

## **JOB DESCRIPTION:        PRESIDING BISHOP**

**PRINCIPAL FUNCTION:** The principal function of the Presiding Bishop is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Presiding Bishop is responsible to preside over all regular and called meetings of the body. It shall be his responsibility to see to it that all meetings are conducted according to the Constitution and By-Laws of the AFFI. The Presiding Bishop is responsible to the AFFI to preach and teach the infallible Word of God, to have charge and oversight of the AFFI, to provide administrative leadership for the AFFI and for using of his skills in proclamation and pastoral care in meeting the needs of persons in the AFFI and the community.

### **QUALIFICATIONS FOR THE POSITION:**

- Must be in accordance with 1 Timothy 3:1-7.
- The person must be called of God.
- 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.
- 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 in reasonably good health.
- Must be faithful in tithes and offerings.
- Must be a model of prayer and fasting.

### **REQUIREMENTS FOR THE POSITION:**

- He is the ecclesiastical leader and overseer of the AFFI.
- He provides administrative leadership for the total AFFI program.
- He shall have authority to make decisions or act on any matter requiring attention so long as such action is in conformity with existing laws.
- Serves as President of the Corporation and Chairman of the Executive Board, Board of Trustees/Directors and Board of Bishops.
- Proclaim the gospel and lead the AFFI in proclaiming the gospel to the unchurched and the community.

- Lead the AFFI in pastoral care for persons in the AFFI and the community.
- Lead or delegate the leadership of the AFFI; plan, coordinate and evaluate AFFI services.
- Preach at the AFFI convention or services, which include preaching or arranging someone else to perform this function.
- Recommend, advise or appoint the selection of Executive Board Committees, Board of Directors, General Officers, Auxiliary Leaders, Directors over Auxiliary Leaders, Bishops, Non-Diocesan Bishops and District Elders as set forth in the Constitution and By-Laws as the AFFI may request or he may deem advisable from time to time.
- Give supervision to the other members of the AFFI staff according to the staff organization set forth in the AFFI Organizational Chart.
- Plan for and provide leadership in the observance of the ordinances that are ordained in the Word of God.
- Conduct funeral services and/or other ceremonies as he is able, sharing and delegating to others in this area.
- Counsel with and assist in training pastors and ministers.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        ASSISTANT PRESIDING BISHOP**

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

**QUALIFICATIONS FOR THE POSITION:**

- Must be in accordance with 1 Timothy 3:1-7.
- The person must be called of God.
- 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.
- 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.
- Has served three consecutive years of faithful co-operative service to the AFFI.
- 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.

**REQUIREMENTS FOR THE POSITION:**

- The Assistant Presiding Bishop shall exercise those functions and duties delegated to him by the Presiding Bishop.
- In the event of the Presiding Bishop's incapacitation, or death, the Assist Presiding Bishop shall preside in accordance with our existing Constitution and By-Laws.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        GENERAL SECRETARY**

**PRINCIPAL FUNCTION:** The principal function of the General Secretary is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The General Secretary's distinctive and important duty is to act as the recording officer of corporate meetings of the AFFI.

**QUALIFICATIONS FOR THE POSITION:**

- 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:**

- The General Secretary shall attend all meetings of the Board of Directors and the Executive Board.
- The General Secretary shall be the secretary for the Board of Bishops.
- As recording secretary of the corporate meeting, it is the General Secretary's duty to send out, in accordance with the by-laws requirements, notices of all meetings.
- Provide the presiding officer with any data, documents and stationery he may need, or that are likely to be needed by others present during the meeting
- Have at the meeting, and to read the minutes of such preceding meetings as may be necessary
- Record the proceedings of the corporate meetings and to enter them in the proper form for AFFI's official record
- Generally, to assist the presiding officer and expedite the word of the corporate meetings as he may be able. It may be noted here that when acting as the recording officer of a meeting, the secretary is an officer of a meeting, that in case any question or situation out of the ordinary arises, he/she is to be governed in his/her record by the instructions of the meetings and not by the requests or instructions of individuals, unless the matter is left to his/her discretion, by his/her own conception of what should be done.
- The General Secretary shall sign all papers to which his/her signature may be necessary or appropriate; shall affix and attest the seal of the corporation to all instruments requiring that seal and shall have other powers and duties commonly incidental to the office of General Secretary or as may be prescribed for him/her by the Board of Directors, or by the Executive Board or by the National Conference.
- The General Secretary shall prepare any reports and statements required by law.
- The General Secretary shall work with the Treasurer.
- The General Secretary shall be sole custodian of the corporate seal.

- The General Secretary shall be sole custodian of all original corporate documents.
- The General Secretary shall issue licenses and credentials to those who have met the requirements of the Constitution and By-Laws of Apostolic Faith Fellowship International.
- The General Secretary shall be empowered to appoint his own assistants.
- The General Secretary shall give receipts for all monies received and, in turn obtain a receipt from the Treasurer of all monies turned over to him.
- The General Secretary shall send the minutes of the National Conference and winter session to all executives.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        ASSISTANT GENERAL SECRETARY**

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

**QUALIFICATIONS FOR THE POSITION:**

- 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:**

- The Assistant General Secretary shall exercise those functions and duties delegated by the General Secretary of the National Conference.
- The Assistant General Secretary shall meet all the qualifications of the General Secretary and shall work under the direct supervision of the General Secretary.
- In the event of the General Secretary's incapacitation, or death, the Assistant General Secretary shall serve as General Secretary in accordance with our existing Constitution and By-Laws.
- See Constitution and By-Laws dated August 15, 2017.

