

**AFFI ADDENDUM**  
**POLICIES AND PROCEDURES**

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(Ordination and Consecration of Diocesan and Non-Diocesan Bishops,  
District Elders, Elders and Evangelists, and Pastors)

## **Introducing . . .**

The AFFI District Council Template

### **Preface**

We offer this summary outline to assist those considering adopting this new structure for their newly formed Diocese within the Apostolic Faith Fellowship International Inc. Additional resources will be referenced at the end so those interested may gather more detailed information. The Apostolic Faith Fellowship International, Inc. staff stands ready to aid where practical. In an effort to formulate a well-established District Council, it is then essential that the primary source of reference being used towards building each District Council is primary document known as the **“AFFI Operations Procedural Manual (OPM).”**

### **Introduction**

The 2017 AFFI Spring Bishop Board Meeting approved the drafting of a formal template to be used to foster guidance and structure for all newly formed AFFI Council Churches desirous of joining in this end-time revivalistic ministerial fellowship. This template has been designed to provide direction in leadership development in the formation of a newly formed Church Council structure. Furthermore, it was developed in response to growing concerns for ensuring unity of the faith and spiritual excellence in all areas surrounding the Administrative Board/Council on Ministries and the Administrative Council structures. In support of future inquiring Pastors who could be overwhelmed by the exhaustive list of leadership positions “required” in these structures, we offer these formal recommendations.

The formation of this template is intended to assist all new Church Councils as the proposed format seeks to give each local new district the flexibility to establish the most workable structure for their council ministry setting. While certain essential programmatic and administrative components are required, each local church has the freedom to adopt a format that will maximize their disciple-making in their support of a Kingdom-minded evangelistic mission. Each Diocese will be presented with a formal AFFI Executive Council Handbook designed to highlight of all the crucial material needed to strictly adhere to AFFI Guidelines and to establish a Council with a spiritual discipline of excellence. The Handbook will reference the following areas of concern:

1. AFFI National Constitution and Bylaws
2. AFFI District Council Constitution and Bylaws
3. Discuss and review of the requirements for 501(c)(3) or non-profit equivalent Application Processing
4. AFFI Ministerial Licensing and Credentials Procedures
5. AFFI OPM Manual
6. AFFI Ministerial Protocol and Attire Guidelines
7. AFFI Council Requirements
8. AFFI District Council (Standard Operating Procedures Manual)

## **Definitions**

### **Districts**

A group of Assemblies, usually around the same geographical location, forms a District. The leader of a District, usually a Pastor of one of the Assemblies in the District, operates within the structure known or called the District Council.

### **Assemblies**

The Local Assemblies as referenced are the lowest unit of church organization in AFFI. The Assembly is just the regular local church. A minimum of three Assemblies may form a District. The head of a Church is the Senior Pastor. Other Ministers of a church are the Curate (Assistant Pastor), Associate Pastors, Youth Pastor, and Evangelists. The Church is administered by Elders and Deacons.

The District Churches are divided into legally independent congregations and districts. A congregation is the unit of members from a specific geographic area.

It is led by a rector. Several congregations are grouped together under one district, which is led by a district leader known as the Diocesan Bishop.

The organizational, administrative and legal obligations of the District Churches are regulated by statutes, which are drawn up in accordance with the legal prescriptions of the various states, province, territory, region, etc. The Apostolic Faith Fellowship International, Inc., for example, is divided into the following structure: The Presiding Bishop, the Assistant Presiding Bishop, the national Board of Bishops — comprised of the Diocesan Bishops, the Non-Diocesan Bishops in its jurisdiction — as well as the national assembly to which the national board of directors and the district leaders belong.

The revenue of the District Churches is comprised of voluntary offerings and donations from its members as well as other contributions and returns. The church does not collect any taxes from its members. The funds of the church are used exclusively for performing church tasks. The Diocesan Bishop receives a copy of the annual statement of accounts signed by the General Secretary, along with the auditing report of an accountant.

## Two Significant Objectives

### I. Spiritual Leadership

AFFI Executive Board's leadership shifts the primary energy of all lay and clergy leaders toward their becoming spiritual leaders, rather than being board members concerned with routine administrative matters within the AFFI Organization.

The emphasis on spiritual leadership begins in the discernment process as the Committee on Lay Leadership matches the spiritual gifts of members with the various leadership roles needed. Leaders are encouraged to focus on the mission of the church through the direction of spiritual leadership and prayer. The spiritual focus is sustained by designating the Council as the group responsible for developing and pursuing a shared vision of what God is leading the church to become as envisioned by the Presider.

The Church Council will certainly have administrative matters to consider, but the Church Council format directs the energy away from routine logistics to the offering of visionary leadership. One practical way this is accomplished is in the formation of the meeting agenda. The Council should engage in a significant period of spiritual formation (prayer) around the church's primary tasks and the role of spiritual leadership before considering the agenda items related to nurture, outreach and witness. The administrative and supportive responsibilities of the church are given consideration after focusing on spiritual formation and disciple making.

### II. The Local Church's Primary Task

The second significant shift offered by the Church Council format is for the leaders to continually focus on the church's primary task of making disciples. Leaders always have some target to which they aim their efforts and by which they judge their effectiveness. Spiritual leaders likewise have a target to which we aim our efforts and by which we judge our effectiveness. Our target is making disciples. Disciple making is the bottom-line by which we evaluate our effectiveness.

The AFFI Ministerial Handbook clearly states the process by which we make disciples.

We make disciples by:

1. Reaching out and receiving with joy all who will respond;
2. Encouraging people in their relationship with God;
3. Inviting them to commitment to God's love in Jesus Christ;
4. Providing opportunities for all to grow spiritually;
5. Sending all out to live lovingly and justly as Christ's representatives.

The AFFI Church Council members are to be focused, dare we even say obsessed, with disciple making. Mission-driven Church Councils will have meetings that include:

- a. Examination of the degree to which the church is fulfilling the primary task outlined above.
- b. Celebration of the spiritual fruit being realized.
- c. Discernment of the next steps to be taken in each disciple-making dimension.
- d. Assignment of teams to intentionally expand the congregation's fulfillment of the primary tasks.

Fully embracing the importance of spiritual leadership and the primary task of the church will make the Church Council structure a strategic tool through which the local congregation can intentionally join in God's mission of reaching the world with the love and Good News of Jesus Christ. Focusing on these two emphases will make a quick and noticeable impact.

## **The District Council Structure**

Essential Functions The adage states, “Form follows Function.” The most effective structures are those designed around the organization’s functions. The structure should align the organization’s resources for maximum fulfillment of its mission.

Considering each District Council Church’s primary task outlined above, the Church Council structure is designed around these essential functions:

1. Planning and implementing a program of nurture, outreach, and witness for people within and without the congregation.
2. Provide for effective pastoral and lay leadership.
3. Provide for financial support, physical facilities, and the legal obligations of the church.
4. Utilizing the appropriate relationships and resources of the district and annual conference.
5. Providing for the proper creation, maintenance, and disposition of documentary record material of the local church.
6. Seeking spiritual edification in ministering to the total man in all aspects of its life.

The bare skeleton of the Church Council requires the following programmatic and administrative committees. The chairs of each of these required committees are members of the Church Council.

**Official AFFI Council Executive Structure:** Article III OPM Manual  
*General Officers*

- District Council Chairman
- Vice Council Chairman
- General Council Secretary & Asst. Secretary
- Financial Treasurer & Asst. Treasurer

**AFFI Council Ecclesiastical Structure:**

- Non-Diocesan Bishops (designated as assistants to the Diocesan Bishop)
- District Elders
- Pastors/Ordained & Licensed Ministers
- Pastors Congress

**Council Auxiliaries Heads:** Article XII OPM Manual

- Christian Education
- Men's Ministry
- Women's Ministry
- Ministers and Deacons Wives Ministry
- Usher Board
- Young People

**Council Department Heads:** Article XIII OPM Manual

- Evangelism/Outreach Ministry
- Global Missions Ministry
- Bilingual Ministry
- Deaf Ministry
- Church Extension
- Health Care Professionals
- Music Ministry
- Audio/Visual Team
- Transportation
- Hospitality

## **Other Organizational Working Groups**

### ***Project groups***

To clarify topical questions, as well as questions concerning the faith, to compile teaching aids and teaching material, to unify the musical character within the Church, and to simplify administrative procedures, the Diocesan Bishop has set up project and work groups to which professional Brothers and Sisters are appointed. The panels are not decision-making bodies of the Church; their task is of a purely supporting and advisory character. Their activity is limited to the theme or subject matter to be dealt with.

As in the case of the administration of the Apostolic Faith Fellowship International, Inc., the project groups work per project management methods.

