

MISSOURI DISTRICT
UNITED PENTECOSTAL CHURCH
DISTRICT MANUAL



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Missouri District Constitution

Preamble

We believe the Bible to be inspired of God, the infallible Word of God. "All scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness" (II Timothy 3:16). The Bible is the only God-given authority which man possesses; therefore, all doctrine, faith, hope, and instruction for the church must be based upon, and harmonize with, the Bible. It is to be read and studied by all men everywhere, and can only be clearly understood by those who are anointed by the Holy Spirit. (see I John 2:27). "No prophecy of the scripture is of any private interpretation. For the prophecy came not in old time by the will of man: but holy men of God spake as they were moved by the Holy Ghost" (II Peter 1:20-21).

Therefore, in order to establish our work on a more efficient basis, to promote greater cooperation, and to secure closer fellowship, we adopt this constitution as the Missouri District of the United Pentecostal Church International (UPCI).

Mission Statement

The mission of the Missouri District UPCI is to evangelize the lost, to disciple the believer, and to equip the church through a partnership of local churches which are committed to Apostolic truth.

Articles of Faith

The Missouri District of the UPCI wholeheartedly endorses the Articles of Faith of the United Pentecostal Church International as stated in the current Manual and also endorses all the qualifications of officers stated in the Manual. All elected and appointed officers of the Missouri District must conform to the Fundamental Doctrine of the UPCI.

ARTICLE I - DISTRICT OFFICERS

Section 1. Names of Officers

The officers of the district shall be as follows: District Superintendent, District Secretary/Treasurer, and one presbyter per section.

Section 2. District Board

1. The District Board shall consist of the District Superintendent, the District Secretary/Treasurer, and the District Presbyters.
2. Honorary board members
A candidate for the position of Honorary District Board member may be nominated by any District Board member while the District Board is in session.

A qualifying committee made up of three (3) District Board members, appointed by the District superintendent, will determine whether the nominee qualifies. To be accepted, nominees who clear this committee must be approved by the District Board and ratified by the District Conference with no debate.

Honorary District Board members shall be accorded all the privileges of the District Board members, with the exception of voting in District Board meetings.

Section 3. Qualifications

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

Section 4. Voting Constituency

1. Those who shall be entitled to vote for the election of officers, or upon any proposal, resolution, or any other business that properly comes before the District Conference, shall be accredited ministers of the Missouri District in good standing. All accredited ministers who vote must be in actual attendance at the District Conference.
2. Those who shall be entitled to vote for the election of officers, or upon any proposal, resolution, or any other business that properly comes before the Sectional Conference, shall be accredited ministers in the following categories:
 - (a) Pastors
 - (b) Assistant pastors and assistants to the pastor
 - No assembly shall be permitted more than one (1) voting assistant pastor or assistant to the pastor who derives his or her livelihood from sources other than the ministry. Assistant pastors or assistants to the pastor, who derive their livelihood from sources other than the ministry, must present a letter to the Roster Committee from the church where they have been assistant pastor or assistant to the pastor for a minimum of six (6) months. The letter must be signed by the pastor or the church secretary and will be in effect as long as he or she remains in the position at the same church.
 - (c) Evangelists
 - An evangelist must be on the field and regularly engaged in preaching revivals, deriving his or her livelihood from the ministry.
 - (d) All elected or appointed officials who are listed in the Manual.

- (e) Honorary ministers
- (f) Retired ministers
 - A retired minister is a minister who, due to advanced age or physical impairment, has retired from active ministry.
- (g) Full-time administrators and instructors in all religious projects endorsed by the United Pentecostal Church International.
- (h) Full-time administrators and instructors in Christian schools, owned and operated by our churches.
 - All Christian school administrators and instructors must present a letter to the Roster Committee from their local church signed by the pastor or the church secretary, stating their active involvement in ministerial service. This letter will be in effect as long as they remain in this position at the same church.
- (i) Missionaries under appointment.
- (j) Accredited ministers who are between appointments shall be entitled to vote if the time of inactivity has not exceeded ninety (90) days.
- (k) All accredited ministers who vote must be in actual attendance at the Sectional Conference.

Section 5. Objections to Nominees

1. If there is an objection to any nominee, a request may be made to the chairman that the same be referred to a Qualifying Committee. No details of the objection or question shall be discussed from the floor. The Qualifying Committee may only determine a nominee's qualifications according to that specified in the Manual of the United Pentecostal Church International under Qualifications for District Officers.

