

## **JOB DESCRIPTION: APOSTOLIC FAITH INTERNATIONAL YOUTH AUXILIARY**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Apostolic Faith International Youth Auxiliary (AFIYA) is responsible to promote the gospel of Jesus Christ throughout the organization by encouraging the youth through activities, services, and programs specifically designed for them. The members are responsible to the Apostolic Faith International Youth Auxiliary leader to follow the goals, duties and responsibilities as set forth.

### **QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- All members of AFFI shall be permitted to join the Young People and all members of the body under the age of 40 years shall have equal eligibility as to the leadership of the same.
- To be eligible for nomination, candidates shall have attended and supported the Apostolic Faith International Youth Auxiliary (AFIYA) of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All members shall have a home church and shall be faithful in their local churches and in the Youth Auxiliary.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

### **RESPONSIBILITIES:**

- The Apostolic Faith International Youth Auxiliary (AFIYA) is responsible to promote the gospel of Jesus Christ throughout the organization by encouraging the youth through activities, services, and programs specifically designed for them.
- Must be loyal with a positive attitude and spirit.
- Assist churches who have or who are interested in having a Youth Auxiliary.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        BILINGUAL AND DEAF MINISTRY**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). This Ministry provides interpreters for individuals that need bilingual and Deaf services, which include visitors and members of the AFFI. This ministry also provides books, videos/ DVDs / CDs, brochures, and tracts in quantity to help the diverse communities that attend the AFFI services and programs. This Ministry also provides onsite teaching for Deaf people to inspire them to grow in the knowledge of the Lord. The members are responsible to the Bilingual and Deaf Ministry leader to follow the goals, duties and responsibilities as set forth.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Bilingual and Deaf Ministry of their Episcopal District of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Bilingual and Deaf Ministries.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

**RESPONSIBILITIES:**

- Be in uniform and neat in appearance while on duty.
- Provide onsite teaching for Bilingual and Deaf people to inspire them to grow in the knowledge of the Lord.
- Provide Bilingual and Deaf services for the AFFI programs and services.
- Train interpreters in the Bilingual and Deaf Ministry.
- Assist churches who have or who are interested in having a Bilingual and Deaf Ministry.

**JOB DESCRIPTION:        CHRISTIAN EDUCATION MINISTRY**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The purpose of this ministry is to promote Christian Education and effect spiritual, numerical and financial growth in member schools and associations that we might carry out the divine commission. "Go ye therefore, and teach all nations." The members are responsible to the Christian Education leader to follow the goals, duties and responsibilities as set forth.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Christian and Education Ministry of their Episcopal District of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Christian Education Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

**RESPONSIBILITIES:**

- Provide onsite teaching to inspire visitors and members of the AFFI to help grow in the knowledge of the Lord.
- Develop and implement Christian Education programs and services for the AFFI.
- Assist churches who have or who are interested in having a Christian Education Ministry.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        CHURCH EXTENSION-EVANGELISM AND OUTREACH SERVICE (OES)**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The purpose of the Church Extension/Evangelism and Outreach Service is to go out into all of the world to reach souls for Christ Jesus; teach souls about the ways of God; preach to souls the Word of God; bind up the brokenhearted; set at liberty those who are bound; speak deliverance, peace, hope, joy, and faith to all mankind; and offer salvation according to the Word of God: repentance, water baptism in the name of the Lord Jesus Christ, and the infilling of the gift of the Holy Ghost according to the Holy Word as stated in the book of Acts. The members are responsible to the Church Extension/Evangelism and Outreach Service leader to follow the goals, duties and responsibilities as set forth.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Church Extension/Evangelism and Outreach Service of their Episcopal District of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Church Extension/Evangelism and Outreach Service.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

**RESPONSIBILITIES:**

- Provide onsite teaching to educate, equip, and encourage the members of the AFFI for personal evangelism and to help them grow in the knowledge of the Lord.
- Develop and implement Evangelism and Outreach programs and services for the AFFI.
- Facilitate contact with non-believers for bringing them to Christ.
- Assist churches who have or who are interested in having an Evangelism and Outreach Ministry.