The Diocesan Bishop decides — generally on consulting with the AFFI National Board of Bishops — on the constitution and dissolution, the nomination of members, as well as the budgetary framework of project and work groups. The instructions define the expectations concerning the product in question, the target-group, the deadline, and the budget.

Sub-groups can be appointed in the event of a project or task being very comprehensive. Where assignments in specific fields are concerned, experts can be called in.

A project group consists of the chairman, the project manager, and other members. In order that the global interests of the Church are considered, higher ministers from different countries are also represented on the panel. The other members are Brothers and Sisters who have specialized and professional knowledge of the subject.

The chairman represents the group externally: he is responsible for the execution of the assignment to the Coordination Group (see below) or the Diocesan Bishop. The project manager is responsible for the organizational, financial, and technical aspects of the project; he defines the working procedure.

### ***Strategic groups***

Parallel to the project and work groups, as well as groups of regional significance, the Presiding Bishop has launched two additional bodies — Church Strategy and Financial Strategy — who advise on long-term strategic questions. To avoid multiplicity, both groups bring their work into line with the Coordination Group (“strategic coordination”).

## Decision-Making Process

Additionally, the Church Council legislation recommends a traditional style of decision-making. Most congregations have used some variation of **Robert's Rules of Order** to guide their meetings.

This process requires establishing and following ground rules for respectful (even prayerful) dialogue; clearing up communication and sharing accurate facts; and opening oneself to the possibility of changing positions as all points of view are shared. The consensus / discernment format seeks honest, respectful dialogue to discern the common wisdom of all spiritual leaders around the direction God would have the church move.

## **Frequency of District Council Meetings**

Each District Council is advised to meet at least two to three times a year, with two of those meetings designed to occur prior to the AFFI National Convention. The recommendation should follow the quarterly system as follows:

- Winter Session
- Spring Session
- Fall Session

## **District Council Finances & Reporting**

Essential to the AFFI National Organization is the unity and support of each regional District Council. The financial stability of the Organization is contingent upon the generosity of giving as prescribed in Article XIV of the OPM Manual.

- The financial structure and policies will be determined by the AFFI (Parent Body) and will be uniform to all Dioceses. As part of that structure, all Dioceses will report their revenues to the AFFI (parent Body).
- Financial reporting of all revenue is critical to the National Body as these funds are the primary resource for controlling the Organization's operating expenses, etc. Having said that, it is essential that all funds are transferred to the National AFFI Treasurer in a timely fashion, along with the required financial reporting being submitted to both the Treasurer and the AFFI General Secretary.
- The financial distribution of funds should be made after each Council session as specified (i.e., Winter and Spring sessions) to ensure all finances are in the National Treasury prior to the National Convention setting.

## Conclusion

### **Embracing Flexibility**

Remember, each local church should customize the Church Council model to fit your ministry. This is not a “cookie-cutter” mandate for local church organization. You are encouraged to think missionally: What will help your local church maximize its mission of drawing people to Jesus Christ?

Some medium-sized and large-sized congregations have faced a similar challenge with the Church Council format. The challenge is centered in the need to adequately plan and implement the mission and ministry formerly coordinated by the local Church Council on Ministries.

The District Council calls for all programmatic and administrative leaders to be in the same meeting. While there are certainly benefits to having shared wisdom around programming, the reality is that the Church Council meeting can get bogged down in logistics and other details if everything is discussed by “the committee of the whole.”

We recommend that churches feel free to allow the flexible nature of the District Council structure create space for a solution that will work for you. One suggestion is to have all the programming leaders meet periodically for planning and partnering. The results of such a meeting can be shared with the Church Council. This is no different than the administrative committees who meet as needed prior to Church Council meetings to formulate proposals for Council consideration. Some churches will find an informal gathering of program leaders works fine, while others may have such elaborate program offerings that something more formal will be necessary to effectively accomplish the primary tasks related to disciple making.

Some may worry about the willingness of leaders to gather for additional meetings. We believe leaders will be excited about gathering if they know their efforts are mission-driven Kingdom moments, not just a routine meeting to maintain the status quo.

### **Some Practical Considerations**

First, each local church should have one or more copies of the current AFFI Constitution and Bylaws Manual available for use by interested parties. The availability and use of The Operations Procedural Manual during the design process should help eliminate confusion and misunderstanding that might arise if only one person possesses the book.

Second, each local church will want to spend some time evaluating the efficiency and fruitfulness of its current disciple-making efforts and its present organizational structure.

You may consider changing to some customized version of the Church Council format if the results are not to your liking, or you think you could increase your effectiveness in reaching more people for Christ. The decision to change structures should be mission-driven!

Third, the AFFI National Board of Bishops must approve whatever structure you adopt. It would be best to have a task group work on the structure proposal and present it back to your current governing body (Board or Council).

This would be a good time to begin embracing the shifts in practices mentioned in the Spiritual Leadership and Primary Task sections above. The customized version of your Church Council should evolve from a consensus building process, which may take some time.

Fourth, once approved by your governing body, you may choose to consult with your Diocesan Bishop about having a called District Meeting to consider approving the new structure.

The District Council session would allow your Committee on Lay Leadership to prepare nominations based on your customized Church Council structure.

Fifth, without exception, spiritual leadership is the most significant factor in the effectiveness of your church's ministry! While this resource is written to explain a new organizational structure, we know that all structures have limited impact.

Typically, we have used the Nominations Committee during those weeks preceding the National Convention. The importance of year-round leadership preparation and support is now stressed. The Committee on Lay Leadership members should join the Diocesan Bishop and Council Chairman in reviewing and engaging in the detailed list of responsibilities. Your faithfulness in this ministry of leadership development will be blessed by God and will positively impact the vitality of your congregation.

## **APPENDIX A: MINISTRY TEAM TEMPLATE**

### **MISSION STATEMENT:**

*(Ground rules for writing the ministry team's mission statement)  
Describe the team's reason for being.*

*Is this an elective, urgent or emerging issue?*

*Shall be written in a manner that all the team members can paraphrase or cite verbatim.*

*Needs to align with vision statement of Invite, Equip, and Send.*

*Describe how this ministry team's mission improves the quality of life for others.*

**CHAIRPERSON:** Name your chairperson

**Staff Liaison:** Name your chairperson

**Church Council Liaison:** Name your chairperson

### **GUIDING PRINCIPLES:**

*(The guiding principles act in a similar manner as guard rails along a highway to keep traffic from hitting a hazard like a drop off or fixed object like a tree or large sign post in the road ditch. Guiding principles describe how the team will work, make decisions and function. Ground rules for writing the ministry team's guiding principles are as follow :)*

- 1. Describe the team process and how it will work to complete the mission,*
- 2. To be good stewards these principles are intended to be used collectively in an integrated manner,*
- 3. Follow a servant leadership approach in Matthew 20: 20-28 where Jesus teaches about serving others and describe how the mission of this ministry team will follow Jesus' example. "Just as Jesus did not come to be served, but to serve, and to give his life as a ransom for many." Jesus described leadership from a new perspective. Instead of using people, we are to serve them. Jesus's mission was to serve others and to give his life away. Servant leaders appreciate others' worth and realize that they're not above them.*

**Ministry Team Budget:** Identify the monetary cost of completing this mission and whether it is in the budget? Include proposed income sources and expenses, a detailed budget if appropriate.

- Is this elective, urgent or emergent? And why?
  - o Elective (start in > 1 year), budgeted
  - o Urgent (3 to 6 months), unbudgeted
  - o Emergent (this month), unbudgeted

- Date of request:
- Date of Church Council review of request:
- Date Ministry Team's Mission Approved:
- Is this a Permanent or Temporary Mission? Permanent or Temporary
- Is this a new mission or expansion of existing mission? (Circle) New or Existing
- Date Ministry Team's Mission expected to be completed:

**DATE OF COUNCIL APPROVAL:**

**APPENDIX B:  
AFFI NATIONAL AUXILIARY/DEPARTMENT CONTACTS**

<b>Department/Auxiliary</b>	<b>Contact Name</b>	<b>Email</b>
Christian Education	Evang. Robin Burk	christianed@affiinc.org
Ministers and Deacons Wives Ministry	Evang. Isabelle Baker	mdwives@affiinc.org
Evangelism/Outreach Ministry	Eld. Harold Green, Director	evangelism@affiinc.org
Music Ministry	Bro. James Goggins, Minister of Music	musicministry@affiinc.org
Men's Ministry	Eld. Richard Lawrence	mensministry@affiinc.org
Usher Board	Mis. Peggy Curry	affiushers@affiinc.org
Global Missions Ministry	Pastor Philip Coley Sis. Valerie Daniels	globalmissions@affiinc.org
Church Extension	XXX	
Licensing/Credentialing	Deac. Rodgers Shipmon, Director	licensing@affiinc.org
Bible Institute	Dist. Elder Joseph Marcus	affibi@affiinc.org
Women's Ministry	First Lady Donna McFadden	nsministry@affiinc.org
Young People	Eld. Reddgo Long, Jr.	afiya@affiinc.org
Bilingual Ministry	Sis. Shanette Yao	bilingual@affiinc.org
Health Care Professionals	Deacon Tony Wingard	healthpro@affiinc.org
Treasurer's Office	Elder Fitzroy Smith	Fitzroyasmith1980@gmail.com

# Holy Communion Service Procedures



All Bishops will proceed off pulpit following Presider in Dioceses order i.e.

