time to the accused and/or Advisor/Counsel to present its defense to include evidence, witnesses or relevant materials to conclusion, allowing for cross examination by accuser and/or Advisor/Counsel.
12. The Chairman/Presider shall then allow for rebuttal witness should there be any.
13. The Chairman/Presider shall then allow for closing statements by both the accused and/or Advisor /Counsel then the accuser and/or Advisor/Counsel.
14. The Chairman/Presider shall then give instruction to the Jury before deliberation begins.
15. The Chairman/Presider shall then dismiss the accuser, the accused and their advisor/counsel from the Council Chamber while the deliberation takes place.
16. When a decision has been reach the Chairman/Presider shall call all interested parties and their counsel back to the Council Chamber to hear the decision/decre.
17. When the decision/decre has been read the Chairman/Presider shall inform both the accused and the accuser, if either is dissatisfied with the decision/decre of the Jurisdictional Council they have the right to appeal which must be filed within thirty (30) days of receipt of the decision/decre of the Jurisdictional Council.
18. The Chairman/Presider shall thank all parties for their cooperation and respect for the process, and dismiss the Jurisdictional Council.
19. If the Council finds the accused guilty, it shall set the penalty as provided in **Article VIII, Section B, Para 2, g-1, 2, 3, and 4.**
20. If the accused is found guilty or innocent, the Jurisdictional Bishop shall execute the orders and decrees of the Jurisdictional Council of Pastors and Elders.
21. After completing its work, the Chairman shall inform the Jurisdictional Council of its findings, decision / decre.
22. In the event the Jurisdictional Council uses a Judicial Review Committee to conduct the trial, the committee shall make its decision by majority vote of the members present and who participated in the trial. The matter shall then be put to a Full vote before the Jurisdictional Council for confirmation of the decision / decre.
23. The Council shall approve or disapprove the report by majority vote of those members present and voting.
24. Any member of the Jurisdictional Council of Pastors and Elders who serves on the investigating committee or as a prosecutor shall not have the right to vote on the guilt or innocence of the accused.
25. If the accused is found guilty and the penalty imposed removes him from his office as Pastor or otherwise adversely affects his livelihood, he shall have the right to a stay of execution pending appeal.

## APPENDIX (G.)

# PARLIAMENTARY PROCEDURE



## OVERVIEW

# NOTES



## Parliamentary Procedure Overview

Parliamentary procedure provides the process for proposing, amending, approving, and defeating legislative motions. Although following parliamentary procedure is not required, it can make meetings more efficient and reduces the chances of actions taken being declared illegal or challenged for procedural deficiencies.

*Robert's Rules* was drafted primarily for large assemblies and not so much for use by small legislative bodies or boards, and they are quite formal and detailed. As a result, some legislative bodies have found it advantageous to craft their own less detailed and less formal rules of procedure. So, as a practical matter, many councils, and boards have adopted *Robert's Rules* but prefer to operate less formally and use Robert's Rules only where their own rules do not address a particular procedural matter.

The following information on motions and parliamentary procedure is based on Robert's Rules of Order, Newly Revised. Legislative Assemblies and Judicial Bodies have the authority to adopt whatever rules of procedure they wish and are not required to follow Robert's Rules.

### Robert's Rules

The following section summarizes important points from Robert's Rules of Order. Other parliamentary rules or your own council rules of procedure may contain different provisions.

- Only one subject may be before a group at one time. Each item to be considered is proposed as a motion which usually requires a "second" before being put to a vote. Once a motion is made and seconded, the chair places the question before the council by restating the motion.
- "Negative" motions are generally not permitted. To dispose of a business item, the motion should be phrased as a positive action to take, and then, if the group desires not to take this action, the motion should be voted down. The exception to this rule is when a governing body is asked to take action on a request and wishes to create a record as to why the denial is justified.
- Only one person may speak at any given time. When a motion is on the floor, an order of speaking is prescribed by Robert's Rules, allowing the mover of a motion to speak first, so that the group understands the basic premise of the motion. The mover is also the last to speak, so that the group has an opportunity to consider rebuttals to any arguments opposing the motion.
- All members have equal rights. Each speaker must be recognized by the moderator prior to speaking. Each speaker should make clear his or her intent by stating, "I wish to speak for/against the motion" prior to stating arguments.
- Each item presented for consideration is entitled to a full and free debate. Each person speaks once, until everyone else has had an opportunity to speak.
- The rights of the minority must be protected, but the will of the majority must prevail. Persons who don't share the point of view of the majority have a right to have their ideas presented for consideration, but ultimately the majority will determine what the council will or will not do.