2. The Qualifying Committee Chair shall be appointed by the officer presiding at the time of the objection to the nominee. The committee shall consist of at least three (3) members, but not more than five (5), including the chair of the committee. The Conference Chair shall, prior to the conference, prepare a list of potential members for the Qualifying Committee. This list shall be composed from the current voting membership. The presiding officer shall select from this list in the event this committee is needed.

Section 6. Method of Election

1. District Superintendent and District Secretary/Treasurer
The method of election of the District Superintendent and District Secretary/Treasurer by the District Conference shall be the same as that used by the General Conference in the election of officers.

2. Presbyters shall be elected at sectional conferences held every other year preceding the District Conference. Each section shall elect its District Presbyter from within the section.
3. The annual District Conference shall be held at the time and location decided upon by the Missouri District Board.
4. The election of District Superintendent, District Secretary/Treasurer, and Department Heads shall be conducted by the General Superintendent or his representative.
5. The election of Sectional Officers shall be conducted by the District Superintendent or his selected representative. Every sectional office is an elective office, including but not limited to, Youth, Ladies Ministry, North American Missions, Sunday School, and any other sectional position present or future. These officers shall be elected at the biennial sectional conference.

Section 7. Term of Office

1. All officers elected by the District Conference or Sectional Conference shall remain in office for a term of two (2) years, for a maximum of eight (8) consecutive years. After any district or sectional official has served four (4) consecutive terms in an elected office, he or she would be required to be elected by a two-thirds (2/3) vote to a fifth (5th) term and all consecutive terms. In the event the incumbent does not receive a two-thirds (2/3) vote on the first electoral ballot, a new nominating ballot would be called for and the incumbent's name would be deleted. In the event that a new district superintendent is elected, the out-going superintendent shall continue in office for a period of thirty (30) days following the date of said election. The District Superintendent and the District Secretary/Treasurer shall be elected on alternating years. In the same year the District Superintendent is elected, the following officers shall be elected: Global Missions Director, North American Missions Secretary, Sunday School Director, Youth President, and Ladies Ministries President. In the same year the District Secretary/Treasurer is elected the following officers shall be elected: the Director of North American Missions, Sunday School Secretary, and Youth Secretary. The Ladies Ministries Secretary shall be appointed by the board and ratified by the conference the same year as secretaries are elected.
2. The following offices are to be elected by the District Conference: District Superintendent, District Secretary/Treasurer, Global Missions Director, North American Missions Director and Secretary, Sunday School Director and Secretary, Youth President and Secretary, Ladies Ministry President. Directors of Promotion are recommended by the respective department head and ratified by the District Board. All other departmental offices are appointed by the District

Board and ratified by the District Conference, unless otherwise specified by the general constitution.

3. All newly elected officers at the District Conference, except the District Superintendent, shall take office immediately upon the conclusion of the District Conference in which they were elected.
4. Newly elected presbyters will take office at the District Board meeting held in conjunction with District Conference or, if no such meeting is held, at the beginning of the District Conference. All other newly elected sectional officers will take office at their respective departmental meeting held in conjunction with District Conference or, if no such meeting is held, at the beginning of the District Conference.

Section 8. Death, Resignation, and Removal

1. Any district officer taking a pastorate or establishing a residence outside of the district between conferences must resign his or her office.
2. If vacancies happen by death, resignation, removal, or establishment of a residence outside of the district, the District Board may fill such vacancies, with the exception of the office of District Superintendent, only until the next District Conference. If there remains a year unexpired in the term of said office, the District Conference shall elect a replacement to serve for that year. In the event a vacancy occurs in the office of District Superintendent, the General Superintendent shall be authorized to preside over district business until the election of a District Superintendent at a special district conference called by the General Superintendent, or an Assistant General Superintendent authorized by the general superintendent, for the purpose of conducting an election to fill this office. Said election shall be held within sixty (60) days after the vacancy occurs.
3. If any elected sectional office is vacated between regularly scheduled electoral conferences, the District Superintendent shall call a special election within thirty (30) days of the vacancy, and the eligible voters of the section shall choose a replacement for the office vacated.