1. Diocese 1 -9  
*(Diocese numbers subject to increase in accordance with organizational growth)*
2. Non-Diocesan Bishops
3. Visiting Bishops

Presiding Bishop and Assistant presider will proceed to Laver (*Hand washing station*).  
All other Diocesan Bishops will proceed behind sacrament table to their designated points (*Each diocese will be marked*).

Presider will always take center position with the Assistant Presider to his left facing the assembly.

All Non-Diocesan AFFI Bishops will have assigned seating in front row of auditorium.  
All Non-Reformation/ visiting Bishops will be assigned seating, front row right side.

### **Prayer**

The initial invocation will be giving by Presiding Bishop.

The Presider will then assign at that time a Bishop of AFFI reformation to bless each part of sacrament.

*(The Presider, if so chooses can relinquish any parts of these actions to Assistant Presider).*

### **Order of Serving**

1. After prayer servers will proceed to table and receive sacrament from Presider.
2. Runners will then take to each station initial sacrament to be served.
3. After everyone in processional has been served, those that were unable to be in processional will be served at their seated location.
4. After everyone in assembly has been served, District Elders assigned to table will serve each serving station and runners.
5. District Elders will collect all remaining sacrament and proceed back to table where they will then be anointed and served by the Assistant Presider.
6. At this time, all servers and anointers will close file and step back in line with communion table.
7. At this time, all Diocesan Bishops will take two (2) steps back and Assistant Presider will anoint and Presider will present sacrament.
8. After everyone has been served sacrament will be place back on table, Presider will be anointed by Assistant Presider and Assistant Presider will be anointed by Presider, after which they will both receive their sacrament from table.

9. After everyone has partaken of communion, Presider will proceed back to pulpit.
10. At this time, all Bishops will file behind Presider and Proceed back to pulpit in reformation order, i.e.
  - Diocesan Bishops AFFI
  - Non-Diocesan Bishops AFFI
  - Guest Bishops (*Non- Reformation*)
  - All District Elders and Pastors will file and proceed to rear of auditorium and or assigned area.

Communion, the partaking of the Holy Sacraments is a Holy and Sacred service. Therefore, this service must be revered as such by our organization AFFI Inc. and the entire body of blood washed, born again believers.

This Standard Operating Procedure (SOP) is to help ensure that this sacred service is presented and performed with reverence, accuracy, precisions well as a spirit of excellence.

The Communion team will consist of the following participants of the Apostolic Faith Fellowship International INC. Reformation **only**.

There will be a minimum of:

(6) District Elders

(6) Pastors and/or Ordained Elders

(Total of 12)

*(These numbers are subject to change according to size of auditorium and assembly as needed.)*

#### **Assignments:**

The assignments will be as follows:

(6) District Elders will serve sacrament.

(6) Pastors and/or Ordained Elders will anoint body.

(2) District Elders one assigned to each end of communion table.

*(This is to ensure there is no encroachment on Bishop and sacrament table).*

(2) Pastors and/or Ordained Elders assigned one to each end of communion table to replenishment of sacrament stations

*(Runners are to ensure servers are replenished for continual flow of traffic).*

#### **Attire:**

For this sacred occasion it is important as well as required that all participants be uniformed in accordance with AFFI reformation standards. Being that this is a service not only of remembrance but worship, visual continuity, order, uniformity as well as visual aesthetics is vital.

**Dress:**

Civic Attire.

**All Ministers Non-Ordained:**

Black Suit w/AFFI lapel pin, Black clergy shirt w/ tab collar and black shoes.

**All Pastors / Ordained Elders:**

Black Suit w/AFFI lapel pin, Black clergy shirt w/ Pontiff (Full band collar) and black shoes.

**All District Elders:**

Black Suit w/AFFI lapel pin, Royal Blue clergy shirt w/ Pontiff (Full band collar) and black shoes.

**All Non-Diocesan Bishops:**

Black Suit w/ AFFI lapel pin, Purple clergy shirt w/ Pontiff (Full band collar) and black shoes.

**All Diocesan Bishops / Assistant Presiding Bishop:**

Black Suit w/AFFI lapel, pin Purple clergy shirt w/ Pontiff (Full band collar) and black shoes.

**Presiding Bishop:**

Black Suit w/AFFI lapel pin, Red or Cardinal clergy shirt w/ Pontiff (Full band collar) and black shoes.

**Note:**

*(No handkerchiefs decorations, bold stripes or anything eccentric is acceptable)*

**Processional off pulpit:**



# AFFI

APOSTOLIC FAITH FELLOWSHIP INT'L

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8787 Branch Avenue #342 Clinton, MD 20735 (301) 795-2729-Office (301) 795-2730-Fax  
BISHOP CHARLES E. JOHNSON, PRESIDING PRELATE

From: AFFI Board of Bishops

To: Distribution

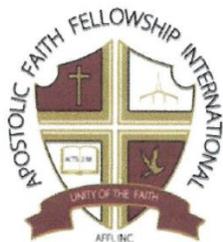
Subj: LICENSING AND CREDENTIALS POLICY

Ref: (a) Executive Board of Bishops Meeting at the National Conference on August 9, 2016

1. Purpose. Provide guidance and define responsibilities for implementing new policy for processing licenses.
2. Cancellations. All existing procedures and policies whether documented and established.
3. Scope. This policy applies to all AFFI affiliates, regardless of location.
4. Background. The current licensing process is taking too long. Partly, due to a lack of communication among the AFFI L&C staff members, lack of proper coordination between AFFI and Dioceses, USPS and AFFI internal mail delivery, and decentralized AFFI staff members. AFFI Bishops' Board directed that a new process be established to reduce the time in processing licenses by utilizing current technological advances to the maximum extent possible.
5. Policy. This policy establishes the responsibility and accountability of AFFI's licensed members in each Diocese. The general secretary of each Diocese shall be an extension of the AFFI L&C staff relative to keeping and establishing accurate records.

#### Process.

- A. Dioceses. The general secretary shall be responsible for the ministerial licensing information within their respective diocese.
  - a. Renewals. The general secretary shall ensure that renewals for existing members are completed using AFFI's standard renewal form, signed and approved by the appropriate levels of authority.



# APOSTOLIC FAITH FELLOWSHIP INT'L

8787 Branch Avenue #342 Clinton, MD 20735 (301) 795-2729-Office (301) 795-2730-Fax

## **Licensing and Credentials Procedure for the Apostolic Faith Fellowship International, Inc.**

### Procedure:

- I. License and Credentials applications are to be received and processed by the Episcopal Districts Licensing and Credentials Committee and the Episcopal District Secretary.
- II. Once the applications have been received and processed by the Episcopal District, the Episcopal District Diocesan will approve, or disapprove the applications.
  - A. If the applications are approved, the Episcopal District Secretary will keep the records and file the applications. No applications will be sent to the AFFI License and Credentials central data base as previously done.
  - B. The applicant will receive a temporary license or a temporary credentials certificate from Episcopal District Secretary until a permanent license or credential certificate is printed and distributed in August.
  - C. A list of the names only will be sent to the AFFI Licensing and Credentials central data base and will be kept for future reference. If needed, the AFFI Licensing and Credentials Department can request a copy of records at any time from the Episcopal District's Secretary.
  - D. A list of the names will be forwarded to the individual in charge of printing the license and credentials for distribution in August.
  - E. License and credentials will only be printed once per year and distributed in August.
- III. No license or credentials applications will be processed between the Episcopal Councils. They should only be processed during the Councils.
- IV. When license or credentials applications are processed during the Councils, the fee will be prorated. The prorated fee will be determined by the number of months before the Annual Convention in August plus the next year's fee.

**Example:** If the license or credentials applications are processed in March of 2017, then the prorated fee will be the number of months before the renewal in August or “5 months” plus the actual fee for the license or credentials based on the individual’s ministerial classification fee.

V. The license and credentials applications fees will be sent directly to the AFFI Treasurer from the Episcopal District Secretary.