**JOB DESCRIPTION:        EVENT PLANNER**

**REPORTS TO:                AFFI Presiding Prelate, Bishop Charles e. Johnson  
AFFI Assistant Presiding Prelate, Bishop C.L. Hardy  
Executive Board of Bishops, Officials, Trustees**

- Meets with Presiding Prelate and Convention Management Team to plan ministry requirements and objectives for the annual convention, and to establish a budget.
- Carry out market research and gather information concerning materials/resources.
- Research, evaluate, negotiate with, establish, and maintain relationships with vendors, suppliers such as hotels, and convention centers, etc.
- Manage all registration processes, procedures and timelines.
- Coordinate proposals, estimated costs models, and budgets.
- Maintain budget and budget changes throughout pre-planning, meeting execution and post-show reconciliation.
- Participate in selection of meeting/event site processes.
- Negotiate hotel, lodging and meeting space rental contracts to meet approved budget.
- Consult with Hotel Sales Manager to plan meeting and/or convention details such as number of people expected, housing requirements, meeting space desired, food service schedule and payment arrangements.
- Communicate with Convention Management, Housing Bureaus, Hotels and other entities to secure and manage multi-room “housing block” of sleeping rooms and registration/badge needs, as well as meeting spaces and support services (Food & Beverage, AV, etc.) during convention activities.
- Plan the scope of the conference activities, including time(s), location(s), and cost(s).
- Notify Programming Director of arrangements made, and of upcoming key dates.
- Report on attendee and housing status to client on regular basis.
- Maintain changes to client requests, requesting changes in plan as needed.
- Oversee on-site delivery of housing and registration at convention.
- Coordinate and manage payment process for housing blocks, including creation of Master Billing with hotels, and payments using individually billed credit cards.
- Travel on site as needed.
- Effectively handle any unplanned problem(s) that may emerge during the convention.
- Act as liaison between the meeting facility and the Convention Visitors’ Bureau.
- Inspect rooms and displays for conformance to needs and desires or organization.
- Arrange publicity, special functions, adjusts complaints, and perform other duties to promote goodwill.
- Conduct post-event interviews so as to identify areas for further development, and to also solve any outstanding issues they might have with venues.
- Review/reconcile convention bills, submit to AFFI Treasurer to approve final payment.

## **JOB DESCRIPTION:        GLOBAL MISSIONS**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The AFFI Global Missions department focuses on establishing AFFI, Inc. affiliates in foreign fields and is responsible for assisting and building those ministries to sustain practices in accordance with the faith, beliefs and tenets of AFFI, Inc. The members are responsible to the Global Missions leader to follow the goals, duties and responsibilities as set forth.

### **QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- The Executive Board shall personally examine any candidate for the international field before being permitted to travel in the United States represented to be outgoing missionaries. They shall be required to give satisfactory proof of their life and ministry in the land to which they propose.
- To be eligible for nomination, candidates shall have attended and supported Global Missions of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

### **RESPONSIBILITIES:**

- Provide onsite teaching to educate, equip, and encourage the members of the AFFI for Global Missions and to help them grow in the knowledge of the Lord.
- Develop and implement Global Missions programs and services for the AFFI.
- Continue to fulfill one of the first mandates given by Jesus Christ after His resurrection... "Go ye therefore, and teach all nations..." (Matthew 28:19). Jesus lets us know that our light is not to be hid under a bushel, but to share the "Good News" of his wondrous salvation plan. "And other sheep I have, which are not of this fold: them also I must bring..." (John 10:16).
- Facilitate contact with non-believers for bringing them to Christ.
- Develop and implement Global Missions programs and services for the AFFI.
- Assist churches who have or who are interested in Global Missions.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        HEALTH PROFESSIONALS MINISTRY**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Health Professionals Ministry team is to promote comprehensive health stewardship to the Presiding Bishop and the AFFI by integrating the physical, psychological, social and spiritual aspects of their lives. The members are responsible to the Health Professional leader to follow the goals, duties and responsibilities as set forth.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Health Professional Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be Licensed and working in the medical field.
- Must be CPR certified (adult and child).
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Health Professional Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

**RESPONSIBILITIES:**

- Provide onsite teaching to educate, equip, and encourage the members of the AFFI in their physical, psychological, social and spiritual aspects of their lives.
- Always be alert to the needs of the Presiding Bishop and the AFFI while on duty.
- Be in uniform and neat in appearance while on duty.
- Develop and implement Health Professional programs and services for the AFFI.
- Assist churches who have or who are interested in having a Health Professional Ministry.