**ARTICLE II - RIGHTS AND DUTIES OF OFFICERS, AND
RULES APPERTAINING THERETO**

Section 1. District Superintendent (General Presbyter)

1. He shall be a member of, and shall attend all regular and specially called meetings of, the Board of General Presbyters.
2. In the event he is unable to attend a regular or specially called meeting of the Board of General Presbyters, the District Superintendent is authorized to appoint a representative from the District Board.
3. The duties of the District Superintendent shall be:

- a. To oversee the district work in cooperation with the District Board.
 - b. To maintain a spirit of harmony and cooperation between the district and general work, thereby working in harmony and unity with all other districts.
 - c. To encourage the raising of money for missions.
 - d. To assist, when called upon by the pastor or local church board, in dealing with any difficulties that may arise within local assemblies.
 - e. To assist in securing pastors for assemblies in the district.
 - f. To investigate all applicants of the district for credentials or license before forwarding any approved application to World Evangelism Center.
 - g. To sign each credential, license, fellowship card, and church membership certificate issued to applicants in the district.
 - h. To preside as chair of District Conferences and District Board meetings.
 - i. To encourage church growth, soul-winning outreach, leadership training, new churches, daughter works, preaching points, missions, and community involvement throughout the district.
 - j. To exercise the right to call special conferences when necessary, but when so doing shall give the ministers of the district a minimum of thirty (30) days advance notice in writing of said meeting.
4. In the furtherance of the work in the district, he shall have the right to appeal to any minister who is a member of the district and any evangelist or missionary currently working in the district.
 5. He must be consulted in regard to the organization of new churches and daughter works within the district.
 6. He shall be empowered to ordain ministers in any district meeting or General Conference.
 7. He shall be empowered to appoint committees to serve at his pleasure or at the pleasure of the District Board.

Section 2. District Presbyters

1. The duties of the District Presbyter shall be:
 - a.) To work under the direction of and in cooperation with the District Superintendent in carrying out district work.
 - b.) The District Presbyter shall oversee the work of the section in which he is elected under the supervision of the District Superintendent.
 - He shall preside as chair of all sectional business meetings.
 - He shall endeavor to maintain a spirit of harmony and cooperation in the section with all departments of the district and general work.
 - He shall oversee all sectional fellowship meetings or appoint a chair to serve in said capacity.
 - He shall notify the District Superintendent of all resignations or impending resignations of pastors in the section, and consult with

him concerning any complaints which have been brought to his attention regarding any minister in the section, or any difficulty arising between pastors or churches.

- He shall assist the District Superintendent in securing pastors for assemblies in his section.
- He shall examine all applications for license or credentials in his section in advance of their appearance before the District Board.
- He shall supply the District Superintendent with whatever information he may have which would assist him in carrying out the district work.
- He shall have the right to appeal to any minister who is a member of his section and any evangelist or missionary currently working in his section, in the furtherance of the work in his section.

Section 3. District Secretary/Treasurer

1. The duties of the District Secretary/Treasurer shall be:
 - a.) To ensure that minutes of District Conferences and district meetings are taken.
 - b.) To preserve records of business proceedings and all other documents belonging to the district.
 - c.) To receive and care for all district funds and the funds of all the departments of the district; to make all district and departmental disbursements; to keep an accurate account of all such transactions, to hold the books open for inspection by officers or members of the district; and to make a written report at each annual District Conference.
 - e.) To oversee the financial activity of all sections.
 - f.) No money, other than normal operating expenses, shall be paid without the consent of the District Board.

Section 4. District Board

1. The duties of the District Board shall be:
 - a.) To take action with regard to false doctrine in the district, so long as the action taken does not conflict with the By-laws of the General Body.
 - b.) To handle any grievance or complaint against a minister according to the General Constitution of the U.P.C.I. and the Judicial Procedure.
 - c.) To pass upon all applications for ministerial credentials, or church affiliation certificates issued in the district.
 - d.) To own as trustees, real estate and personal property which may be acquired by purchase, devise or bequest by the district and for the benefit of the district; to use and deal with such real estate and personal property in such manner as may be consistent with the Constitution and By-laws of the United Pentecostal Church International: to sell, convey, mortgage, pledge and otherwise encumber such real estate and personal property for the benefit of the District; and to authorize, by proper

- resolution, its District Superintendent and District Secretary/Treasurer to execute and deliver on behalf of the District Board, as trustee, any such deeds on conveyance, notes, mortgages, deeds of trust or pledges.
- e.) To deal with all other matters pertaining to the district which do not infringe upon the power and privileges of the General Body.
 - f.) To meet annually with the heads of each District Department for the purpose of imparting guidance, inspiration and support.
 - g.) To ratify the names offered by respective department heads to fill the positions of directors of promotion for district departments.
 - h.) To appoint Ladies Ministry Secretary, Men's Ministry Director, Prayer Coordinator and other such positions as deemed necessary for the effective ministry of the Missouri District.