VI. The Episcopal District Secretary and the AFFI Treasurer will keep the financial records of the license and credentials applications fees and renewals.

VII. A list of the renewals of license and credentials will be sent to the AFFI Licensing and Credentials central data base in June or July to be printed and distributed in August.

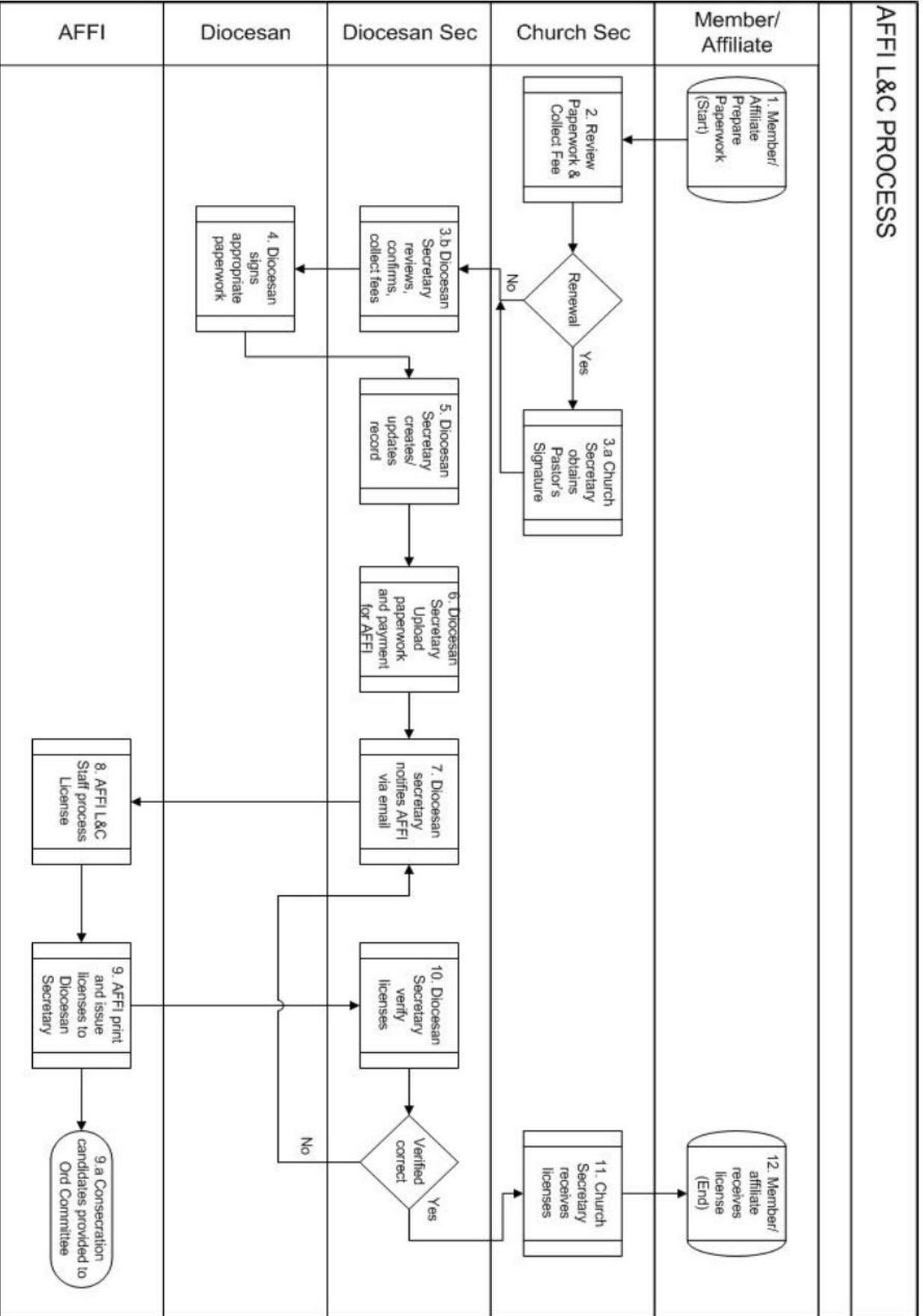
VIII. A list of individuals being ordained or consecrated for the current year will be sent to the AFFI Licensing and Credentials Department by the Episcopal District Secretary. The AFFI Licensing and AFFI Licensing and Credentials Department will then forward the list to the Ordinations Committee.

**Rationale:**

- 1) It will expedite the process of license and credentials by reducing paperwork, reducing filing costs, and eliminating redundancy.
- 2) It will further clarify the process.
- 3) It will eliminate any unnecessary potential computerized processes and costs.
- 4) It will produce a temporary license so that the individual will have verification of their license and credentials instead of waiting months for his/her license or credentials.
- 5) It will require less manpower to process applications.
- 6) It will create a “1,2,3,4” process between the Applicant, Episcopal District, AFFI Licensing and Credentials Department, and the Ordinations Committee.
- 7) The monitoring and updating process will be enhanced.
- 8) Increase in available license finances.

Bishop C.L. Hardy  
Assistant Presiding Prelate, AFFI

# AFFILIATION PROCESS



Apostolic Faith Fellowship International, Inc.  
8787 Branch Avenue | Clinton, MD 20735  
Bishop Charles E. Johnson, Sr., Presiding Bishop



**Pastor  
Christopher Nedwards**

ORDAINED LICENSED ID# 0222  
*Expires: 8/2017*

*One Lord, one faith, one baptism. Eph. 4:5*

Apostolic Faith Fellowship International, Inc.  
8787 Branch Avenue | Clinton, MD 20735  
Bishop Charles E. Johnson, Sr., Presiding Bishop



**Pastor  
Christopher Nedwards**

ORDAINED LICENSED ID# 0222  
*Expires: 8/2017*

*One Lord, one faith, one baptism. Eph. 4:5*

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**Pastor  
Christopher Nedwards**

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*Expires: 8/2017*

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**Pastor  
Christopher Nedwards**

ORDAINED LICENSED ID# 0222  
*Expires: 8/2017*

*One Lord, one faith, one baptism. Eph. 4:5*

Apostolic Faith Fellowship International, Inc.  
8787 Branch Avenue | Clinton, MD 20735  
Bishop Charles E. Johnson, Sr., Presiding Bishop



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## **NATIONAL NOMINATIONS AND ELECTIONS PROCEDURE**

### **PURPOSE STATEMENT:**

To determine the most appropriate process for the Apostolic Faith Fellowship International to conduct its national election for general body officers and auxiliary leadership. The general body officers are the General Secretary, Assistant General Secretary, Treasurer, and Assistant Treasurer. The auxiliary leaders of the following auxiliaries: Christian Education, Men's auxiliary, Women's auxiliary, and Young People's auxiliary.

### **RATIONALE:**

The purpose of this study is to review the popular and member voting procedures. To determine the most appropriate process for the Apostolic Faith Fellowship International to conduct its national election for general body officers and auxiliary leadership. This study will discuss the advantages and disadvantages of each voting procedure.

### **DURATION OF THE STUDY:**

This study commenced November 2017 and ended in March 2018.

### **TERMINOLOGY:**

AFFI – Apostolic Faith Fellowship International, Inc.

Chairperson – the individual who has oversight of the Elections Committee

Elections Committee - The group of members who handle all matters (including nominations, voting, procedures, change in procedures, and logistics) related to elections

Council or Diocese – Episcopal Districts of the AFFI

Diocese – Episcopal Districts of the AFFI

Member – Individual that is a member of a church that is associated with the AFFI

### **CONSIDERATION:**

Popular and proxy voting are the two procedures under consideration by the AFFI.

#### **Popular Vote:**

Popular voting must be included in the Bylaws of the AFFI if not it could be deemed unconstitutional.

Definition: Actual votes cast by members of the constituency.

#### **Advantages of the popular vote are as follow:**

1. Everyone's vote counts.
2. May increase attendance at the Council because voting occurs during the Council.
3. May increase registration from Council to Council because constituents must be registered at three consecutive Councils in order to participate.

Disadvantages of the popular vote are as follows:

1. A candidate could amass the most votes without having broad support throughout the organization.
2. Larger episcopal districts would have greater influence on election outcomes based on the number of churches/members.
3. Elections could result in a popularity contest.

Voting procedures for the Popular Vote:

- Each member will be provided a membership number from the Council General Secretary (ED\_#####)
- Voting will be done at the Council level, only.
- Members will be provided an electronic log-in to submit their vote.
- There will be a cut-off date for voting during the respective annual council meeting.
- Each member will only be allowed one vote.

**Proxy Vote**

Proxy voting must be included in the Bylaws of the AFFI if not it could be deemed unconstitutional.