**JOB DESCRIPTION:        HOSPITALITY MINISTRY**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Hospitality Ministry is responsible for creating an environment that welcomes guests and members of AFFI and helps move them in participating in the AFFI services. The members are responsible to the Hospitality Ministry leader to follow the goals, duties and responsibilities as set forth.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Hospitality Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Hospitality Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

**RESPONSIBILITIES:**

- To greet and move guest and members of the AFFI to program and services.
- Be in uniform and neat in appearance while on duty.
- Must be loyal with a positive attitude and spirit.
- Move from door to door or any area the greeters are needed.
- Develop and implement Hospitality programs and services for the AFFI.
- Assist churches who have or who are interested in having a Health Professional Ministry.



**JOB DESCRIPTION:        MEN'S MINISTRY (INTERNATIONAL BROTHERHOOD)**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Men's Ministry is responsible to foster the spirit of Brotherhood throughout the membership of Apostolic Faith Fellowship International, and to assist the AFFI in any profitable way to spread the Gospel of Christ more effectively. The members are responsible to the Men's Ministry leader to follow the goals, duties and responsibilities as set forth.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- Any brother in full fellowship with Apostolic Faith Fellowship International, Inc. and their respective home assemblies may obtain membership.
- To be eligible for nomination, candidates shall have attended and supported the Men's Ministry (International Brotherhood) of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Men's Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

**RESPONSIBILITIES:**

- Must be loyal with a positive attitude and spirit.
- Meet in session annually to evaluate progress and to aid each other in producing effective programs that will benefit local churches, council districts, and AFFI.
- Develop and implement Men's Ministry programs and services for the AFFI.
- Assist churches who have or who are interested in having a Men's Ministry.

**JOB DESCRIPTION:        MINISTERS AND DEACONS WIVES**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Ministers and Deacon Wives are to promote and foster relationships among this group of women who find themselves in a unique godly role as examples to other women in their respective congregations. The Ministers and Deacon Wives are to minister to the spiritual and physical needs of both pastors', ministers', and deacons' wives by offering support, instruction, help, encouragement, and fellowship, thereby helping each to remain anchored in the Faith that was given by the Lord Jesus Christ and passed down by the Apostles. The members are responsible to the Ministers and Deacons Wives leader to follow the goals, duties and responsibilities as set forth.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- Any Minister and Deacon's wife in full fellowship with Apostolic Faith Fellowship International, Inc. and their respective home assemblies in good standing may obtain membership.
- To be eligible for nomination, candidates shall have attended and supported the Ministers and Deacons Wives of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall have a home church and shall be faithful in their local churches.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

**RESPONSIBILITIES:**

- Must be loyal with a positive attitude and spirit.
- Meet in session annually to evaluate progress and to aid each other in producing effective programs that will benefit local churches, council districts, and AFFI.
- Assist council districts in having a Ministers and Deacons Wives Ministry.

## **JOB DESCRIPTION:        MUSIC MINISTRY**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). "O come, let us sing unto the Lord: let us make a joyful noise to the rock of our salvation" (Psalm 95:1). The mission of the AFFI Music Ministry is to glorify the name of the Lord in song, to invoke the anointing and manifest the presence of God, encourage and edify the audience of the AFFI by ministering and leading the audience to worship and prepare the hearts for receiving the Word of God. The members are responsible to the Minister of Music to follow the goals, duties and responsibilities as set forth.

### **QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- Any Music Ministry member must be in full fellowship with Apostolic Faith Fellowship International, Inc. and their respective home assemblies in good standing may obtain membership.
- To be eligible for nomination, candidates shall have attended and supported the Music Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall have a home church and shall be faithful in their local churches and in the Music Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

### **RESPONSIBILITIES:**

- Must be loyal with a positive attitude and spirit.
- Members are to glorify Jesus Christ by allowing Him to use the members as a tool to prepare the hearts of the audience for the preaching of the Word.
- Allow the anointing to bless each member of the choir through the singing of songs, hymns and spiritual songs.
- To lead the audience in singing.
- Possess excellent verbal, written and interpersonal communication ability with strong emphasis on listening and problem solving.
- Must have the ability to work cooperatively within the Organization, other ministries, and the Presiding Bishop to accomplish praise and worship.
- Must be a team player in the Organization setting working with staff, other choir members, musicians, and other ministry leaders.
- Must have the ability to support the Minister of Music in effective rehearsal techniques during rehearsals.
- Develop and implement Music Ministry programs and services for the AFFI.
- Assist churches and council districts in having a Music Ministry.