Section 5. Finances

- 1. Centralization of Funds
 - a.) The funds of every department of the district shall be deposited with and held by the District Secretary/Treasurer.
 - b.) The District Treasurer shall release said funds after proper authorization.
- 2. Standardization of Books
 - a.) The financial records of all departments shall be standardized by a uniform system of bookkeeping approved by the District Board.
 - b.) A certified public accountant shall be secured by the District Secretary/Treasurer, and the district, departmental, and sectional books shall be reviewed annually using the fiscal year January 1 through December 31. A condensed report shall be read to the District Conference and distributed with annual reports, subject to the acceptance of the District Conference.
- 3. Financial Advisory Committee
 - a.) The Financial Advisory Committee (FAC) shall consist of at least five (5) but not more than seven (7) members. Included in that number shall be the Missouri District Secretary/Treasurer who shall serve as the chairman and at least one (1) other sectional presbyter from the Missouri District Board. All other members shall be accredited ministers in good standing in the Missouri District.
 - b.) Members of the FAC shall be nominated by the Missouri District Superintendent and shall be ratified by the Missouri District Board. Each shall serve a term of two (2) years concurrent with the term of the District Superintendent.
 - c.) The Financial Advisory Committee shall meet at the direction of its chairman, the Missouri District Secretary, at times and locations of his choosing. Expenses for members' participation shall be covered by the Missouri District.
 - d.) With the oversight and approval of the Missouri District Board, the FAC shall:

- Review ongoing financial practices and policies and offer suggestions for their improvement.
 - Provide oversight of and direct all investment accounts owned by the Missouri District.
 - Review a General Fund budget created by the District Secretary and advise accordingly.
 - Review and oversee departmental budgets within the Missouri District.
 - Assist the District Secretary with other financial duties at his discretion.
 - Make reports to the Missouri District Board as needed.
4. Salaries and Expenses
- a.) The District Superintendent & District Secretary/Treasurer traveling on official district business shall be allowed mileage and expenses, as determined by the District Board.
 - b.) Each presbyter shall receive a yearly expense allowance. The amount of the allowance shall be recommended by the FAC and ratified by the District Conference. Lodging and mileage reimbursement will also be provided to presbyters for the following meetings: Board meetings, license seminar, District Conference, Camp Meeting, & Fall Retreat.
 - c.) Salaries and benefits of the District Superintendent, District Secretary/Treasurer, and all District employees shall be determined by the District Board.

ARTICLE III – DISTRICT CONFERENCE/CAMP MEETING

Section 1. District Conference/Camp Meeting

1. The District Conference shall be the governing body of the district.
2. All ministers are urged to attend District Conference/Camp Meeting
3. Each church in the Missouri District shall contribute a special offering each year to help underwrite the cost of the meeting. The suggested minimum offering is \$100 for churches with 100 or more in Sunday attendance and \$50 for churches under 100 in Sunday attendance.

Section 2. Reports

All reports shall be prepared and submitted to the District Secretary/Treasurer thirty (30) days prior to the District Conference.

Section 3. Resolutions

1. All resolutions to be presented to the District Conference and all amendments to this constitution shall first be presented to the District Office in writing sixty (60) days prior to the District Conference, for consideration by the Resolutions

Committee. Such committee shall consider and act upon such resolutions or amendments prior to the submission to the District Conference. The resolution(s) must have the author's signature in order to be considered by the Resolutions Committee. At least thirty (30) days in advance of the District Conference, the District Secretary/Treasurer shall mail to all ministers a copy of the resolution(s) approved by the Resolutions Committee. If the Resolutions Committee shall fail to act upon such resolution or amendment or shall refuse or fail to report its action thereon to the District Conference, or if the Resolutions Committee shall have failed to report favorably on any such resolution or amendment, then by a vote of two-thirds (2/3) of those in attendance at the District Conference entitled to vote thereat may require the resolution to be presented.

2. The District Board may bring resolutions to the Resolutions Committee at any time for presentation at the District Conference.
3. No resolution, amendment, or bylaw may be proposed that would be in violation of the Articles of Faith or General Constitution of the United Pentecostal Church International.

Section 4. Rules of Order

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

ARTICLE IV – DUTIES AND OBLIGATIONS OF MINISTERS

Section 1. Qualifications

All ministers must qualify according to the qualifications and requirements specified in the United Pentecostal Church International Manual, under the article concerning "Ministry."