Definition: A person sent or authorized to represent others who will be absent from the voting process. This person(s) will need to be selected by a procedure that is consistent across all councils.

A proxy is a power of attorney given by one person to another to vote in his stead and it is also used to designate the person who holds the power of attorney.

The advantages of proxy voting are as follows:

1. Proxies can be desirable, because they provide “voice” for members who otherwise may be unable to participate in voting. This approach diminishes a need for a quorum.
2. Allows greater participation of members that are not able to attend the national convention because the members can send a representative to vote on their behalf.

The disadvantages of proxy voting as follows:

1. There is opportunity for dishonesty, fraud and abuse.
2. There might be more opportunity to challenge the vote.

Voting procedure for proxy voting:

- Each church is allowed to send x number of members to serve proxy at the Annual Council for the National Election. Representation needs to be established (i.e. how many representatives per capita).
- Letter from the church listing the names of the representatives will be presented to General Secretary’s office.

## **Electronic Voting**

The advantages of electronic voting are as follows:

- **Empowerment.** Voting is the most powerful way for members to have a voice in the leadership and direction of their organization. When allowed to vote in fair and open elections, members feel a greater sense of value, ownership, and responsibility.
- **Accessibility.** Online voting allows organization members to access their ballots from anywhere at any time, provided they have an Internet connection. This makes casting a vote convenient and fast. Members can cast their votes from home, from work or “on the go” via their mobile devices.
- **Cost effectiveness.** Online voting reduces election budgets by limiting production costs. Paper, printing, and postage costs are all significantly lower for online elections than for traditional voting methods.
- **Security and confidentiality.** A properly designed, secure online voting system has safeguards in place to protect voting information and voter identities. A voting website hosted on a secure server will only be accessible to authorized members through unique voter logins.
- **Fast, accurate results.** With online voting there are no rejected, mismarked or invalid ballots. Results are automatically calculated, eliminating the need for manual tabulation and dreaded recounts. Computerized tabulation allows election managers to quickly announce decisions and results.

## **PROCEDURE:**

### **Process of Nomination**

1. Bishop Board
2. Pastors Congress
3. General assembly from the floor during the business meeting

### **Nominating Procedure**

Robert’s Rules of Order

The AFFI National Elections Committee must be established.

The Elections Committee members will consist of one person per Diocese.

1. The diocesan of each council will make a recommendation to the Board of Bishops to be a member of the Elections Committee.
2. Selection of the Elections Committee Chairperson and committee members will be approved by the Board of Bishops.
3. The Elections Committee will determine the type of electronic voting system that will be used for the National election and will prepare the electronic ballot.
4. The Elections Committee Chairperson will forward the electronic voting information to the Diocese General Secretary.
5. Diocese General Secretary will assign the voting number to each eligible member.
6. The Diocese General Secretary will confirm voter eligibility.
7. Each eligible member will be provided a voting number.

8. Electronic voting will be held at each Diocese's Annual Council, if the popular vote option is enacted.
9. Results of the voting will be electronically submitted to the AFFI National Elections Committee.
10. The Elections Committee will review the results of the voting at the AFFI National Convention.
11. The Elections Committee will confirm the results of the voting to the Bishop Board.
12. The results of the voting will be presented and presented to the AFFI General Body.

## **RECOMMENDATIONS:**

**Recommend** the AFFI use the popular vote format by using an electronic voting system. The popular vote will allow the entire constituency to be represented. Electronic voting will allow faster transmittal of voting results and the results will be automatically calculated.

**Recommend** that the AFFI candidate be representative of the Episcopal Districts in the organization. When possible, the Elections Committee will develop a "balanced ballot" that ensures that no two officers (i.e. president and vice-president or secretary and treasurer) should come from the same episcopal district. The Board of Bishops must accept, return for revisions, or reject the ballot that the Elections Committee develops. (Must be included in the Bylaws of the AFFI if not it could be deemed unconstitutional).

**Recommend** all Episcopal Districts use an electronic voting system provided by the National Elections Committee. The National Elections Committee shall determine the electronic voting system and prepare the ballots to distribute the voting information to the General Secretary of each Diocese.

**Recommend** that the above voting procedure be used for the selection of the following Offices:

- AFFI General Secretary and Assistant Secretary
- AFFI General Treasurer and Assistant Treasurer
- Christian Education Auxiliary Officers
- Men's Ministry Officers
- Women of Worth Officers
- AFIYA Officers

**Recommend** each candidate running for a National office meet the following criteria:

1. Must be a registered member of the AFFI National Convention at least three consecutive conventions.
2. Must be a registered member of an Episcopal District for three consecutive Councils
3. Must have approval letters from their local Pastor, Council Chairperson, and Diocesan Bishop.

**Recommend** that the National Elections Committee require each candidate to provide the following information which comprises "The Candidate Packet":

1. Approval letters from local Pastor, Council Chairperson, and Diocesan Bishop

2. Documentation from the AFFI National Registrars confirming required registration
3. Documentation from the Episcopal District General Secretary confirming required registrations
4. Biographical sketch and introductory video which will include office that you are running for, experiences, and answers to two essential questions (provided by the Elections Committee)
5. Background checks

***Recommend*** that in order for a member to vote in the AFFI National Election, they must meet the following requirements:

1. Must be a member in good standing of a Church that has membership in the AFFI.
2. Must be a member in good standing of a Church that has membership in the Episcopal District.
3. Must be registered for three consecutive Councils.



## AFFI Elections

Please take part in the AFFI elections. It is quick and **easy to vote** (insert hyperlink) and have a say in the future of the organization.

You can review the candidate's thoughts on key issues and cast your votes by clicking the "VOTE TODAY" button on the **AFFI Home Page** (insert a hyperlink to webpage). Ballots must be received by 5:00 p.m. EST on August 1, 2019.

To cast your vote, you will need your username and password. If you do not have your login information, you can request this information online, by e-mailing

[membership@affiinc.org](mailto:membership@affiinc.org) or by calling (###) ###-AFFI or (301) ###-####.

Thank you,

Elder \_\_\_\_\_

Chair, Election Committee

(Sample Announcement)

# **Apostolic Faith Fellowship International, Inc.**

## **Official Ecclesiastical Litany and Clergy Attire**



**Bishop Charles E. Johnson, Presiding Prelate**  
**Bishop C.L. Hardy, Assistant Presiding Prelate**

**Bishop Reddgo Long, Sr., Bishop of Protocol**  
**Pastor Chino L. Walters, Director of Protocol**

**Ordination and Consecration**  
**Diocesan and Non-Diocesan Bishops**

THE ORDER OF CONSECRATION

Apostolic Processional (*congregation is to stand*) .....

- Pastors
- District Elders
- Board of Bishops
- Adjutants (*carrying Bishops vestments*)
- Bishops/Bishop-Elects (*candidates*)
- Assistant Presiding Prelate (*Co-Consecrator*)
- Presiding Prelate (*Chief Consecrator*)

The Occasion ..... **Bishop**  
*Liturgist*

I stand amazed in the presence of the Lord Jesus Christ, the Nazarene, and wonder how He could love me, a sinner, condemned and unclean. He took my sins and my sorrows; He made them His very own. He bore the burden to Calvary, and suffered and died alone. When, with the ransomed in glory, His face I at last shall see, it will be my joy through the ages to sing of His love for me.

It is for this reason, we have come together to consecrate and install these Pastors as Non Diocesan Bishops, and Diocesan Bishop into this great organization, the Apostolic Faith Fellowship International. This is the Lord's doing; let us rejoice and be glad in it.

