



**IOWA**  
**DISTRICT UPCI**

# MINISTERIAL GUIDE

# IOWA DISTRICT MINISTERIAL GUIDE

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ARTICLE I  
CHURCHES

SECTION 1 – CHURCH AFFILIATION

1. All pastors of the Iowa District are asked to use their influence in affiliating their churches with the United Pentecostal Church, International.

SECTION 2 – ESTABLISHED CHURCHES

1. Each church should cooperate 100% with all the various fund raising projects and functions of the United Pentecostal Church International and District.
2. All monies, with the exception of Global Missions, should be sent to the District Secretary-Treasurer.
3. All checks should be made payable to the Iowa District UPCI.

SECTION 3 – NEW WORKS

1. It is recommended that new works start as a preaching point or daughter work in the Iowa district.
2. For a work to become autonomous it must have, approval of the district board, completed a change of status form, be incorporated with the State of Iowa, and should be affiliated with the United Pentecostal Church, International.
3. Any church seeking North American Missions status shall be in accordance with the North American Missions Policy of the Iowa District of the United Pentecostal Church International, before any monies shall be advanced to it, except by special District Board action.

ARTICLE II  
DISTRICT FUNCTIONS

SECTION 1 – IOWA DISTRICT CONVENTION

1. The Iowa District conducts this convention once per year.
2. The purpose of this convention is to promote fellowship within the district, conduct the essential business of the district, perform ordination services, and honor significant years of ministerial service.
3. There will be coordinated fellowship conducted throughout the week.
4. It is the sincere request of the Iowa District that all ministers attend for the full week as well as encouraging attendance from their respective churches.
5. All business of the district will be conducted throughout the day sessions.

## SECTION 2 – SECTIONAL CONFERENCE

Each section shall have a conference biannually (see Sectional Conference voting Privileges in the UPCI Manual).

## SECTION 3 – YOUTH CONVENTION

The Iowa District Youth Convention will be held as an annual event by the Iowa Youth Ministries of the Iowa District of the United Pentecostal Church International.

## SECTION 4 – DISTRICT REALIGNMENT COMMITTEE

1. There will be a review every five (5) years concerning sectional realignment beginning in the year of 2004.
2. The mechanism for choosing the committee will be left up to the District Conference each time unless the Conference chooses a standing committee to do the work.

## ARTICLE III FINANCIAL POLICY

### SECTION 1 – EXPENSES OF DISTRICT OPERATIONS

1. It shall be the goal of our policy to have the expenses of the District operations supported by tithes and offerings of the ministerial body, and the funds of the other departments shall not be used unless absolutely necessary.
2. The goal shall be to work within the framework of a budget for the operation of the District. It is the goal of our policy that all allotted expenses come from our General Treasury.
3. The budget committee shall be appointed by the District Superintendent, whose members selected from the District Board, shall have the responsibility of preparing the Administrative Budget and shall evaluate all District Divisional Budgets and shall make recommendations to the District Board, who shall approve or adjust all budgets.
4. Each Department's operational expenses shall be taken from the income of said Department, including the Director's expenses to the National and District Conferences.
5. In cooperation with Departmental Directors, no monies shall be taken from the Department for the operational expenses of the District unless it is approved by the District Board.

## SECTION 2 – DISTRICT GRANT POLICY

1. A Grant Fund shall be established in order to help Churches of the Iowa District secure funds.
2. A request for a Grant application must be made to the Sectional Presbyter.
3. The completed application then must be returned to the Sectional Presbyter, who will then forward it to the District Superintendent with a letter requesting action to be taken on the application.
4. The application will then be presented to the District Board for the final approval. The maximum grant from the Grant Account will be left to the discretion of the District Board per request, as funds are available.

## SECTION 3 – SECTIONAL TREASURY

1. Any Section wishing to have a Sectional Treasury must make that request to the District Board of said desire. The District Board will either approve or disapprove that request.
2. Those Sections that already have a Sectional Treasury are allowed to make a choice whether or not to keep them. If the decision is not to keep the Sectional Funds, then the pastors of that Section shall decide how the Funds should be spent in closing out their Sectional Treasury.
3. The following Guidelines must be followed for all Sectional Treasurers.
  - a. All monies for each section must be sent through the District Treasurer. The monies will belong to that Section. Any monies collected by Sections may be spent at their discretion. (This means that the Sectional Pastors must approve those expenditures. This can be done by a written policy that states where the monies can be spent.)
  - b. All monies kept in a Sectional Treasury must be accounted for. Financial Reports must be given annually to the District Secretary. This report will be placed in the District Financial Report at year's end.
  - c. Procedure for opening a Sectional Checking Account.
    - i. The District's Federal Identification Number will be used.
    - ii. The District (Sectional) Presbyter, Sectional Secretary and the District Secretary must be on the Signature card.
  - d. Procedure when funds are left with the District.
    - i. Monies from the section will be sent to the District Secretary/Treasurer.
    - ii. They will be credited to the Sectional Account.
    - iii. When funds are needed, a voucher requesting funds must be sent to the District Secretary/Treasurer.

- iv. Upon completion of the project, receipts and any funds left over must be returned to the District Secretary/Treasurer within two weeks of the event.
  - v. The District Secretary/Treasurer will be responsible for the record keeping of that section.
- e. If the Section has a checking account:
- i. The Sectional Secretary will be responsible for keeping track of the funds.
  - ii. The District Secretary will inspect those records at least once a year.
  - iii. The Sectional Secretary will send a financial report to the District Secretary and Sectional Presbyter at year's end.
  - iv. This report will be combined with the Financial Report of the District in the Annual Financial Report.

## ARTICLE IV MINISTRY

### SECTION 1 - IOWA MINISTERIAL CODE OF ETHICS

1. A minister's conduct toward the unsaved.
  - a. A minister should treat the unsaved with courtesy and respect.
  - b. A minister should not discuss the problems of his own church members, of other United Pentecostal Church members, or of ministers in a derogatory and casual manner with the unsaved.
  - c. A minister should set an example and have integrity in all their financial dealings. This would include the timely payment of debts, the effective management of finances, as well as providing for their family (Romans 13:7-8). Failure to do so will have a significant impact on the church and the perceptions of the wider community.
  - d. In secular vocations and business transactions, a minister should demonstrate exemplary character and integrity.
  
2. A minister and his church members
  - a. A minister should treat the members of his own church with courtesy and respect.
  - b. A minister should hold in confidence and treat as confidential communication any information provided by members with the expectation of privacy. He should not disclose such information in private or public except when he is convinced that the sanctity of confidentiality is outweighed by his well-founded belief that life-threatening or substantial harm will be caused.
  - c. A minister should not use his ministerial status, position or authority knowingly to abuse, misguide, negatively influence, manipulate, or take advantage of anyone, especially children.
  - d. A minister should discourage disputes between church members, and members or minister of other United Pentecostal churches.