Section 2. Application for License

1. All applicants shall complete an application form of the United Pentecostal Church International and file the same with the District Secretary/Treasurer along with the designated deposit for annual budget fee. The application should be filed at least sixty (60) days before the District Board meeting. Any exceptions to this procedure shall be at the discretion of the District Superintendent and/or District Board.
2. All applicants shall submit the following:
 - a.) Educational requirements required by the District Board
 - b.) State of Missouri background check
 - c.) Credit report
3. All applicants shall be required to appear before the District Board and must have met any training and seminar requirements set forth by the District Board.

The applicants must have the recommendation of their local pastor, having proven themselves faithful to their home church. In the event that they do not have a local pastor, the matter shall be left to the discretion of the District Board.

Section 3. Obligations and Rules

1. All ministers must adhere to the obligations and rules specified in the United Pentecostal Church International Manual.
2. Ministerial Membership Dues
 - a.) Each minister in the district shall pay 100% of his or her ministerial tithe (i.e. remuneration received for preaching, teaching, and other ministerial income from ministry organizations) to the Missouri District. It shall be sent to the District Secretary/Treasurer by the end of every quarter for that quarter. In the absence of ministerial income, each licensed minister shall send the following minimum amounts according to the level of license.
 - Local: \$10 per month
 - General: \$20 per month
 - Ordination: \$30 per month
 - b.) Any minister of the Missouri District who is 65 years of age or older, shall be exempt from their minimum monthly ministerial dues. However, all tithes on ministerial income shall continue to be paid into the district office.
 - c.) Each Honorary/Exempt member of the Missouri District shall be exempt from the minimum financial requirement.
 - d.) All accounts must be current by the end of each calendar year. Postmarked mail by December 31 will be recorded within that calendar year.
 - e.) A 31 day “grace window” will be afforded until January 31 to fulfill one’s account requirements.
 - f.) Ministers with a remaining delinquent account on January 31, for the previous calendar year, will be placed on a “to be dropped” list on February 1.
 - g.) If the minister pays his or her district dues in full plus a \$25 processing fee by February 15, his or her name will be removed from the drop list. Otherwise, the minister will be dropped from licensure with the Missouri District and the UPCI on February 15. In the event that the 15th falls on a Saturday or Sunday, the effective drop date will be the following Monday.

- h.) All full-time evangelists shall receive 50% of their tithes for General Conference for the purpose of defraying actual conference expenses. To qualify the evangelist must:
- Derive their livelihood from the evangelistic ministry.
 - Be on the field by January 1 of the conference year.
 - Preach revivals for at least 26 weeks per year.
 - Have been a cooperating member of the Missouri District for one year prior to the General Conference.
 - Request funds in writing.
 - Attend the General Conference.

ARTICLE V - DEPARTMENTS

Section 1. Global Missions

The Global Missions Division of the Missouri District adheres to the policy of the General Global Missions Division as set forth in the Manual of the United Pentecostal Church International.

Section 2. North American Missions Division

The North American Missions Division of the Missouri District adheres to the policy of the North American Missions Division as set forth in the Manual of the United Pentecostal Church International.

The North American Missions Board shall be allowed to make needed changes to the District Home Missions policy, Mission Possible policy, and the Church-In-A-Day policy with the approval of the District Board, as long as any changes would not violate or contradict the General North American Missions Policy or the spirit of the Missouri District North American Missions policy.

Section 3. Sunday School

The Sunday School Department of the Missouri District adheres to the policy of the General Sunday School Division as set forth in the Manual of the United Pentecostal Church International.

Section 4. Ladies Ministries

The Ladies Ministries Department of the Missouri District adheres to the policy of the General Ladies Ministries as set forth in the Manual of the United Pentecostal Church International.

Section 5. Youth Ministry

The Youth Department of the Missouri District adheres to the policy of the Youth Division as set forth in the Manual of the United Pentecostal Church International.

Section 6. Apostolic Men's Ministry

The Men's Ministry of the Missouri District adheres to the policy of the Apostolic Men's Ministry as set forth in the Manual of the United Pentecostal Church International.

ARTICLE VI - AMENDMENTS

This constitution may be amended at any Missouri District Conference by a majority of the votes cast thereon in favor of any such amendment. Amendments must first be submitted to the Resolutions Committee to be considered at the District Conference according to the provisions of Article III, Section 3. No resolution, amendment, or bylaw may be proposed that would be in violation of the Articles of Faith, General Constitution, Bylaws, or Amendments listed in the Manual of the United Pentecostal Church International.