Invocation ..... **Bishop**

Old Testament Reading ..... **Bishop**  
*Isaiah 52:7-8*

*7 How beautiful upon the mountains are the feet of him that bringeth good tidings, that publisheth peace; that bringeth good tidings of good, that publisheth salvation; that saith unto Zion, Thy God reigneth!*

*8 Thy watchmen shall lift up the voice; with the voice together shall they sing: for they shall see eye to eye, when the LORD shall bring again Zion.*

New Testament Reading ..... **Bishop**  
*I Timothy 5:17-22*

*17 Let the elders that rule well be counted worthy of double honour, especially they who labour in the word and doctrine.*

*18 For the scripture saith, thou shalt not muzzle the ox that treadeth out the corn. And, The labourer is worthy of his reward.*

*19 Against an elder receive not an accusation, but before two or three witnesses.*

*20 Them that sin rebuke before all, that others also may fear.*

*21 I charge thee before God, and the Lord Jesus Christ, and the elect angels, that thou observe these things without preferring one before another, doing nothing by partiality.*

*22 Lay hands suddenly on no man, neither be partaker of other men's sins: keep thyself pure.*

New Testament Reading ..... **Bishop**  
***I Timothy 3:1-7***

*1 This is a true saying, if a man desire the office of a bishop, he desireth a good work.*

*2 A bishop then must be blameless, the husband of one wife, vigilant, sober, of good behaviour, given to hospitality, apt to teach;*

*3 Not given to wine, no striker, not greedy of filthy lucre; but patient, not a brawler, not covetous;*

*4 One that ruleth well his own house, having his children in subjection with all gravity;*

*5 (For if a man know not how to rule his own house, how shall he take care of the church of God?)*

*6 Not a novice, lest being lifted up with pride he fall into the condemnation of the devil.*

*7 Moreover he must have a good report of them which are without; lest he fall into reproach and the snare of the devil.*

Presentation of Candidates for Non-Diocesan/Diocesan Bishop ..... **Bishop**

*(Candidate will stand and take **TWO** steps forward when his name is called.  
His wife shall remain seated)*

On behalf of the Board of Bishops of the Apostolic Faith Fellowship International. I stand before you in the presence of God and this great body of believers, to present unto you these Pastors, desiring to be consecrated and installed as Non-Diocesan Bishops and Diocesan Bishops in the Apostolic Faith Fellowship International. And they are as follows:

1. Bishop-Elect John Doe, Non-Diocesan Bishop
2. Bishop John Doe, Non-Diocesan Bishop

3. Bishop John Doe, Diocesan Bishop of Episcopal District #1

PROCLAMATION, EXAMINATION AND CONSECRATION

.....**Bishop**  
*Liturgist*

At this time, we will have the proclamation, examination and consecration of these candidates and the members of the Apostolic Faith Fellowship International.

Examination of Candidate for Non-Diocesan/Diocesan Bishop .....**Bishop**

Do you candidates, accept the charge of the Non-Diocesan Bishop and/or the Diocesan Bishop, in this great church, the Apostolic Faith Fellowship International?

**Candidate(s):** "We do."

Do you solemnly promise to inform yourself in respect to the duties and responsibilities of this office within the organization to which it belongs, and promise faithfully to perform all the duties thereof?

**Candidate(s):** "We do."

Do you solemnly promise to be faithful to the organization, and to discharge your duties as a Non-Diocesan Bishop and/or Diocesan Bishop therein to the best of your ability before Almighty God?

**Candidate(s):** "We do."

And finally, do you candidates promise to study the peace, the unity, and purity of this august organization?

**Candidate(s):** "I do, and we will, with the help of God."

Examination of Members of the Organization..... **Bishop C.L. Hardy**  
*Asst. Presiding Prelate*

*(The congregation will be asked to stand and answer the following questions before God, responding with "We do".)*

Do you, members of the **Apostolic Faith Fellowship International**, acknowledge and receive these candidates as Bishop, who now before you stand?

**Members:** "We do."

And do you promise, to yield to them, all the honor, encouragement, and cooperation in the Lord, to which this office, Bishop, entitles them, according to the Word of God and the constitution and by-laws of this organization?

**Members:** "We do."

*(The congregation may be seated after responding.)*

Charge to the Candidate for Non-Diocesan/  
Diocesan Bishop .....

**Bishop Charles E. Johnson, Sr.**  
*Presiding Prelate*

The institution of Bishop is wholly ordained by God as His means of providing oversight and leadership for His Church. The Bishop is charged with overseeing the church of God, directing the affairs of the church, leading and directing the church in the ways of God, and warning the church of approaching danger. This is a solemn responsibility that must not be taken lightly by the Bishop nor those whom he serves.

**The Non-Diocesan Bishop** is appointed as a leader in the organization; you are not your own boss; you are to serve and to assist the Diocesan Bishop in your district faithfully, in providing oversight and leadership in the areas you are assigned to.

**The Diocesan Bishop** is appointed as a primary leader in the organization. He is never to lord over the churches he serves; his position is that of a steward of whom is required that he be found faithful in the execution of his duties and care of the Diocese he oversees. As a Diocesan Bishop, you are not your own boss; you are a representative of the organization and Jesus Christ Himself. You are a servant of God, and at no time should you assume an air of independence from the Spirit of God, nor should you display a spirit of ownership over the churches of God.

The Bishop is to be blameless, (the husband of one wife), have faithful children not accused of rioting or unruliness. You must be a steward of God; not self-willed, not soon angry, not given to wine, not a striker, not given to filthy lucre. You must be a lover of hospitality, a lover of people, sober, just, holy and temperate. You must hold fast the faithful Word as you have been taught that you may be able by sound doctrine both to exhort and to convince the gainsayers. You must be led by God and guided by the needs of the church and organization.

In keeping with that authority and responsibility, as a duly consecrated Non-Diocesan and/or Diocesan Bishop; and after having received the recommendation of the Apostolic Faith Fellowship International, I charge you before God and before this great organization that as a Bishop of the Apostolic Faith Fellowship International, you study to see what manner of Bishop you ought to be.

I charge you to be a good shepherd after the example of Christ Himself; and that you not approach your tasks as a hireling whose interests are void of God's love for the welfare of His people.

I charge you, that you be not greedy of filthy lucre; and that you not seek to take God's glory unto yourself; and that you hold the mystery of the faith in a pure conscience.

And finally, I charge you, to uphold by all righteousness and holiness, the good standing and reputation of this organization and its ministry within the communities it serves. And that your authority is exercised in prayerful humility as a steward accountable to God, the chief steward.

Do you, accept this charge?

**Candidate(s):** "I do, and we will, with the help of God."

Charge to the Members of the Organization..... **Bishop C.L. Hardy**  
*Assistant Presiding Prelate*

*(The congregation shall be required to stand.)*

I charge you, dear people of God, into whose service and ministry of love these esteemed Bishops now enter; that you support this ministry with your prayers, and that you supply it constantly and cheerfully with your liberal cooperation, respect, and support.

And that you accept the office and authority of these esteemed Bishops with hearty appreciation and gratitude as from Christ Himself.

And may the grace of God in abundant measure be vouched-safe to the Presiding Prelate, Bishops, District Elders, Pastors, and the Apostolic Faith Fellowship International, through Jesus Christ our Lord.

Do you, members of the Apostolic Faith Fellowship International, accept this charge?

**Members:** "We do."

*(The congregation may be seated after responding.)*

..... **Bishop**  
*Liturgist*

At this time, we ask that the wives of the candidates join their husbands.

*1. The Adjutants (District Elder) will gather their assigned Bishops vestments from the table and stand behind each Bishop to be robed.*

*2. The Chief Consecrator (Presider) along with the Co-Consecrators (Asst. Presider), and AFFI Board of Bishops will proceed from the pulpit to the floor, were the candidates are located.*

3. *The Co-Consecrator (Asst. Presider) will anoint each candidate and their wives, the Chief Consecrator (Presider) will lay hands and pray over the candidates and their wives, and the Board of Bishops will lay hands (simple touch on the head) of each candidate afterwards.*

THE ANOINTING, ACT OF LAYING ON HANDS AND INVESTITURE

**THE ANOINTING AND ACT OF LAYING ON HANDS**

The Anointing of the Bishops and their wives..... **Bishop C.L. Hardy**  
*Asst. Presiding Prelate*

Laying of Hands and Prayer of Consecration ..... **Bishop Charles E. Johnson, Sr.**  
*Presiding Prelate*

**THE INVESTITURE**

*(Musical Instrumental: "Lord I'm Available to You")*

The Occasion ..... **Bishop**  
*Liturgist*

The robing of the Bishop, as a servant of the Most High God has biblical, spiritual and historical significance. Moses was instructed by God to robe Aaron and his son's in holy garments as they ministered unto the Lord in the priest's office. **Exodus 28:1-2; 40-41.**

The Bishop is already adorned with a cream **Cassock** – It is worn as a reminder to the Bishop, that he is a servant unto God.

**The Chimere** - The Chimere is symbolic of the prophet. In the days of Elijah, it was called the Prophet's Mantle. By such, you knew immediately that he was God's messenger. As the Priest carries the prayers of the people to God, the Prophet carries the Word of God back to the people. On this day, our Bishop's stand in the twofold office and function as Priest and Prophet.

*(Place the Chimere on the Bishops.)*

**The Tippet** – The tippet is the outer garment worn over the Chimere, usually referred to as the Bishop's scarf. It is to be worn as a symbol to demonstrate that the Bishop willingly carries the burdens of his people upon his shoulders.

*(Place the Tippet on the Bishop.)*

**The Bible** - The Bishop's Bible is placed in his hand as a reminder to "heed to the Holy Scriptures, and feed the flock of Jesus Christ. Guard, defend, correct, and encourage them in His truth, and be a faithful servant of His Holy Word."