**JOB DESCRIPTION:        USHER BOARD MINISTRY**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). This Ministry team members' mission is to provide direction, order, and supportive services to the Presiding Bishop, the Executive Board and to the Organization allowing every member or visitor that comes into a scheduled program or service feel comfortable with limited distractions. The ushers work to provide an atmosphere of worship by maintaining order within the Organization. The members are responsible to the Usher Board Ministry leader to follow the goals, duties and responsibilities as set forth.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Usher Board Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Usher Board Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

**RESPONSIBILITIES:**

- To render ushering services each night of the convention.
- Be in uniform and neat in appearance while on duty.
- Must be loyal with a positive attitude and spirit.
- Move from door to door or from aisle to aisle or any area that Ushers are needed.
- Assist churches who have or who are interested in having an Usher Ministry.
- Develop and implement Usher Board Ministry programs and services for the AFFI.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        WOMEN OF WORTH (WOMEN'S MINISTRY)**

**CONSTITUTION:** This Ministry team members' mission is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Women of Worth purpose is to establish and maintain a Women's Ministry within the AFFI. To establish a department necessary for the ministering of the Gospel as well as to the total women be it young or old. To inspire its members to know their worth and to desire a passion for righteousness and to be conscious of their responsibility to God. The Women of Worth are responsible to assist the AFFI in any profitable way to spread the Gospel of Christ more effectively. The members are responsible to the Women of Worth Ministry leader to follow the goals, duties and responsibilities as set forth.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- Any woman in full fellowship with Apostolic Faith Fellowship International, Inc. and their respective home assemblies may obtain membership.
- To be eligible for nomination, candidates shall have attended and supported the Women of Worth Ministry (Women's Ministry) of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Women's Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.

**RESPONSIBILITIES:**

- Must be loyal with a positive attitude and spirit.
- Meet in session annually to evaluate progress and to aid each other in producing effective programs that will benefit local churches, council districts, and AFFI.
- Develop and implement Women's Ministry programs and services for the AFFI.
- Assist churches who have or who are interested in having a Women's Ministry.

**JOB DESCRIPTION:        ALTAR TEAM LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Altar Team Leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Altar Worker program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Altar Worker Ministry of their Episcopal District of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All members shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Altar Worker Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Has a life of prayer, fasting and intercession.
- One who knows and understands the principles of salvation.
- One who is willing to work and go beyond their call of duty.
- One who knows and understands the principles of salvation.
- One who is willing to work and go beyond their call of duty.

**RESPONSIBILITIES:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Altar Worker Ministry.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of the Altar Worker members as approved and supported by the Presiding Bishop.
- Must increase membership of the Altar Workers where applicable.
- Must inspire and increase participation of the Altar Workers through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.
- During corporate altar calls, the altar leader should make sure altar workers surround the altar and be available as needed.
- Distribute a schedule to altar workers for services and any special services for the AFFI.

**JOB DESCRIPTION:      AFIYA LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Apostolic Faith International Youth Auxiliary (AFIYA) leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall (AFIYA) program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- All nominees for an executive office of the of the Apostolic Faith International Youth Auxiliary (AFIYA) must be under 40 years of age at the time of election.
- To be eligible for nomination, candidates shall have attended and supported the Apostolic Faith International Youth Auxiliary (AFIYA) of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Youth Auxiliary.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Apostolic Faith International Youth Auxiliary (AFIYA).
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of (AFIYA) members as approved and supported by the Presiding Bishop.
- Must increase membership of the Apostolic Faith International Youth Auxiliary where applicable.
- Must inspire and increase participation of Apostolic Faith International Youth Auxiliary through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION:        BILINGUAL AND DEAF MINISTRY LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Bilingual and Deaf Ministry leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Bilingual and Deaf Ministry program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Bilingual and Deaf Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Bilingual and Deaf Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Bilingual and Deaf Ministry.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of Bilingual and Deaf Ministry members as approved and supported by the Presiding Bishop.
- Must increase membership of the Bilingual and Deaf Ministry where applicable.
- Must inspire and increase participation of the Bilingual and Deaf Ministry through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.