- e. A minister should encourage church members to support district and sectional functions.
3. A minister and members of other United Pentecostal Churches
    - a. A minister should not visit a member of another United Pentecostal Church local assembly without approval of the member's pastor. A minister should not visit or contact through social media a member of another UPCI local assembly without approval of the member's pastor.
    - b. If a United Pentecostal Church member of one assembly visits a service of another United Pentecostal Church in a nearby area, while the member's own church is holding service, the pastor of the church he visited should contact the member's pastor within a week of the initial visit to inform him of the visit, and within a week of all subsequent visits.
    - c. A minister should never approach a member of another United Pentecostal Church with an offer of a position in his church unless he has first informed the member's pastor of the offer, and the member's pastor approves of the transfer.
    - d. A minister should never approach a member of another United Pentecostal Church, directly or indirectly, to solicit their membership or encourage a transfer without prior consent from member's current pastor.
    - e. A minister should not counsel a member of another United Pentecostal Church (excluding close relatives) unless prior arrangements have been with the member's pastor, or unless he is a Presbyterian or District Superintendent dealing with a sectional or district problem.
  4. Relationships between United Pentecostal Church ministers
    - a. A minister should treat all fellow United Pentecostal Church ministers with courtesy and respect.
    - b. A minister should refuse to treat other ministers or churches as competition in order to achieve statistical success.
    - c. A minister should refrain from speaking disparagingly about the person or work of any other minister, especially a predecessor or successor.
    - d. A minister should enhance the ministry of his successor by refusing to interfere in any way with the church he formerly served.
    - e. A minister should return to a former church field for professional services, such as weddings and funerals, only if invited by the resident pastor.
    - f. A minister having information regarding unethical behavior by another United Pentecostal Church minister should meet together alone in an effort to resolve a grievance between them (Matthew 18:15), then follow procedures outlined in United Pentecostal Church Manual (Article IV Sections 1-4, Judicial Procedure), and refrain from discussing the information with other uninvolved ministers and church members, aside from district officials.
    - g. After retirement or resignation from a ministry, a minister must terminate existing pastoral relationships to allow their successor to assume responsibility. Friendships may continue as long as the end of the *pastoral* relationship is mutually recognized. Any request for a continuing pastoral relationship must only occur with the permission of the new pastor.



- h. A retired minister will be treated with honor and respect by all other area ministers, and will be respectful and cooperative toward the pastor of the church in which they attend.

See Article VII of the General Constitution of UPCI Manual. Ministers should understand that their obligation extends to any interactions on social media platforms.

## SECTION 2 – THE PROCESS FOR LICENSING

1. Expectation of the sponsoring Pastor
  - a. Age of Applicant
    - i. Local License must be 17 years old.
    - ii. General License must be 19 years old.
    - iii. Ordination must be 21 years old.
  - b. A potential applicant should talk to his/her pastor about applying for ministerial license. If the pastor agrees that ministerial license should be pursued at this time, instruct potential applicant to begin work on ministry central for appropriate level of licensing. The pastor should contact the sectional presbyter letting them know they have a candidate for license. In the event this is a local license applicant, there will not be the expectation of completion of Ministry Central Courses prior to the first meeting with the district board. The local application may be started on a hardcopy and sent to the presbyter with the expectation that a CAMA application along with ministry central requirements be completed before the second meeting with the district board. When applying for either General or Ordination license the applicant must fulfill the Ministry Central requirements along with the CAMA application.
  - c. Download and complete the license application (CAMA), background check, and confidential pastors report from [iowadistrictupci.com](http://iowadistrictupci.com).
  - d. The CAMA process is as follows:

How to apply for new or reinstated license (for those not currently licensed) E.g., applying for a Local license for the first time, applying for a reinstated General license

    1. A potential applicant should talk to his/her pastor about applying.
    2. Pastor will log in to [wa.upci.org](http://wa.upci.org) and initiate the application.
      - a. Under the tab Ministers, select Ministers Application, then Start Ministers Application. If prompted, select Ministry, then select Continue.
      - b. Select an option for applicant (Someone else), level (Local/General/Ordained), and type (New/Reinstated).
      - c. Enter the email address for the applicant (enter a second time to confirm accuracy).
      - d. If known, enter the applicant's UPCI account number.
      - e. Verify the information is correct. Select Create, and on the next page, select Yes to submit.
    3. Applicant should complete the application and upload all required documents.
      - a. Upon the pastor submitting the form, the applicant will receive an email (using the email address provided by the pastor) with a link to complete the digital application.

b. Applicants may save and continue later. This must be completed by the applicant within 30 days.

c. Upon completion, digitally sign and submit the application.

4. Applicant should complete payment.

a. Upon submission, the applicant will receive another email with a link to complete payment.

b. All applicants pay a \$25 fee. New or reinstated applicants also pre-pay ¼ of annual dues.

5. Pastor will review application..

After pastor approval, the application will go to the district and subsequently WHQ for review.

Send the application, background check and confidential pastor's report to the Presbyter, requesting an initial meeting at least (60) days prior to the Spring Board meeting or Fall planning meeting. The district secretary should be copied on this correspondence.

If Presbyter, Pastor, and applicant decide to proceed in the initial meeting, the pastor will ensure the applicant and spouse, if applicable, attend the meeting with the Iowa District Board.

e. Send the application, background check and confidential pastor's report to the Presbyter, requesting an initial meeting at least (60) days prior to the Spring Board meeting or Fall planning meeting. The district secretary should be copied on this correspondence.

f. If Presbyter, Pastor, and applicant decide to proceed in the initial meeting, the pastor will ensure the applicant and spouse, if applicable, attend the meeting with the Iowa District Board.

2. Expectation of the Presbyter

a. The Presbyter shall schedule the initial meeting with the Pastor, applicant and applicant's spouse, if applicable.

b. Request the pastor fill out the "Confidential Pastor's Report" downloaded through [iowadistrictupci.com](http://iowadistrictupci.com)

c. When an applicant has only been with a Pastor or at his present location for less than two (2) years, his/her previous Pastor should also be sent the "Confidential Pastor's Report" and request that he fill it out and submit it back to the Presbyter. (The Confidential Pastor's Report" should be filled out on any application regardless of the grade of license if he has a Pastor)

d. Application and "Confidential Pastor's Report" must be completed and mailed to their Sectional Presbyter at least sixty (60) days prior to meeting the District Board.

e. The Presbyter will then review and forward the "Confidential Pastor's Report" at least fifty (50) days prior to meeting the District Board.

f. If the Presbyter, Pastor, and applicant decide to proceed in the initial meeting, the Presbyter will schedule with the district secretary at least (50) days prior to meeting the District Board.

g. In the initial meeting, the Presbyter will question the applicant and spouse in preparation to lead district board discussion concerning the applicant.

3. Expectation of the applicant

a. Fully cooperate with Pastor to complete the application.