### Motions

Business is brought before the council by motions, a formal procedure for taking actions. To make a motion, a councilmember must first be recognized by the mayor. After the council member has made a motion (and after the motion is seconded if required), the chair must then restate it or rule it out of order, then call for discussion. Most motions require a second, although there are a few exceptions.

Exact wording of motions and amendments is important for clarity and recording in the minutes. If it's a complex motion, the motion should be written down for the chair to read.

## Robert's Rules of Order provides for four general types of motions:

### Main Motions

The most important are main motions, which bring before the board, for its action, any particular subject. Main motions cannot be made when any other motions are before the group.

### Subsidiary Motions

Subsidiary motions are motions which direct or change how a main motion is handled. These motions include:

- **Tabling.** Used to postpone discussion until the group decides by majority vote to resume discussion. By adopting the motion to "lay on the table", a majority has the power to halt consideration of the question immediately without debate. Requires a second, non-debatable, not amendable.
- **Previous Question or Close Debate.** Used to bring the body to an immediate vote. It closes debate and stops further amendment. Contrary to some misconceptions, the majority decides when enough discussion has occurred, not the moderator. The formal motion is to "call for the question" or "call for the previous question," or simply, "I move to close debate." The motion requires a second, is not debatable, and requires a two-thirds majority.
- **Limit/Extend Debate.** May be desired if the group has adopted a rule limiting the amount of time that will be spent on a topic, or if the group desires to impose a time limitation.
- **Postpone to a Definite Time.** Similar to tabling, except that the motion directs that the matter will be taken up again at some specific date and time.
- **Refer to Committee.** Directs that some other body will study the matter and report back.
- **Amendment.** Used to "fine tune" a motion to make it more acceptable to the group. The amendment must be related to the main motion's intent and cannot be phrased in a way that would defeat the main motion. Two amendments may be on the floor at one time: the first amendment modifies the main motion, and the second amendment must relate to the first amendment. When an amendment is on the floor, only the amendment may be debated. The amendments are voted on in the reverse order in which they were made, as each amendment changes to some degree the intent of the main motion. As each amendment is voted on, an additional primary or secondary amendment may be introduced. Requires a second, debatable, majority vote.
- **Postpone Indefinitely.** This motion effectively kills a motion, because, if adopted, a two-thirds vote is subsequently required to take the matter up again.

### Incidental Motions

Incidental motions are housekeeping motions which are in order at any time, taking precedence over main motions and subsidiary motions. These motions include:

- **Point of Order.** To bring to the group's attention that the rules are being violated. You don't need not to be recognized prior to making a point of order. This is not really a motion, but requires the moderator to make a ruling as to whether or not immediate consideration is proper.
- **Appeal from the Decision of the Chair.** The group can overrule the chair on any decision. While the motion must be seconded, it cannot be amended. When this motion is moved and seconded, the moderator immediately states the question, "Shall the decision of the chair stand as the judgment of the council?" If there is a tie vote, the chair's decision is upheld. The motion is not debatable when it applies to a matter of improper use of authority or when it is made while there is a pending motion to close debate. However, the motion can be debated at other times. Each person may speak once, and the moderator may also state the basis for the decision.
- **Parliamentary Inquiry.** Not a motion, but a question as to whether an action would be in order.
- **Point of Information.** A person may rise to offer information that is considered necessary for the group. This provision is not used to offer debate.