**JOB DESCRIPTION:        CHRISTIAN EDUCATION MINISTRY LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Christian Education Ministry leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Christian Education Ministry program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Christian Education Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Christian Education Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Christian Education Ministry.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of the Christian Education Ministry members as approved and supported by the Presiding Bishop.
- Must increase membership of the Christian Education Ministry where applicable.
- Must inspire and increase participation of the Christian Education Ministry through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION:        CHURCH EXTENSION-EVANGELISM AND OUTREACH SERVICE LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Church Extension-Evangelism and Outreach Service leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Church Extension-Evangelism and Outreach Service program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Church Extension-Evangelism and Outreach Service of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Church Extension-Evangelism and Outreach Service.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Church Extension-Evangelism and Outreach Service.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of the Church Extension-Evangelism and Outreach Service members as approved and supported by the Presiding Bishop.
- Must increase membership of the Church Extension-Evangelism and Outreach Service where applicable.
- Must inspire and increase participation of the Church Extension-Evangelism and Outreach Service through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION:        GLOBAL MISSIONS LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Global Missions leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Global Missions program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported Global Missions in the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in Global Missions.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in Global Missions.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of Global Missions members as approved and supported by the Presiding Bishop.
- Must increase membership of Global Missions where applicable.
- Must inspire and increase participation in Global Missions through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION:        HEALTH PROFESSIONALS MINISTRY LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Health Professionals Ministry leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Health Professionals Ministry program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Health Professionals Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Health Professionals Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Health Professionals Ministry.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of Health Professionals Ministry members as approved and supported by the Presiding Bishop.
- Must increase membership of the Health Professionals Ministry where applicable.
- Must inspire and increase participation of the Health Professionals Ministry through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION:        HOSPITALITY MINISTRY LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Hospitality Ministry leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Hospitality Ministry program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Hospitality Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Hospitality Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Hospitality Ministry.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of Hospitality Ministry members as approved and supported by the Presiding Bishop.
- Must increase membership of the Hospitality Ministry where applicable.
- Must inspire and increase participation of the Hospitality Ministry through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION:            LOGISTICS DIRECTOR**

**Reports To:                    AFFI Presiding Prelate, Bishop Charles E. Johnson  
AFFI Assistant Presiding Prelate, Bishop C.L. Hardy  
Executive Board of Bishops. Officials, Trustee's**

- Meets with Presiding Prelate and Convention Management Team to plan ministry requirements, and objectives for the annual convention.
- Oversee the movement, distribution, and storage of materials and inventory of all items associated with the annual convention.
- Manage and maintains budget and budget changes throughout pre-planning, meeting execution and post-show reconciliation.
- Strategize cost reducing tactics and efficiency improvements.
- Carry out market research and gather information concerning materials/resources.
- Coordinate with hotel management and personnel to ensure meeting space and convention space meets the required needs for summer conventions.
- Plans the transportation of furniture and convention materials making sure all items are packed and transported to the convention site in a timely manner.
- Sets up main convention space and meetings areas once arrived at convention site.
- Works with hotel management and personnel to procure additional accommodations needed such as tables, chairs, electrical equipment, etc. at convention site for the efficiency of services and meetings.
- Arrange the availability of audio-visual equipment, transportation, displays, and other event needs.
- Oversee workplace safety standards and ensure compliance.
- Give vivid directions and guidelines to shipping agents about nature of goods and delivery locations and maintain communication with them to ensure that goods are not damaged on transit.
- Keep records of all shipping activities, documenting procedures, guidelines, and changes in procedures for reference purposes.
- Comply with laws, regulations, and ISO requirements.
- Prepare invoice for orders and deliveries as part of record keeping measures and evidence of transaction.

**JOB DESCRIPTION: MEN'S MINISTRY (INTERNATIONAL BROTHERHOOD) LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Men's Ministry (International Brotherhood) leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Men's Ministry (International Brotherhood) Ministry program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Men's Ministry (International Brotherhood) of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Men's Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Men's Ministry (International Brotherhood).
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of Men's Ministry (International Brotherhood) members as approved and supported by the Presiding Bishop.
- Must increase membership of the Men's Ministry (International Brotherhood) where applicable.
- Must inspire and increase participation of the Men's Ministry (International Brotherhood) through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION: MINISTERS AND DEACONS WIVES MINISTRY LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Ministers and Deacons Wives Ministry leader is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Ministers and Deacons Wives Ministry program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Ministers and Deacons Wives Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Ministers and Deacons Wives Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Ministers and Deacons Wives Ministry.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of Ministers and Deacons Wives Ministry members as approved and supported by the Presiding Bishop.
- Must increase membership of the Ministers and Deacons Wives Ministry where applicable.
- Must inspire and increase participation of the Ministers and Deacons Wives Ministry through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.