- b. Complete the initial meeting with Presbyter and Pastor.
  - c. If Presbyter, Pastor, and the applicant decide to proceed in the initial meeting, follow the district secretary's instruction in preparation for the meeting with the Iowa District Board.
  - d. Read the UPCI Manual and the Iowa District Ministerial guide.
4. Expectation of the District Secretary
- a. The District Secretary schedules an appointment for applicant with District Board and notifies applicant of the same, with notification copies being sent to the Presbyter and the Pastor. If the District Secretary receives the application without notification from the Presbyter the application will be immediately returned to the Presbyter for review.
  - b. This notification should be given at least forty (40) days before the scheduled Board meeting. If the applicant does not receive notification, they should contact the District Secretary.
  - c. Interviews shall be at the Fall Planning Board Meeting and the Spring Board Meeting, except in emergency situations.
5. All ministers who are approved to receive or upgrade their license must do the following:
- a. Send two photos of applicant and spouse with the application.
  - b. Pay a \$25.00 application fee to the UPCI.
  - c. Complete insurance form provided by UPCI.
  - d. Ministers approved to receive local license must send a check in the amount of 1/4 of their budget fees to UPCI. This will be requested at the time of approval and not at the time of submission of your application.

### SECTION 3 – LOCAL LICENSE

1. First Interview (This will take place at Fall Planning or Spring Board Meetings.)
- a. Purposes:
    - i. To get acquainted with the applicant and spouse.
    - ii. Allow Presbyter to lead a discussion regarding the applicant with the information from the initial meeting.
    - iii. Determine if the applicant is qualified to proceed into the local license process.
    - iv. If more information is needed the District Board will question the applicant and spouse.
  - b. Procedures:
    - i. Presbyter will lead the discussion concerning the applicant.
    - ii. The District Board will ask clarifying questions and will review the application, background check, and pastors confidential report.
  - c. Lines of Questioning:
    - i. Applicant's morals.
    - ii. Applicant's positions and beliefs in regard to fundamental Bible Doctrines.
    - iii. Applicant's financial state and background. (NOTE: If questions arise, a credit check will be ordered)
    - iv. To endeavor to understand the nature of the applicant's call and reason for wanting a license.

- v. The applicant's spouse is to be interviewed also as to his/her spiritual qualifications and support of his/her ministry
  - d. Board Response:
    - i. The Board shall have the authority to permit applicant to continue the licensing process, turn down an applicant, or delay their return for a second interview for a length of time, if deemed appropriate.
  - e. Expectations of the applicant to be fulfilled before the second meeting:
    - i. A typed description of his/her calling
    - ii. Completion of Ministry Central with transcript or endorsed equivalent.
    - iii. Preparation for a five (5) minute oral interview on the following subjects:
      - a) Jesus Name Baptism
      - b) Oneness of God
      - c) Salvation
    - iv. One sermon each week for six months (A six-month Home Bible Study can fulfill this criteria)
    - v. Attend Aspiring Ministers Meeting
    - vi. Watch the District Vision Video [iowadistrictupci.com](http://iowadistrictupci.com)
    - vii. Watch Ministerial Ethics Video [iowadistrictupci.com](http://iowadistrictupci.com)
    - viii. Watch the Ministers District Financial Obligations video [iowadistrictupci.com](http://iowadistrictupci.com)
2. Second Interview: (This will take place at Fall Planning or Spring Board Meetings.)
- a. Purpose: To determine if the candidate has qualified themselves for local license.
  - b. Procedures:
    - i. Submit a typed description of his/her calling.
    - ii. Submit Ministry Central transcript or endorsed equivalent.
    - iii. Present orally (5) minutes per topic on the following subjects:
      - a) Jesus Name Baptism
      - b) Oneness of God
      - c) Salvation
    - iv. Should have preached one sermon each week for six months or completed a six-month Home Bible Study.
    - v. Should have attended Aspiring Minister's Meeting.
    - vi. Should have viewed "District Vision" video.
    - vii. Should have viewed "Ministerial Ethics" video.
    - viii. Should have viewed "District Financial Obligations" video.
  - c. Lines of Questioning for Applicant:
    - i. Fruitfulness – results of personal soul winning efforts.
    - ii. Positions on matters of holiness and standards of the UPCI.
    - iii. Convictions pertinent to issues of Ministerial ethics.
    - iv. Anticipated future course of ministry.
  - d. Board Response:
    - i. The District Board has the authority to approve, disapprove or to delay an application.
    - ii. Applicants receiving approval for license will be admonished to be faithful in their local church and supportive of their Pastor.
    - iii. Applicant does not hold a license until approved by Headquarters of UPCI.

## SECTION 4 – GENERAL LICENSE

Applicant shall follow all the steps under “The Process for Licensing” outlined at the beginning of this licensing procedure.

The applicant, upon completion of ministry central or endorsed equivalent, and filing his/her application with the Sectional Presbyter, will then be notified by the District Secretary as to his/her scheduled appointment to meet the District Board. This notification should be given at least forty (40) days before scheduled board meeting.

1. The Interview
  - a. Purpose:
    - i. To question applicant and spouse.
    - ii. To determine if candidate is qualified for General license.
  - b. Procedures:
    - i. Submit Ministry Central transcript or endorsed equivalent.
    - ii. Should have attended Aspiring Minister’s Meeting.
    - iii. If candidate is new to the district, they will submit a background report.
    - iv. The applicant’s spouse will be questioned as to the support of his/her spouse’s ministry.
  - c. Lines of Questioning:
    - i. Applicant’s morals.
    - ii. Applicant’s positions on fundamental Bible Doctrines.  
Applicant’s financial state and background. (NOTE: If questions arise, a credit check will be ordered)
    - iii.
    - iv. Fruitfulness – results of personal soul winning efforts.
    - v. Positions on matters of holiness and standards of the UPCI.
    - vi. Convictions pertinent to issues of ministerial ethics and conditions of relationships to pastor or neighboring pastors.
    - vii. Anticipated future course of ministry.
    - viii. To endeavor to understand the validity of applicant’s request for General License.
    - ix. Review applicant’s cooperation and fellowship in his Section and District.
    - x. Review applicant’s cooperation with the district financial plan.
  - d. Board Response:
    - i. The District Board has authority to approve, disapprove or to delay an application.
    - ii. Applicants receiving approval for license should be instructed to be a participant in the activities of their Section and District and to help promote unity.
    - iii. Applicant does not hold a license until approved by Headquarters of UPCI.

## SECTION 5 – ORDINATION

Applicant shall follow all the steps under “The process for licensing” outlined at the beginning of this licensing procedure.

The applicant must be a cooperating member of the Iowa District.

The applicant, upon completion of the training and filing his/her application with the Sectional Presbyter, will then be notified by the District Secretary as to his/her scheduled appointment to meet the District Board. This notification should be given at least forty (40) days before scheduled board meeting.

Ordination will be granted upon approval of Iowa District Board, Headquarters of UPCI, and completion of an ordination service at the Iowa District Convention.