*(Place the Bible in the Bishop's hand.)*

The Presentation of the Bishop..... **Bishop Charles E. Johnson, Sr.**  
*Presiding Prelate*

*The newly consecrated/selected Bishops will turn and face the congregation and the Chief Consecrator (Presider) will introduce them to the Apostolic Faith Fellowship International.*

**Ordination and Consecration**  
**District Elders**

THE ORDER OF CONSECRATION

Apostolic Processional (*congregation is to stand*) .....

- Pastors
- District Elders
- Resident Bishops
- Spouse/Adjutants (*carrying District Elder Tippet*)  
    District Elders/District Elder-Elects (*candidates*)
- Council Chairman (*Co-Consecrator*)
- Council Diocesan Bishop (*Chief Consecrator*)

The Occasion ..... **District Elder/Pastor**  
*Liturgist*

We have come together to consecrate and install these Pastors as District Elders into this great organization, the Apostolic Faith Fellowship International. This is the Lord's doing; let us rejoice and be glad in it.

Invocation ..... **Pastor**

Old Testament Reading..... **Pastor**  
***Isaiah 52:7-8***

*7 How beautiful upon the mountains are the feet of him that bringeth good tidings, that publisheth peace; that bringeth good tidings of good, that publisheth salvation; that saith unto Zion, Thy God reigneth!*

*8 Thy watchmen shall lift up the voice; with the voice together shall they sing: for they shall see eye to eye, when the LORD shall bring again Zion.*

New Testament Reading..... **Pastor**  
***1 Timothy 5:17-22***

*17 Let the elders that rule well be counted worthy of double honour, especially they who labour in the word and doctrine.*

*18 For the scripture saith, Thou shalt not muzzle the ox that treadeth out the corn. And, the labourer is worthy of his reward.*

*19 Against an elder receive not an accusation, but before two or three witnesses.*

*20 Them that sin rebuke before all, that others also may fear.*

*21 I charge thee before God, and the Lord Jesus Christ, and the elect angels, that thou observe these things without preferring one before another, doing nothing by partiality.*

*22 Lay hands suddenly on no man, neither be partaker of other men's sins: keep thyself pure.*

Presentation of Candidate for District Elder ..... **Council Ordination Committee**

*(Candidate will stand and take **TWO** steps forward when their name is called.  
The candidates' spouse shall remain seated.)*

On behalf of the **Ordination Committee of Episcopal District \_\_\_\_\_**. I stand before you in the presence of God and this great body of believers, to present unto you these candidates, desiring to be consecrated and installed as District Elders in the Apostolic Faith Fellowship International. And they are as follows:

1. District Elder-Elect John Doe
2. District Elder John Doe

PROCLAMATION, EXAMINATION AND CONSECRATION

.....**District Elder/Pastor**  
*Liturgist*

At this time, we will have the proclamation, examination and consecration of these candidates and the members of Episcopal District \_\_.

Examination of Candidate for District Elder .....**Council Chairman**

Do you candidates accept the charge of District Elder, in this, the Apostolic Faith Fellowship International?

**Candidate(s):** "I do."

And do you solemnly promise to be faithful to the organization, your Diocesan Bishop, and District Council, and to discharge your duties as a District Elder therein to the best of your ability before Almighty God?

**Candidate(s):** "I do."

And do you candidates solemnly promise to be a help and not a hindrance to mission and the goals set by this organization?

**Candidate(s):** "I do, and I will, with the help of God."

Examination of Members of the Organization..... **Asst. Council Chairman**

*(The congregation will be asked to stand and answer the following questions before God, responding with "We do".)*

Do you, members of Episcopal District \_\_\_\_ acknowledge and receive these candidates as District Elders who now before you stand?

**Members:** "We do."

I charge you, dear people of God, into whose service and ministry of love these District Elders now enter; that you support this ministry with your prayers, and that you accept the office and authority of these District Elders.

Do you, members of this Organization, accept this charge?

**Members:** "We do."

*(The congregation may be seated after responding.)*

Charge to the Candidates for District Elder..... **Diocesan Bishop**

The office of the District Elder is charged with assisting the Diocesan Bishop oversee the church of God, directing the affairs of the church, leading and directing the church in the ways of God, and warning the church of approaching danger.

A District Elder is never to lord over the people he/she serves, but to be found faithful in the execution of his/her duties in assisting his/her Diocesan Bishop. You must be a steward of God; not self-willed, not soon angry, not given to wine, not a striker, not given to filthy lucre. You must be a lover of hospitality, a lover of people, sober, just, holy and temperate.

In keeping with that authority and responsibility, as a duly consecrated District Elder, after having received the recommendation of the Apostolic Faith Fellowship International, I charge you before God and before this organization that as a District Elder of the Apostolic Faith Fellowship International, you study to see what manner of District Elder you ought to be.

Do you candidates accept this charge?

**Candidate(s):** "We do."

..... **District Elder/Pastor**  
*Liturgist*

At this time, we asked that the spouses join the candidates.

1. *The Spouse/Adjutants will take up the District Elders tippet.*

2. *The Chief Consecrator (Diocesan) along with the Co-Consecrators (Chairman), and the remaining District Elders will proceed from the pulpit to the floor, where the candidates are located.*
  
3. *The Co-Consecrator (Chairman) will anoint each candidate and their spouses, the Chief Consecrator (Diocesan) will lay hands and pray over the candidates and their spouses.*

THE ANOINTING, ACT OF LAYING ON HANDS AND INVESTITURE

**THE ANOINTING AND ACT OF LAYING ON HANDS**

The Anointing of the District Elders and Their Spouses ..... **Council Chairman**

Laying of Hands and Prayer of Consecration ..... **Diocesan Bishop**

**THE INVESTITURE**

*(Musical Instrumental: "Lord I'm Available to You")*

The Occasion ..... **District Elder/Pastor**  
*Liturgist*

At this time, the District Elders will be adorned with the tippet.

**The Tippet** - The tippet of the District Elder is to be worn over the cassock, to demonstrate servitude, humility, and commitment, to this organization, and to the Diocesan Bishop the District Elder serves.

*(Place the Tippet on each District Elder)*

The Presentation of the District Elders ..... **Diocesan Bishop**

*The newly consecrated/selected District Elders will turn and face the congregation and the Chief Consecrator (Diocesan) will introduce them.*

**Ordination and Consecration**  
**Elders and Evangelists**

THE ORDER OF CONSECRATION

Apostolic Processional (*congregation is to stand*) .....

Pastors  
District Elders  
Resident Bishops  
    Elders and Evangelists (*candidates*)  
Council Chairman (*Co-Consecrator*)  
Council Diocesan Bishop (*Chief Consecrator*)

The Occasion ..... **District Elder/Pastor**  
*Liturgist*

We have come together to consecrate and ordain these ministers as ordained Elders and Evangelists into this great organization, the Apostolic Faith Fellowship International. This is the Lord's doing; let us rejoice and be glad in it.

Invocation ..... **Pastor**

Old Testament Reading..... **Pastor**  
***Isaiah 52:7***

*7 How beautiful upon the mountains are the feet of him that bringeth good tidings, that publisheth peace; that bringeth good tidings of good, that publisheth salvation; that saith unto Zion, Thy God reigneth!*

New Testament Reading ..... **Pastor**  
***2 Timothy 4:1-5***

*1 I charge thee therefore before God, and the Lord Jesus Christ, who shall judge the quick and the dead at his appearing and his kingdom.*

*2 Preach the word; be instant in season, out of season; reprove, rebuke, exhort with all longsuffering and doctrine.*

*3 For the time will come when they will not endure sound doctrine; but after their own lusts shall they heap to themselves teachers, having itching ears.*

*4 And they shall turn away their ears from the truth, and shall be turned unto fables.*

*5 But watch thou in all things, endure afflictions, do the work of an evangelist, make full proof of thy ministry.*

Presentation of Candidates..... **Council Ordination Committee**

*(Candidate will stand and take **TWO** steps forward when their name is called.  
The candidates' spouse shall remain seated.)*

On behalf of the **Ordination Committee of Episcopal District \_\_\_\_\_**. I stand before you in the presence of God and this great body of believers, to present unto you these ministers, desiring to be consecrated and ordained in the Apostolic Faith Fellowship International. And they are as follows:

- 1. Elder John Doe
- 2. Evangelist Jane Doe

.....**Council Chairman**

Take heed that the persons whom you present unto us be apt and meek, of good and Godly conversation, able to exercise their ministry duly to the glory and honor of the Lord Jesus Christ. and to edify the church which he hath purchased with his own blood.