**JOB DESCRIPTION:        MINSTER OF MUSIC**

**PRINCIPAL FUNCTION:** The principal function of the Minister of Music is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Music Ministry program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Music Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Music Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Music Ministry.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of Music Ministry members as approved and supported by the Presiding Bishop.
- Must increase membership of the Music Ministry where applicable.
- Must inspire and increase participation of the Music Ministry through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION:            PROGRAMMING DIRECTOR**

**REPORTS TO:                    AFFI Presiding Prelate, Bishop Charles e. Johnson  
AFFI Assistant Presiding Prelate, Bishop C.L. Hardy  
Executive Board of Bishops, Officials, Trustees**

- Meets with Presiding Prelate and Convention Management Team to plan ministry requirements and objectives for the annual convention, and to establish a budget.
- Carry out market research and gather information concerning materials/resources.
- Maintain budget and budget changes throughout pre-planning, meeting execution and post-show reconciliation.
- Consult with Executive Board of Bishops and auxiliaries to determine objectives and requirements for events such as meetings, conferences, and conventions.
- Conduct post-event evaluations to determine how future events could be improved.
- Confer with staff at a chosen event site to coordinate details.
- Maintain records of event aspects, including financial details.
- Review event bills for accuracy and approve payment.
- Monitor event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
- Coordinate services for events, such as accommodations and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing and event security.
- Meet with sponsors and organize committees to plan scope and format of events, to establish budgets, or to review administrative procedures and event progress.
- Plan and develop programs, agendas, budgets, and services according to customer requirements.
- Design and implement efforts to publicize events and promote sponsorships.
- Promote conference, convention and trade show services by performing tasks such as meeting with professional and trade associations and producing brochures and other publications.
- Develop event topics and chooses featured speakers in coordination with the Presider.

**JOB DESCRIPTION:        USHER BOARD MINISTRY LEADER**

**PRINCIPAL FUNCTION:** The principal function of the Usher Board Ministry is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Usher Board Ministry program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Usher Board Ministry of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Usher Board Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Usher Board Ministry.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of Usher Board Ministry members as approved and supported by the Presiding Bishop.
- Must increase membership of the Usher Board Ministry where applicable.
- Must inspire and increase participation of the Usher Board Ministry through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION:        WOMEN OF WORTH (WOMEN’S MINISTRY LEADER)**

**PRINCIPAL FUNCTION:** The principal function of the Women of Worth (Women’s Ministry) is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). This leader is responsible for planning, scheduling, conducting and evaluating the overall Women of Worth (Women’s Ministry) program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Women of Worth (Women’s Ministry) of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches and in the Women’s Ministry.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Women of Worth (Women’s Ministry).
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI and be willing to carry out all duties as assigned by the Presiding Bishop.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of Women of Worth (Women’s Ministry) members as approved and supported by the Presiding Bishop.
- Must increase membership of the Women of Worth (Women’s Ministry) where applicable.
- Must inspire and increase participation of the Women of Worth (Women’s Ministry) through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.

**JOB DESCRIPTION:        PRESIDENT**

**PRINCIPAL FUNCTION:** The principal function of the President is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). The President is responsible for planning, scheduling, conducting and evaluating the overall Auxiliary program in the AFFI.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Auxiliary of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Have a thorough understanding of the Constitution, By-Laws, and Standing Rules of the AFFI, Inc.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**RESPONSIBILITIES FOR THE POSITION:**