#### The Interview

- a. Purpose:
  - i. To question applicant and spouse.
  - ii. To determine if candidate is qualified for Ordination.
- b. Procedures:
  - i. Submit Ministry Central transcript or endorsed equivalent.
  - ii. If candidate is new to the district, they will submit a background report.
  - iii. The applicant's spouse will be questioned as to the support of his/her spouse's ministry.
- c. Lines of Questioning:
  - i. Applicant's morals
  - ii. Applicant's positions on fundamental Bible Doctrines.
  - iii. Applicant's financial state and background.
  - iv. Fruitfulness – results of personal soul winning efforts.
  - v. Positions on matters of holiness and standards of the UPCI.
  - vi. Convictions pertinent to issues of ministerial ethics and conditions of relationships with Pastor or neighboring Pastors.
  - vii. Anticipated future course of ministry.
  - viii. To endeavor to understand the validity of applicant's request for Ordination License.
  - ix. Review applicant's cooperation and fellowship in his Section and District.
  - x. Review applicant's cooperation with the district financial plan.
- d. Board Response:
  - i. The District Board has authority to approve, disapprove or to delay an application.
  - ii. If approved, instructions will be given concerning ordination service to be held at the Iowa District Convention

#### SECTION 6 – NEW MINISTER

Any new minister coming into the Iowa District must view the Iowa District Vision, Ministerial Ethics, and the Ministers Financial obligation videos found on the [iowadistrictupci.com](http://iowadistrictupci.com) website.

#### SECTION 7 – MINISTERIAL FINANCIAL OBLIGATIONS

1. Each pastor is to send 50% of their tithes (secular and ministerial) to the District Secretary-Treasurer. Make all checks payable to the IOWA DISTRICT.

Example: If you receive \$15,000 a year from a secular job, and \$5000 a year from the church, your total yearly income would be \$20,000. You would send 5% - or \$1,000.00 for

that year to the Iowa District. The Iowa District will use this example as a minimum expectation.

An exception is made for pastors on NAM status who will be required to contribute \$15/month during their appointment.

2. All licensed ministers, other than pastors and full-time evangelists, are to contribute \$15.00 a month to the Iowa District with the suggestion that the \$15.00 be taken from the tithe of the licensed minister in the church.
3. All full-time evangelists licensed with the Iowa District are to send in 100% of their tithe to the Iowa District. On September 10<sup>th</sup>, an amount equal to 75% of the tithes are to be returned to the evangelist.
4. All accounts must be current by the end of each calendar year. Postmarked mail by December 31 will be recorded within that calendar year.
  - a. A 31 day “grace window” will be afforded until January 31 to fulfill your account requirements.
  - b. Anyone who still has a delinquent account on January 31 for the previous calendar year, will be placed on a “to be dropped” list on February 1. Individuals placed on that list will be contacted.
  - c. If the individual pays their district dues in full by February 15, their name will be removed from the drop list. Otherwise, he or she will be dropped on February 15 with the Iowa District and with the UPCI. In the event that the 15<sup>th</sup> falls on a Saturday or Sunday, the effective drop date will be the following Monday.
  - d. Ministerial tithes and dues should be mailed to the current District office address.
  - e. Ministerial tithes and dues may also be paid online at [www.Iowadistrictupci.com](http://www.Iowadistrictupci.com).

## SECTION 8 – DISTRICT DIRECTORS

All departmental communication will follow the communication board policy for district directors.

## SECTION 9 – DISTRICT OFFICIALS

1. No one person shall hold two offices in the District unless it is absolutely necessary.
2. The tenure of offices:
  - a. District Superintendent: A new District Superintendent takes office 30 days after the election.
  - b. District Secretary/Treasurer. A new District Secretary/Treasurer will take office after a training period with the previous Secretary/Treasurer. This date will be as soon as possible after the election. At the completion of said training, all District Ministers will

be notified that the change has taken place.

- c. Sectional Presbyter: After election at sectional conference, term will begin at the conclusion of the business session at district convention. The term shall be for two years.
  - d. The tenure of all Sectional Offices shall be in accord with Roberts Rules of Order. Their term begins with their election. (Presbyter is the exception).
3. Any Sectional vacancy will be filled by calling for a Sectional Convention.

## SECTION 10 – VOTING

### DISTRICT

- 1.) In the District Conference all licensed ministers are eligible to vote.
- 2.) Ladies' Ministry Voting-  
The wives of the licensed ministers of the Iowa District, during the annual Ladies Conference, shall nominate three (3) candidates (or one [1] candidate if that name receives a nominating majority) for the office of the Ladies Ministries Iowa District President or the Ladies Ministries Iowa District Secretary, to be presented to the District Board for their review and approval. After approval, the District Board will then present the nominee(s) to the District Convention for an election.

### SECTION

1. In Sectional Conferences (See UPCI Manual District Constitution Article 1 Section 4) for eligibility to vote.
2. In Sectional Conferences for the case of a deadlock in voting, the third vote decides the election by a simple majority, with the two people receiving the highest votes from the last ballot being the ones voted on. In the event of a tie vote, the election will be decided by lot
3. In Sectional Conferences when the license requirements, for any office, are not stipulated in the UPCI Manual, or are suspended by the will of the conference, a candidate will meet the following minimum requirements to be eligible to hold office.
  - a. Must conform to the fundamental Doctrines of the United Pentecostal Church International
  - b. Must be a member in good standing of a United Pentecostal Church in the Iowa District for at least one year.
  - c. Must be active in a local assembly and possess a burden in the area of ministry under consideration.
4. A tabulating committee of at least two ministers will be appointed at each Sectional Conference. One of those ministers can be the District Secretary.



## SECTION 11 – ROSTER COMMITTEE

1. The District Board is the Roster Committee in Iowa.
2. Letters requesting the seating of assistant pastors or assistants to the pastor at the sectional conference, may be presented to the District Board in session at either the Spring Board Meeting or the Fall Planning Session.
  - a. All letters should be sent to the District Secretary at least three (3) weeks before the District Board meets.
  - c. The Sectional Presbyterian should be copied on the letter sent to the District Secretary.
3. The Fall Planning Session is usually the fourth (4<sup>th</sup>) week of October of each year.
  - a. Those approved may vote at the Sectional Conference.
  - b. There is no meeting of the Roster Committee at Sectional Conference. Therefore, no letters can be presented at Sectional Conferences with the expectation of that person being allowed to vote.
4. All names approved at the Fall Planning Session, along with those approved at the Spring District Board Meeting, will be presented in a report for seating, which will be circulated prior to the sectional and district conferences.

## SECTION 12 – MEETINGS HELD IN ANY CITY

No Minister may conduct any services in any city in the Iowa District until they have been cleared by the District Board.

## ARTICLE V RESOLUTIONS

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

2. All resolutions shall be submitted to the Resolutions Committee Chairman (60) days prior to the District Conference. A copy of approved resolutions will be sent to all voting members thirty (30) days prior to the District Conference.
3. Exceptions to this rule shall be emergency matters that may arise during the Convention, in which case the District Board may submit a resolution to the Resolutions Committee to cover such emergencies.
4. Resolutions concerning the District By-Laws to the Iowa District Ministerial Guide must be brought to the attention of the Iowa District Superintendent.