..... **Council Ordination Committee**

We have inquired concerning them, and we have examined them, and we think them to be so.

PROCLAMATION, EXAMINATION AND CONSECRATION

.....**District Elder/Pastor**  
*Liturgist*

At this time, we will have the proclamation, examination and consecration of these candidates and the members of Episcopal District \_\_\_\_.

..... **Assistant Council Chairman**

The call of these honorable men and women to become ordained as Elders and Evangelists of the Apostolic Faith Fellowship International has been duly considered. After inquiring into all circumstances, they have signified their willingness to accept thereof. We are here at this time by order of the Apostolic Faith Fellowship International and by its authority; we do now proceed to ordain these men and women in this body of believers in the name of the Lord Jesus Christ.

Members of Episcopal District \_\_\_\_: after due examination, we find that these candidates seem to be lawfully called to this function and this ministry, and that these persons are meet for the same. But if you, members of Episcopal District \_\_\_\_\_ knows of any impediment for which they should not be received into this Holy ministry, let him or her now come forth in the name of the Lord Jesus Christ and show the impediment.

Unto every one of us is given grace according to the measure of the gift of God, wherefore he saith, "When he ascended up on high, led captivity captive, and gave gifts unto men". (Now that he ascended, what is it but that he descended first into the lower parts of the earth? He that descended is the same also that ascended up far above all heavens that he might fill all things).

And he gave some apostles; and some prophets and some evangelist; and some pastors and teachers; for the perfecting of the saints, for the work of the ministry, for the edifying of the body of Christ.

Examination of Candidates ..... **Council Chairman**

Are you fully persuaded that the Holy Scriptures contain all doctrine necessary to be saved through faith in Jesus Christ? Are you determined out of said scriptures to instruct the people committed to your charge and to teach nothing that cannot be concluded and proved by scripture?

And will you be ready always, faithful and diligent to oppose and drive from your midst all erroneous, strange or false doctrine contrary to the word of God and the practice of the Apostles and are willing to do this publicly and privately?

**Candidate(s):** "I will, the Lord being my helper."

Will you be diligent in prayer and in the reading of the word and in the study of the scriptures? And will you diligently minister to the sick, the poor and needy, and all other duties incidental to your office?

Will you fashion yourself and your family according to the doctrine of Christ and to make both yourself and them an example to the flock of Christ as much as lieth in you?

And will you maintain and set forth as much as lieth in you a spirit of hospitality, of sweetness, love and peace among all the saints, and especially among those given to your charge?

**Candidate(s):** "I will, the Lord being my helper."

Finally, will you endeavor to be loyal to the Apostolic Faith Fellowship international Inc. and its laws, and will you faithfully support it with your finances, your presence and your spiritual locally and nationally; giving careful consideration always to our Doctrine.

**Candidate(s):** "I will, the Lord being my helper."

Charge to the Candidates ..... **Diocesan Bishop**

As a minister of the Lord Jesus Christ, do you hereby affirm that:

- (1) There is One Lord, One Faith, One Baptism, One God and Father of all who is above all and through all, and in all. (Eph. 4:5-6).

(2) And in the mystery of the Godhead; that Jesus was both human and divine, and that Jesus was the Eternal Father made visible. (Col. 1:19; 2:9).

(3) And that membership into the Body of Christ is by water baptism in Jesus Name and the infilling of the Holy Ghost, with the evidence of speaking in tongues. (Acts 2:38).

(4) And that we who are alive and living righteous before God shall be translated (raptured) to meet the Lord in the air. (1 Thess. 4:17)

(5) And to escape the judgment of God and to have the hope of enjoying the glory of life eternal, one must be thoroughly saved from his sins. (Heb. 12:14; 1 Pet. 1:15-17).

**Candidate(s):** "We do."

I solemnly urge you before God, even before the Lord Jesus Christ who will soon come to judge the living and the dead when he appears and at his kingdom: **TO PREACH THE WORD OF GOD URGENTLY** at all times. "Be instant in season, out of season; reprove, rebuke, exhort with all longsuffering and doctrine.

Do you candidates accept this charge?

**Candidate(s):** "We do."

.....**District Elder/Pastor**  
*Liturgist*

At this time, we asked that the spouses join the candidates.

THE ANOINTING, ACT OF LAYING ON HANDS AND INVESTITURE

**THE ANOINTING AND ACT OF LAYING ON HANDS**

The Anointing of the District Elders and Their Spouses .....**Council Chairman**

Laying of Hands and Prayer of Consecration ..... **Diocesan Bishop/Council Chairman**

The Presentation of the Ordained Ministers ..... **Diocesan Bishop**

**Ordination and Consecration**  
**Pastors**

THE ORDER OF CONSECRATION

Apostolic Processional (*congregation is to stand*) .....

- Pastors
- District Elders
- Resident Bishops
- Pastors (*candidates*)

Council Chairman (*Co-Consecrator*)  
Council Diocesan Bishop (*Chief Consecrator*)

The Occasion ..... **District Elder/Pastor**  
*Liturgist*

We have come together to consecrate these Pastors into this great organization, the Apostolic Faith Fellowship International. This is the Lord's doing; let us rejoice and be glad in it.

Invocation ..... **Pastor**

Presentation of Candidates..... **Council Ordination Committee**

*(Candidate will stand and take **TWO** steps forward when their name is called.  
The candidates' spouse shall remain seated.)*

On behalf of the **Ordination Committee of Episcopal District \_\_\_\_\_**. I stand before you in the presence of God and this great body of believers, to present unto you these Pastors, desiring to be consecrated as Pastors in the Apostolic Faith Fellowship International. And they are as follows:

1. Pastor John Doe
2. Pastor James Doe
3. Pastor Janice Doe

PROCLAMATION, EXAMINATION AND CONSECRATION

..... **District Elder/Pastor**  
*Liturgist*

At this time, we will have the proclamation, examination and consecration of these candidates and the members of Episcopal District \_\_\_\_.

Examination of Candidates ..... **Council Chairman**

Are you willing to continue the charge of your respective congregations, as pastors, agreeable to your declaration at accepting its call?

Do you conscientiously believe and declare as far as you know your own heart that in taking upon you this charge; you are influenced by a sincere desire to promote the glory of God and the good of the church?

And as a minister and Pastor of Jesus Christ, do you hereby affirm that there is One Lord, One Faith, One Baptism, One God and Father of all who is above all and through all, and in all, according to Ephesians 4:5, 6.

And that you fully believe in the mystery of the Godhead that Jesus was both human and divine and that the Godhead be understood to mean all of the fullness of God; that Jesus was the Eternal Father made visible apart from whom there is no God, according to Colossians 1:19, 2:9.

And that membership in Christ is by water baptism in Jesus Name and the infilling of the Holy Ghost, with the evidence of speaking in tongues as the Spirit gives utterance, according to Acts 2:38.

**Candidate(s):** "I do so believe and declare."

Do you solemnly promise that, by the assistance of the grace of God, you will continue to live a holy, consecrated life and endeavor faithfully to discharge all the duties of a pastor to your respective congregations; and will continue to carefully maintain a deportment in all respects as a minister of the Gospel of Jesus Christ and agreeable to your ordination agreement?"

**Candidate(s):** "I do."

And with this affirmation I as a minister and Pastor of Jesus Christ pledge to fulfill my duty of reaching the lost and formally join with likeminded believers and ministers of the Apostolic Faith Fellowship International in carrying out the mission of the organization.

**Candidate(s):** "I will."

Charge to the Candidates ..... **Diocesan Bishop**

I solemnly urge you before God, even before the Lord Jesus Christ who will come soon to judge the living and the dead when he appears and at his kingdom: **TO PREACH THE WORD OF GOD URGENTLY** at all times, whenever you get the chance, in season and out, when it is convenient and when it is not, correct and rebuke God's people when needed, encourage them to do right, and at all times be feeding them patiently with God's word.

For, the time has come when some people will not listen to the truth, but are looking for teachers who will tell them what they want to hear. They will not listen to what the word says, but will gladly follow their own misguided ideas.

You must stay alert, be prayerful and watch out for all these dangers. And, do not be afraid of suffering for the Lord's sakes. Bring others to Christ, and leave nothing undone that you should do.

Do you candidates accept this charge?

**Candidate(s):** "We do."

..... **District Elder/Pastor**  
*Liturgist*

At this time, we ask that the spouses join the candidates.

THE ANOINTING, ACT OF LAYING ON HANDS

**THE ANOINTING AND ACT OF LAYING ON HANDS**

The Anointing of the Pastors and Their Spouses.....**Council Chairman**

Laying of Hands and Prayer of Consecration..... **Diocesan Bishop/Council Chairman**

The Presentation of the Pastors..... **Diocesan Bishop**