- The leader shall be responsible for maintaining a spiritual atmosphere in the Auxiliary.
- Must follow the goals and objectives as set forth by the Presiding Bishop of the AFFI.
- Must identify ways to obtain the financial goals established for the Auxiliary by the Executive Board of the AFFI.
- Must submit a yearly agenda outlining programs, events, fundraisers, meetings, etc. for approval by the Executive Board of the AFFI.
- Must establish an operating budget for approval by the Executive Board.
- Must possess strong organizational skills.
- Must assist in developing and/or enhancing the spiritual growth of the Auxiliary members as approved and supported by the Presiding Bishop.
- Must increase membership of the Auxiliary where applicable.
- Must inspire and increase participation of the Auxiliary through innovative programs.
- Must work in conjunction with the Executive Board to obtain goals and objectives.
- Must be willing to carry out all duties as assigned by the Presiding Bishop.
- Shall preside at all sessions of the Auxiliary meetings.
- Shall have the authority to appoint committees, render decisions in case of a tie vote, and fill any vacancy by appointment occasioned by death, resignation or removal.
- Shall perform such other duties as may be assigned by the Auxiliary Director.

**JOB DESCRIPTION:        VICE-PRESIDENT**

**PRINCIPAL FUNCTION:** The principal function of the Vice-President is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Vice-President shall exercise those functions and duties delegated to him by the President. The Vice-President is responsible to the President.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Auxiliary of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Have a thorough understanding of the Constitution, By-Laws, and Standing Rules of the AFFI, Inc.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**REQUIREMENTS FOR THE POSITION:**

- The Vice-President shall exercise those functions and duties delegated to him by the President.
- In the event of the Presidents' incapacitation, or death, the Vice-President shall preside in accordance with our existing Constitution and By-Laws.

**JOB DESCRIPTION:        SECRETARY**

**PRINCIPAL FUNCTION:** The principal function of the Secretary is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Secretary's distinctive and important duty is to act as the recording officer of meetings for the Auxiliary. The Secretary is to prepare, mail, and file correspondence as directed by the President. The Secretary is responsible to the President.

**QUALIFICATIONS FOR THE POSITION:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Auxiliary of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Be computer literate
- Have a thorough understanding of the Constitution, By-Laws, and Standing Rules of the AFFI, Inc.
- Be able to work between Councils and throughout the year.
- Has worked in the AFFI Episcopal Diocese or AFFI, Inc. at least three consecutive years.
- Must be a faithful tithe and offering giver; supporting the AFFI.
- Must be faithful in attending the National Conference of the AFFI and/or other services throughout the year.
- Must be obedient and willing to take directions as outlined by the Presiding Bishop.  
Must be a model of prayer and fasting.

**RESPONSIBILITIES FOR THE POSITION:**

- Must have a working knowledge of clerical procedures.
- Shall record and maintain all reports, including financial data; shall record the minutes of the Auxiliary unless otherwise delegated to the Assistant Secretary.
- Shall have a current copy of the Constitution and By-Laws; and shall maintain a list of staff members, their addresses, and telephone numbers.
- The Secretary shall maintain all supplies.
- The Secretary shall print programs for each Auxiliary session.
- The Secretary shall send out notices for all meetings and other information as needed and shall perform other duties as assigned by the President.

**JOB DESCRIPTION:        ASSISTANT SECRETARY**

**PRINCIPAL FUNCTION:** The principal function of the Assistant Secretary is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Assistant Secretary shall exercise those functions and duties delegated to him by the Secretary. The Assistant Secretary is responsible to the President.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Auxiliary of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Have a thorough understanding of the Constitution, By-Laws, and Standing Rules of the AFFI, Inc.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**REQUIREMENTS FOR THE POSITION:**

- The Assistant Secretary shall exercise those functions and duties delegated to him by the Secretary.
- In the event of the Secretary's incapacitation, or death, the Assistant Secretary shall preside in accordance with our existing Constitution and By-Laws.



**JOB DESCRIPTION:        TREASURER**

**PRINCIPAL FUNCTION:** The principal function of the Treasurer is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Treasurer's important duty is in the care and management of the Auxiliary fund, and for the discharge of any duties connected therewith, the Treasurer is the active agent of the Auxiliary. The Treasurer is responsible to the President.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Auxiliary of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Have a thorough understanding of the Constitution, By-Laws, and Standing Rules of the AFFI, Inc.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**REQUIREMENTS FOR THE POSITION:**

- shall keep a full and accurate account of receipts and disbursements and make disbursements as authorized by the President.
- The Treasurer shall perform in the capacity of a registrar collecting all dues from members and maintain a record of such.
- The Treasurer shall present an up-to-date financial report at any meeting of the Auxiliary or upon request of the President.
- The Treasurer shall maintain an accurate account of petty cash and shall perform other duties as assigned by the President.