## ARTICLE VI

### DEPARTMENT POLICY

#### SECTION 1 – VOUCHER AUTHORIZATION

The authorization of vouchers shall be by department directors and department secretaries, only for department incurred expenses and other district expenses. ALL vouchers must be submitted by department secretaries.

#### SECTION 2 – TRAVEL & MILEAGE EXPENSES

Travel expenses and mileage shall be reimbursed according to IRS travel and mileage allowance.

#### SECTION 3 – SPEAKER REMUNERATION

Speakers shall be paid a minimum of \$ 100.00, per session plus travel expenses. If travel is by car, mileage shall be according to IRS travel and mileage allowance.

#### SECTION 4 – APPOINTMENTS BY DISTRICT DEPARTMENTS

All appointments by District departments, outside their committees, must be approved by the District Board. Laity appointments shall be for a term of one year, be in good standing with their church, and have pastoral approval.

#### SECTION 5 – CARE OF MONIES AT AN EVENT

1. At Departmental events, monies shall be counted and a record kept. The counting of said monies is to be by two or more division committee members.
2. All money and receipts shall be sent to the District Secretary/Treasurer within a two-week period following any event.

#### SECTION 6 – DEPARTMENT PLANNING SESSIONS

1. Each department shall have a planning session prior to the District Fall Planning Session.

2. Planning sessions shall be a gathering of all the committee members.
3. Plans for the following year shall be presented typed to the District Board at the Fall Planning Session by the division director or a representative from the division.
  - a. This presentation shall include dates, speakers, budget, and proposals for the following year.
  - b. Budget shall include a ten percent (10%) administrative fee.
  - c. The projected budget should be based on last year's offering totals.
  - d. If the division did not meet last year's budget, this year's budget shall be set at 85% of last year's offering total.
  - e. Until the budget and proposals are approved by the District Board, funds will not be disbursed.
4. All plans of departments shall be voted on by the division committee members. An agenda shall be set by the division director and presented to the committee at planning sessions for discussion and voting. A simple majority rule.

#### SECTION 7 – RESPONSIBILITIES OF DEPARTMENTAL SECRETARIES

Department secretaries shall keep minutes of all meetings and send a copy of said meetings to each committee member, the District Superintendent, and the District Secretary within thirty (30) days of any meeting.

#### SECTION 8 – COMMITTEE RESPONSIBILITIES

It is the responsibility of committee members to help at their department's functions. Committee members are responsible for promotion of their department in their section. They shall be actively involved in their departmental projects and the strategic growth plans in their section.

### ARTICLE VII PRESBYTER'S MANUAL

#### RESPONSIBILITIES:

It should be understood when accepting the position of District Presbyter that you are accepting important Sectional, District and National duties of the UPCI.

#### SECTION 1 – SECTIONAL FUNCTIONS:

1. Familiarize yourself with:
  - a. The Iowa District Ministerial Guide
  - b. International Manual
  - c. District Resolutions
  - d. Roberts Rules of Order

2. Be in charge of all sectional meetings such as:
  - a. Rallies
  - b. Conventions
  - c. Planning Sessions
  - d. Etc.
3. Help the District Superintendent secure a pastor for Church vacancies in your section.
4. Secure ministers to fill in for churches without a pastor.
5. Handle your responsibilities for licensing of applicants from your section as per the Iowa District Licensing Procedures. (Found in the Ministerial Guide)
6. Help facilitate new preaching points, daughter works, and autonomous churches.
7. Send an annual presbyter's report to the District Secretary to be included in the District Convention material by **May 15th**.
8. Prepare a Sectional Conference agenda and share that information with sectional representatives and District Secretary at least once a week prior to Sectional Conference.

## SECTION 2 – BOARD MEETING FUNCTIONS

1. Spring Board Meeting
2. Iowa District Convention
3. District Fall Planning

## SECTION 3 – IOWA DISTRICT CONVENTION

1. Take charge of preliminaries one service during Convention.
2. Help with the various programs at convention as called on.

## SECTION 4 – NATIONAL FUNCTIONS:

1. Attend General Conference with the understanding that you are a representative of your section. (It is expected of a presbyter that he attend from the first day to the last in order to benefit his Section and District).
2. Attend any Special Called National Meetings that involve the Presbyter.

## SECTION 5 – Strategic Growth:

1. At sectional fall planning the Presbyter will develop goals for new works in their section for the upcoming year. The goals will include when (a date on the calendar), what (what is the event taking place on that date), and where (location and time of the event).

2. In January or February the Presbyter will facilitate a meeting with pastors and sectional representatives to develop plans to meet sectional goals. The plans will address the who and how questions of the goals (work out the details to meet your goals at this meeting).
3. These detailed plans will be sent in written form to the Iowa District Secretary by March 15th.
4. The Presbyter will present those written plans in a Strategic Growth board meeting, which will be held before April 1st.
5. Every step in the Strategic Growth process will be taken in communication and in cooperation with the NAM Sectional director.

#### SECTION 6 – GENERAL INFORMATION:

1. Newly elected Presbyters will take office at the end of business at the District Conference.
2. A Presbyter must be current with all bills and obligations (personal, church and district)
3. Serve on various committees as assigned by the District Superintendent.

### ARTICLE VIII NORTH AMERICAN MISSIONS POLICY

#### SECTION 1 - PURPOSE

Inasmuch as we, the District Board, and the ministers of the Iowa District feel the great need to “Preach the Gospel to every Creature” and desiring to use all lawful means to reach men with that gospel; and also to safeguard the future of our efforts; we therefore resolve to establish the following North American Missions Policy. This North American Missions Policy is intended to supplement the statement of General North American Missions Policy given in the United Pentecostal Church International Manual.

#### SECTION 2 - DISTRICT ORGANIZATION AND GOVERNMENT

1. North American Missions Executive Committee
  - a. The District North American Missions Executive Committee shall consist of the District Superintendent, the North American Missions Director, the Sectional North American Missions Director and the Sectional Presbyter in whose section the particular project or individual under consideration is located. The Superintendent shall act as Chairman of this committee.
  - b. The duties of the North American Missions Executive Committee shall be:
    - i. To address matters pertaining to a project or individual in a specific section.
    - ii. To act on North American Missions matters between meetings of the District North American Missions Board.

## 2. North American Missions Board

- a. The North American Missions Board shall consist of the District North American Missions Director and a Director from each section in the District.
- b. The duties of the District North American Missions Board shall be to:
  - i. Meet as often as necessary, at least twice a year, to conduct business and plan the Departmental program.
  - ii. Outline programs and plans, including a budget to accomplish the programs and plans and present it to the district Board for approval.
  - iii. Promote evangelism in each section of the district.
  - iv. Formulate the district North American Missions Policy, subject to District Board and District Convention approval. This policy shall not conflict with the General North American Missions Policy as outlined in the UPCI Manual.
  - v. Appoint special ministries coordinators such as Christian Prisoner Fellowship, Deaf Evangelism Coordinator, and Life In Focus/ACTS Coordinator as directed by the District Board and subject to need/availability for a term of two years, and subject to approval by the District Board.