- **Division of Assembly.** To require a more precise method of counting votes than by a voice vote, such as having persons raise hands, or stand. No second, not debatable, no vote required.
- **Request to Withdraw a Motion.** Contrary to popular misconception, a motion cannot be withdrawn by its mover. This request requires majority approval.
- **Suspension of the Rules.** When matters are to be taken out of order, or a particular task can be better handled without formal rules in place, this motion can be approved by a two-thirds vote of the group. However, until the rules are restored, only discussion can occur; no decisions can be made. Second required, not debatable, not amendable.
- **Object to Consideration of a Question.** When a motion is so outrageous, intended to distract the group from resolving legitimate business. The motion can be objected to and ruled out of order without debate. However, if the chair does not rule the motion out of order, a two-thirds vote of the group can block further consideration.

## Renewal Motions

Once the group has taken action, renewal motions require the group to further discuss or dispose of a motion. The motions include:

- **Reconsider.** A motion that enables a majority to bring back for further consideration a motion which has already been voted upon. There are certain limitations that apply to this motion. It can only be made by a member who voted with the prevailing side. In a session of one day, which is the typical city council or county commission meeting, it can only be made on the same day the vote to be reconsidered was taken.
- **Take from the Table.** Unless the original motion to table directed that the motion be brought back at a specific date and time, a majority of the group must pass a motion to take from the table. Such a motion is non-debatable.
- **Rescind.** When the group wishes to annul some action, a motion to rescind is in order at any time. If prior notice has been given to the group that this action will be considered, the motion to rescind can pass with a simple majority vote; however, if no prior notice has been given, the vote requires a two-thirds majority.

## Questions of Privilege

Finally, there are a few questions of privilege that are in order at any time and must be disposed of prior to resuming discussion on the matter at hand:

- **Fix the Time for Next Meeting.** This is in order at any time, including when a motion to adjourn is pending. Second required, not debatable, amendable.
- **Adjourn.** To bring the meeting to a halt. Second required, not debatable, not amendable. Alternatively, instead of a motion, the chair can ask if there is any further business. If no response, the chair can say, "since there is no further business, the meeting is adjourned."
- **Recess.** A temporary break in the meeting; should state a time at which the meeting will resume. Second required, not debatable, not amendable.
- **Point of Privilege.** A matter that concerns the welfare of the group. Can be raised even when another person is speaking. No second, not debatable, no vote required.
- **Call for the Orders of the Day.** A demand that the group return to the agenda. Can be taken when another person is speaking, no second required, not debatable, no vote required.

# Robert's Rules of Order Motions Chart

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Part 1, Main Motions.** These motions are listed in order of precedence. A motion can be

introduced if it is higher on the chart than the pending motion.

§ indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2/3
§15	Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"]...	No	Yes	Yes	Yes	Majority

**Part 2, Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of information	Yes	No	No	No	None

**Part 3, Motions That Bring a Question Again Before the Assembly.**

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority



# HANDLING OF A MOTION

Based on *The Standard Code of Parliamentary Procedure* (4<sup>th</sup> Edition)

## I. BRINGING A MOTION BEFORE THE ASSEMBLY

1. A member makes the motion ("I move that...")
2. Another member seconds the motion  
    Secunder does not need to be recognized
3. The chair states the question  
    "It has been moved and seconded that. . .  
    Is there any discussion?"

## II. CONSIDERING THE MOTION

1. Members debate the motion (unless undebatable)

Preference in recognition:

1. Member who made motion
2. Member who has not spoken first time
3. If possible, alternate for and against

2. Chair puts question to a vote

(Voice vote)

"Those in favor of the motion that \_\_\_\_\_, say aye."

"Those opposed, no."

**(Rising vote)**

"Those in favor of \_\_\_\_\_, please rise [or "stand"]. Be seated."

"Those opposed, please rise [or "stand"]. Be seated."

3. Chair announces result of vote

"The motion is carried." (or)

"The motion to \_\_\_\_\_ is carried."

"The motion is lost."