**JOB DESCRIPTION:        ASSISTANT TREASURER**

**PRINCIPAL FUNCTION:** The principal function of the Assistant Treasurer is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Assistant Treasurer shall exercise those functions and duties delegated to him by the Treasurer. The Assistant Treasurer is responsible to the President.

**QUALIFICATIONS:**

- Must be Baptized in the Name of Jesus and filled with the Holy Ghost.
- To be eligible for nomination, candidates shall have attended and supported the Auxiliary of the AFFI, Inc at least three (3) consecutive years, unless directed by the Presiding Bishop, and faithful in attending services and events.
- Have a thorough understanding of the Constitution, By-Laws, and Standing Rules of the AFFI, Inc.
- Must be obedient to leadership.
- Must be faithful in tithes and offerings.
- Must have a meek and humble spirit, and a willingness to serve.
- All nominees shall be in good standing with their local churches that are affiliated with the AFFI.
- All nominees shall have a home church and shall be faithful in their local churches.
- All nominees must have working knowledge of the office desired.
- Must be a model of prayer, fasting, submission and respect for the Presiding Bishop.
- Must be in reasonably good health.

**REQUIREMENTS FOR THE POSITION:**

- The Assistant Treasurer shall exercise those functions and duties delegated to him by the Treasurer.
- In the event of the Treasurer's incapacitation, or death, the Assistant Treasurer shall preside in accordance with our existing Constitution and By-Laws.

**JOB DESCRIPTION:        DIRECTORS OVER AUXILIARIES AND DEPARTMENTS**

**PRINCIPAL FUNCTION:** The principal function of the Director is to follow the mission and purpose of the Apostolic Faith Fellowship International (AFFI). The Director is to act as counselor and advisor to the auxiliary or department. The Bishop/designee who heads a department or auxiliary shall be directly responsible to the Board of Bishops of AFFI.

**QUALIFICATIONS:**

- Must be in accordance with 1 Timothy 3:1-7.
- The person must be called of God.
- The Board of Bishops shall appoint a Bishop, or designee who shall serve on the Board of any auxiliary or department and the auxiliary or department shall be permitted to make request for the Bishop/designee.
- A degree in Master of Divinity or equivalent experience in a church setting is required.
- Must be baptized in the name of Jesus and filled with the Holy Spirit.
- Have a thorough understanding of the Constitution, By-Laws, and Standing Rules of the AFFI, Inc.
- Must be an existing member of the AFFI, and faithful in attending services and events.
- Must be at least 35 years of age at time of nomination.
- Leadership Qualities: Accomplishments, Foresightedness, Reputation as to Salvation, Ability to Function, Faithfulness to the Organization and Seniority of Service.
- Marital status must be according to I Timothy 3:2.
- Outstanding integrity and highest moral character and qualification according to the scriptures.
- Analytical ability with the capability of asking discerning questions.
- A constructive rather than a critical approach in reviewing new programs.
- Places AFFI's interests ahead of one's own; stresses overall organizational performance rather than one of special interest.
- Works well with other executives to achieve group cohesiveness and objectives.
- Above average record of accomplishment in the field of religion and personal affiliations.
- Availability to do justice to duties as Bishop and a willingness to devote time to these duties.
- Must be obedient and willing to take directions as outlined by the Presiding Bishop.
- Must be in reasonably good health.
- Must be faithful in tithes and offerings.
- Must be a model of prayer and fasting.

**RESPONSIBILITIES FOR THE POSITION:**

- Bishops / designees of all auxiliaries and departments shall make a report to the Executive Board of their activities, and no further reports or recommendations shall be required except through their bishops. This is not to be construed to mean that the auxiliaries and departments cannot make appeals directly to the Executive Board or submit recommendations if they so desire.

- To act as counselor and advisor to the auxiliary or department. He shall give advice, counsel and guidance to ensure that the auxiliary or department remains in conformity to the laws of Apostolic Faith Fellowship International, Inc.
- Whenever a discussion or any controversy concerning AFFI law, doctrine or practice reaches an impasse, the auxiliary or department shall adhere to the director's decision.
- If the auxiliary or department does not agree with the decision of the director, it shall have the right to appeal to the Executive Board in its next session.