## 3. Sectional North American Missions Directors

- a. The duties of the Sectional North American Missions Director shall be:
  - i. To promote North American Missions work throughout the section.
  - ii. To work in full cooperation with and under the supervision of the North American Missions Director.
  - iii. To attend all duly called meetings of the North American Missions Board.
  - iv. To conduct meetings that he and the District North American Missions Director deem necessary. These meetings shall be called with the permission of the Sectional Presbyter and conducted in cooperation with him.
  - v. To lead his section in raising "Christmas for Christ" funds and other North American Missions funds.

## SECTION 3 - FINANCES

### 1. North American Missions Program

- a. The name of the program shall be Helpers of Missions (HOM)
- b. The missions and evangelism needs of the District shall be determined by official meeting of the North American Missions Board and plans shall be developed to accomplish the needs.

- c. The North American Missions Board will develop a budget to finance the plan and submit the the plan and budget to the District Board for approval.
- d. Financial needs determined by the North American Missions Board, which are not included in the budget approved by the District Board, shall be approved by the North American Missions Board, shall be approved by the North American Missions Executive Committee, or the District Board.

## 2. Church Offerings

- a. Each Church of the Iowa District is encouraged to participate in the HOM program by sending monthly offerings to the Iowa District North American Missions. Because of our purpose to reach the whole world with the whole gospel, it is recommended that there be a balance in missionary giving between Global Missions and North American Missions.
- b. Pastors and saints are encouraged to make pledges for regular systematic giving to North American Missions and particularly to North American Missions Churches. Daughter Works and Preaching Points, as recognized by the Iowa District per this Policy, may also be included if there is a need.
- c. All offerings are to be sent to the District Secretary and will be dispersed as designated by the offerer; i.e. funds designated for a specific North American Missions church will be sent to that church, or funds designated for the Iowa North American Missions General Fund will go into that fund.
- d. Ten percent (10) of all undesignated North American Missions offerings shall be sent to the General North American Missions Division. Note: Funds for the Iowa District General North American Missions fund are considered as designated funds.

## 3. North American Missionary Church

- a. In the HOM Program, the “Partners in Missions” concept of designated monthly offerings is suggested so as to identify the local assembly with the North American Missionary pastor and church.
- b. Each local church is encouraged to make a monthly pledge for Iowa North American Missions.
- c. The North American Missions Department will send a ‘Monthly Reminder’ form to each church. This form will list all churches and pastors approved for North American Missions status.
- d. Funds given to North American Missions will be disbursed by the District Secretary as designated on the above-mentioned form.
- e. This funding concept applies only to missionaries in North American Missions status as defined in Article V of this policy.

#### 4. Receiving and Disbursing of Funds

- a. All offerings for North American Missions projects and purposes shall be sent to the District Secretary/Treasurer. These offerings shall be deposited in the District North American Missions account and shall be disbursed by check for that designated project.
- b. Offerings for the purchase of property shall be held in the District North American Missions account until the time of disbursement for the transaction to purchase the property. When the purchase transaction date is imminent, the buyer shall request that the funds be provided. The funds will be disbursed by check from the District North American Missions account made payable to the seller as the payee.
- c. All personal appeals for North American Missions funds shall be made through the North American Missions Department. No one shall contact the churches directly for funds.
- d. As required by the General North American Missions Policy, ten percent (10%) of all undesignated offerings shall be sent once a month to the General North American Missions funds for its operation and extension of the gospel in unevangelized areas.
- e. The expenses of the District North American Missions Board, incurred in official North American Missions activities shall be reimbursed from the District North American Missions Fund.
- f. All designated funds received by the District Secretary/Treasurer shall be disbursed to the designated project.
- g. Starting North American Missions churches often involves the purchase of a building for church purposes. Be it resolved that the District Board be authorized to secure and finance only that property for a North American Missions church which can be supported and paid for by the local assembly and pastor. This shall not apply to the down payment on such property.

#### 5. Disbursement of Funds to Missionaries

- a. Support may be made available to North American Missionary appointees for moving expenses, the first month rental allowance and emergency needs. The amount of the allowance will be determined on a case-by-case basis, based on available funds and must be approved by the North American Missions Director and the North American Missions Executive Committee or the District Board.
- b. Support will be made available to missionaries who have been approved for North American Missionary status by the District Board. This support will include the following:
  - i. District Convention and Training Seminars.
  - ii. Other assistance as funds permit and at the discretion of the Iowa North American Missions Board.
  - iii. Financial assistance equal to the pledges and offerings from the district local



churches.

- c. Offerings designated for a specific North American Missionary shall be held in escrow until the account reaches \$50.00.
- d. When the escrow account reaches \$50.00, the North American Missions Director will notify the North American Missionary of his account status. The missionary may request that the funds in his account be sent to him or he may choose to leave the funds in escrow and request them later when needed.
- e. For an emergency situation, a North American Missionary may request that funding designated for him be sent to him when his escrow account is less than \$50.00. This request must be submitted to the North American Missions Department and approved by the North American Missions Executive Committee or the District Board.
- f. Time Limitation: Once the missionary is no longer on North American Missions status, he becomes ineligible to receive North American Missions funds. (See Section 5, "Time Frame for North American Missions Status".)
- g. The District Secretary/Treasurer shall send a report each month to those on Home Missions Status listing the Churches that have contributed to their support for that month.

#### SECTION 4

##### 1. Responsibility

The District North American Missions Board, together with the District Board, shall be responsible for the safeguarding of all North American Missions funds received or invested in North American Missions projects in the district.

##### 2. Investing of Funds for Property

- a. All North American Missions funds shall be invested in the name of the Iowa District United Pentecostal Church.
- b. No North American Missions funds shall be invested in any property, etc., in which title of ownership is retained in the name of the individual.
- c. When property is acquired with North American Missions funds, the title of ownership shall remain with the District Board. The local pastor and the District Board will serve as trustees for the property until mutual arrangements can be made between the District Board and the local church for the local church to assume ownership.
- d. Ownership of equipment and/or facilities, greater than \$50.00 in value, which is

purchased with North American Missions funds for a North American Missions work, which has not become a church with members, shall remain with the North American Missions Department.

When the church has some members, ownership of the equipment and/or facilities shall be transferred to the local church. This shall be done by mutual agreement between the North American Missions Department and the local church.

- e. It is recommended that when a local church has grown to become self-supporting, action be taken to sell property which has been purchased by the District to the local church, to make these funds available to use for other projects as needed.
- f. Monies invested in North American Missions in a local assembly, which are channeled through the District North American Missions Department, may be designated as a loan (without interest) at the discretion of the Iowa NAM Board and District Board. In these cases, the investment shall be secured by an attachment or lien and a note signed by the local pastor and trustees (if available), making the District North American Missions Department the creditor. The note shall not be due or collectable as long as the pastor and/or congregation remain in fellowship with the United Pentecostal Church. If either the pastor and/or the church withdraws from the Fellowship, the total unpaid balance of the loan becomes due immediately and must be paid, or satisfactory arrangements made with the District North American Missions Executive Committee. Any offerings received by the District Treasurer for any indebted pastor/church leaving the organization shall be credited against any money loaned them.
- g. No funds will be approved for any North American Missions project, until it is affiliated with United Pentecostal Church International.

## SECTION 5 - SPONSORING MINISTERS

1. Qualifications of North American Missions Minister for Project.
  - a. Recognizing, to a great extent, that the success of our District North American Missions program is dependent upon the ministers who are sponsored in a new field, it shall be the duty of the North American Missions Executive Committee, together with the District Board, to determine, in the fear of God, the qualifications of those desiring North American Missions appointment.
  - b. He must be a member of the United Pentecostal Church.
  - c. He must demonstrate a burden for souls; show a willingness to make a personal sacrifice, to labor, to endure patiently to establish a church.
  - d. No minister shall be placed in any field without reasonable assurance of his willingness to remain until the work is on a solid foundation.
  - e. Should circumstances arise which could necessitate the leaving of such field of labor, proper counsel must be accomplished with the North American Missions Director, Sectional Presbyter, District Superintendent and District Board.

- f. Any minister to be sponsored by the District must read and agree to abide by the Iowa District North American Missions Policy.
- g. The minister must expect to go on location, obtain living quarters and provide for his own normal living expenses to support himself and his family. A minister shall not be approved for North American Missions status if he does not have a source of support for his normal living expenses.
- h. The minister must be knowledgeable and be willing to maintain a ledger of his activities, and maintain church financial records and other church business records according to proper business procedures. The sectional presbyter shall be responsible to ensure that this is accomplished.
- i. The minister must demonstrate good personal character, financial responsibility, and a commitment to the Lord Jesus Christ.

## 2. Starting a New Work

- a. A “new work” may be a preaching point, Daughter Church, or autonomous church.
- b. If the new work is not already part of an approved sectional project, the minister desiring to start a new work shall contact the District Superintendent or Iowa North American Missions Director.
- c. The District Superintendent will set up a meeting or teleconference between the District Board and the Minister.
- d. Upon approval of the District Board, the minister can go on location to start the new work.
- e. When the minister feels it is appropriate, he or she may contact the North American Missions director to apply for recognition of the preaching point or Daughter Church or to apply for North American Missions status. The minister may contact the North American Missions Director at any time for guidance.
- f. If the new work is an autonomous church, North American Missions status must be applied for no later than five years after beginning the work. However, the Iowa District recommends that the minister apply for North American Missions status within six months.
- g. The Iowa District recommends (and may require), at District Board discretion, that the minister starting a new work be initially connected to another UPCI church as approved by the District Board and North American Missions Director. This helps to provide a support network for the minister and his family.

## 3. Obtaining North American Missionary Status

- a. Any minister desiring North American Missionary status must be holding services and doing the work of ministry on location.
- b. The minister must submit an "Iowa District North American Missions Appointment Application" to the District North American Missions Director along with at least three references, at least one of which must be his pastor or presbyter. This form is available from the District North American Missions Director.
- c. The North American Missions Director sends a copy of the application to the District Superintendent and the presbyter of the section in which the applicant wishes to plant a church. The North American Missions Director thoroughly reviews the application and checks references, accuracy of information and compliance to District policies.
- d. After the North American Missions Director has reviewed the application, it will be reviewed by the District North American Missions Board via meeting or teleconference. The Board will make a recommendation for acceptance or denial of the application (the NAM Board may want to seek input from the District Board and the appropriate presbyter in making their recommendation). The North American Missions Director will then inform the District Superintendent and the appropriate presbyter of the North American Missions Board's recommendation.
- e. The District Board will then rule on the application either at the next scheduled board meeting or by teleconference. They may, at their discretion, request additional information from the applicant and additional references.
- f. The District Board shall inform the North American Missions Director of their decision in writing, stating the date that North American Missions status was granted. A copy of this letter shall be filed with the District Secretary.
- g. Upon approval by the District Board, the minister is permitted to begin work as a North American Missionary appointee in the location for which he/she is approved.
- h. If a minister who is approved for appointment does not begin the work in the location for which he/she has been approved within six months of approval, the application shall be open for possible reconsideration.
- i. Approval of any application for home missionary status is contingent upon the following:
  - i. The church must be affiliated with the United Pentecostal Church.
  - ii. The church must be incorporated locally.
  - iii. The District Board may approve an application for North American Missions status if action is in process to accomplish incorporation and affiliation. However, if action to complete affiliation and incorporation is discontinued, with no intention to complete them, approval of North American Mission status is rescinded.
- j. Once approval is granted, the District Secretary shall record the date of approval and the date when first North American Missions Funds are sent to the missionary. These dates are needed to determine the official start of North American Missions status for the missionary.

#### 4. Time Frame for North American Missions Status.

- a. The North American Missionary status for the Iowa District North American Missions is defined as follows:
  - i. Begins after the minister is on location and after the North American Missions application has been approved by the District North American Missions Board and the District Board.
  - ii. Actual North American Missionary status begins at the time when the minister receives his first funds from the Iowa District North American Missions. Funds provided for moving expenses and other expenses to assist the minister to get on location are not considered as the first funds.
  - iii. If the North American Missionary minister does not receive nor request any funds, the North American Missionary status begins six months after he is on location.
  - iv. The time for North American Missionary status shall be five years and begins as defined in this section above.

#### 5. Reporting

- a. Each North American Missionary pastor shall provide a monthly report to the North American Missions Director.
- b. The North American Missions Director shall provide the report format to the North American Missionary pastor. The report format includes information concerning funding received, activities, church and some personal information. Reporting due dates will be listed on the forms.
- c. The report, which is called the Church Planter's Care Report can be provided verbally by the North American Missions pastor to the Director, or can be provided via email or mail. If the report is provided verbally, the Director shall fill out the form.
- d. After reviewing the report, the North American Missions Director sends the report to the District Superintendent and a copy to the North American Missionary pastor's Sectional Presbyter.
- e. The North American Missions Director may, at this discretion, delegate the responsibility for collection of the reports to the North American Missions Sectional Directors, who would then forward them to the North American Missions Director.

#### 6. Iowa District Evangelist

The Iowa North American Missions Department may contribute assistance, as needed, to Iowa District Conventions and General Conference of the U.P.C.I. for all full-time Iowa evangelist, upon their request.

### SECTION 6 – DAUGHTER CHURCHES AND PREACHING POINTS

## 1. Preaching Points

- a. Preaching Point Definition: A preaching point is a regular service or meeting.
  - i. Distinct from the mother church as to location or language.
  - ii. Designed to reach people who are currently unchurched.
  - iii. The regular service or meeting is seen as a first step toward possibly starting a daughter church or autonomous church. The definition of a preaching point does not include having a service in a prison, nursing home, jail, on a college campus, or in any other institutional setting.

### b. Establishing a Preaching Point

An existing church or sponsoring section can establish a preaching point in any city or town that does not have a United Pentecostal Church with approval of the Iowa NAM Executive Committee. The church or section wishing to establish a Preaching Point should file an Iowa District "UPCI Preaching Point or Daughter Church Application" form with the District North American Missions Director (this form can be obtained from the director). The District North American Missions Executive committee will then approve or reject the application.

In the event there is a United Pentecostal Church in the town or city where the preaching point is being considered, the approval of the District Board is required.

The existence of a preaching point in a town or city does not preclude another church from applying to start another preaching point or daughter church. It also does not preclude someone applying to start an autonomous church in the town/city.

- c. The Preaching Point and its acting pastor are under the full control and authority of the Sponsoring Church or Section. In the case of sectional sponsorship, the Presbyter and pastors of the section must determine how the leadership of the Preaching Point will be defined. For the purposes of registering with UPCI headquarters, one church in the section must be identified as the sponsoring church, but support for the Preaching Point should be shared by the entire section.
- d. After the Preaching Point has been operating consistently for at least three months, it is eligible to apply for Daughter Church status. The decision for the Preaching Point to become a Daughter church shall be made by the sponsoring church or section and the acting pastor of the Preaching Point.
- e. The Iowa District North American Missions Department may, if funds are available, reimburse the Sponsoring Church for some expenses relating to the Preaching Point such as travel, direct mail advertising, Home Bible Study Charts, etc. Iowa District North American Missions Department funding for Preaching Points shall be limited to a maximum period of one year from the time the Preaching Point was approved. (In some circumstances, extensions may be

allowed at the discretion of the NAM Board.) No funding shall be provided toward property purchases.

## 2. Daughter Church

### a. Definitions:

- i. A Mother Church is an established United Pentecostal Church which assists in starting a new congregation with the intent that the new congregation will become an established United Pentecostal Church.
  - ii. A Sponsoring Section is a section which chooses to sponsor a Daughter Church as a joint project of the section.
  - iii. A Daughter Church is a congregation which has met at least three months, is the result of the concerted efforts of an established Mother Church or a Sponsoring Section to plant a new congregation and holds at least one service per week apart from the Mother Church. A Daughter Church must have the approval of either the District North American Missions Executive Committee (UPCI Manual, Article XIII, North American Missions Policy, Section 12, Paragraph 5, Sub-point A), or the District Board before they can be listed in the annual UPCI Directory.
- b. The pastor of a Mother Church shall notify the appropriate Sectional Presbyter of the intent to start a Daughter Church. If the Daughter Church will be located in a different Section than the Mother church, the Presbyter of that Section shall be notified.
  - c. The Mother Church Pastor (or the appropriate sectional Presbyter in the case of sectional sponsorship) shall notify the District North American Missions Director of the intent to start a Daughter Church. The North American Missions Director shall notify the other North American Missions Executive Committee members. (See Section 2 of this policy for the constituency of this committee.)
  - d. After the Daughter Church has met for at least three months and is holding at least one service per week in accordance with paragraph 2a above, the Mother Church Pastor shall request permission from the North American Missions Executive Committee with recourse to the District Board to become recognized as a UPCI Daughter Church. This is done by filling out an Iowa District UPCI Preaching Point or Daughter Church Application form (available from the Iowa NAM Director).
  - e. The request of paragraph d above shall be made to the District North American Missions Director who will contact the other North American Missions Executive Committee members to obtain the permission position of the North American Missions Executive Committee. It is not required that the Mother Church Pastor and the North American Missions Executive Committee meet as a group.
  - f. The District North American Missions Director shall complete the 'Record of Permission Granted for Daughter Church' form and send a copy to the Mother Church Pastor and each of the North American Missions Executive Committee members.
  - g. Upon approval, the Mother Church will be registered as such until the Daughter

Congregation becomes independent of the Mother Church. At this time, the church should be registered as a Daughter Church with UPCI headquarters by the appropriate District officials by filing the appropriate Church Status form. A Church Status Form must be filed with copies to the District North American Missions Director and District Secretary.

- h. The Daughter Church is not an independent church. Both the daughter church and its acting pastor are under the full control and authority of the Mother Church or the sponsoring section. In the case of sectional sponsorship, the Presbyter and pastors of the section must determine how the leadership of the Daughter Church will be defined. For the purposes of registering with UPCI headquarters, one church in the section must be identified as the mother church, but support for the Daughter Church should be shared by the entire section. The decision for the Daughter Church to become independent of the Mother Church shall be made by the Mother Church or the sponsoring section and the acting pastor of the Daughter Church.
- i. After becoming independent of the Mother Church, the Daughter Church may apply for North American Missions status.
- j. The Iowa District North American Missions Department may, if funds are available, reimburse the Mother Church for some expenses relating to the Daughter Church such as travel, direct mail advertising, Home Bible Study Charts, etc. Funding may also be provided on an as-needed basis through the monthly reminder forms. Iowa District North American Missions Department funding for Daughter Churches, including monthly reminders, shall be limited to a maximum period of three years from the time the Daughter Church was recognized (in some circumstances, an extension may be granted at the discretion of the Iowa NAM Board). No funding shall be provided toward property purchases.

## ARTICLE IX

### MEDIA MISSION POLICY

#### SECTION 1 - PURPOSE

To serve the Iowa District by providing sound, media streaming, media recording, media production, and website assistance for the district board and other departments in the Iowa District.

#### SECTION 2. ADMINISTRATION

- 1. Officers of this division shall include:
  - a. Director of sound
  - b. Director of media
  - c. Website Administrator
- 2. Qualification:



One individual may hold multiple offices. All officers must have pastoral approval, be in good standing in the district, and conform to the Fundamental Doctrine of the UPCI.

3. Term of office:

The term of the office shall be two (2) years running concurrently with the office of District Superintendent. All officers will be appointed by the district board.

SECTION 3 - DUTIES

1. Director of sound:

- a. Provide quality sound at District Convention and other departmental events.
- b. Maintain the sound equipment and recommend upgrades.
- c. Work with the Website Administrator to provide content for the district website.

2. Director of Media:

- a. Provide live streaming at District Convention and other departmental events.
- b. Set up and operate the production studio as directed by the district board or other departments within the district.
- c. Work with the Website Administrator to provide content for the district website.

3. Website Administrator

- a. Serve as liaison to the district board and district departments to provide and maintain the Iowa district website.
- b. Provide resources and downloadable material for the Iowa District.
- c. Provide training to district board and department heads.

SECTION 4 - FINANCES

1. Media Mission will be funded out of the administrative fund of the Iowa District.
2. Departments who use media missions at their event will compensate media mission according to the current district board policy.

SECTION 5 - Departments and Media Mission

1. Departments will not be required to use media missions at their event.

2. If a department chooses not to use media missions, they will provide quality sound and video recordings from their event to be placed on the district website as a future resource.
3. Departments who use media missions will contact requested officers before fall planning to check availability and schedule their event with media missions.