**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 corporate fund, and for the discharge of any duties connected therewith, the Treasurer is the active agent of the corporation and of the Board of Directors. He/She is therefore subject to their direction in all such matters, except insofar as higher authority has already prescribed his/her powers and duties.

**QUALIFICATIONS FOR THE POSITION:**

- 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:**

- The Treasurer shall receive all the funds of the organization and shall disburse them under the direction of the Board of Directors.
- The Treasurer shall sign all checks.
- The Treasurer shall keep full and regular books showing all receipts and disbursements issued as Treasurer. The books shall be open always to the inspection of the chairman of the board or any member of the Executive Board; and he shall make such reports and perform such other duties as the Board of Directors may require.
- The Treasurer shall deposit all funds of the organization, which may come into his hands in such bank or banks as the directors may designate, and he shall keep this bank account in the name of the organization.
- The Treasurer shall render financial statements at the National Conference and winter session of Executive Board meetings.
- The Treasurer shall not spend funds of the treasury beyond the allotted amount stipulated by the Executive Board Budget Committee, under the proposals to budget, and if the need so require, the treasurer shall bring it to the attention of the Executive Board at the Executive Board Meeting.
- The Treasurer should cooperate with the Presiding Bishop in connection with all non-correct financial transaction.
- See Constitution and By-Laws dated August 15, 2017.

**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/her by the Treasurer of the National Conference.

**QUALIFICATIONS FOR THE POSITION:**

- 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:**

- The Assistant Treasurer shall exercise those functions and duties delegated by the Treasurer of the National Conference.
- The Assistant Treasurer shall meet all the qualifications of the Treasurer and shall work under the direct supervision of the Treasurer.
- In the event of the Treasurer's incapacitation, or death, the Assistant Treasurer shall serve in accordance with our existing Constitution and By-Laws.
- The name of our Assistant Treasurer shall be registered at the bank to sign checks in the event of the incapacitation or death of the Treasurer.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        BOARD OF BISHOPS**

**PRINCIPAL FUNCTION:** The principal function of the Board of Bishops is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Board of Bishops is the highest court of appeal in the case of any grievance, but also as the authorized interpreters of all points of doctrine.

**QUALIFICATIONS FOR THE POSITION:**

- Must be in accordance with 1 Timothy 3:1-7.
- The person must be called of God.
- 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:**

- These bishops who make up the Board of Bishops shall preside over districts or dioceses as determined by Apostolic Faith Fellowship International, Inc. and shall continue to do so until assigned to another district.
- They shall reside in their diocese whenever possible.
- They shall hold the office of Bishop until they resign or are requested to resign by the majority of the Board of Bishops, based upon our By-Laws.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        EXECUTIVE BOARD**

**PRINCIPAL FUNCTION:** The principal function of the Executive Board is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Executive Board shall have the general management of the affairs and business of AFFI. The Executive Board in all cases shall regularly convene, adopt such rules and regulations for the conduct of their meetings and the management of the corporation as deemed proper, not inconsistent with this Constitution and By-Laws and laws of the state of incorporation.

**QUALIFICATIONS FOR THE POSITION:**

- The Board of Bishops and Board of Trustees shall constitute the Executive Board.
- The Board of Trustees shall be comprised of the general officers (President, Vice-President, Secretary, Assistant Secretary, Treasurer and Assistant Treasurer) and seven additional persons not serving as a general officer. The Presiding Bishop of AFFI shall appoint two of the seven. The Board of Trustees shall not exceed thirteen members.
- 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.
- Be computer literate.
- Be able to work between Councils and throughout the year.
- Must be an existing member of the AFFI, and faithful in attending services and events.
- Leadership Qualities: Accomplishments, Foresightedness, Reputation as to Salvation, Ability to Function, Faithfulness to the Organization and Seniority of Service.
- 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.
- 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:**

- The Executive Board Meetings of AFFI shall be held in the winter and summer of each year. Other meetings may be held as needed.
- Any Executive Board unfinished business at the National Conference may be referred to the Board of Trustees.
- All Bishops of Foreign fields who are invited and in attendance shall be given a voice and a vote on any matter under discussion in AFFI's Executive Board sessions.

- All members of the Executive Board who attend the Executive Board Meeting of AFFI shall be required to remain throughout the session until adjournment.
- Most of the Executive Board's work is to be done in committee and each Bishop or Director may be assigned to a committee. All committees are to meet during Board sessions and at intervals during the fiscal year to give time to complete their work. All committees must be prepared to make their reports and recommendations at any Executive Board meeting.
- Whenever the National Conference and the Executive Board Meeting of AFFI has been duly advertised, those attending shall be considered a legal quorum.
- When a matter is brought to the Executive Board for consideration, the Executive Board shall decide if the matter is Ecclesiastical or Prudential. If the matter is Ecclesiastical, the Bishop Board will act on the matter and report their action to the Pastors' Congress. If the matter is Prudential, the Executive Board will act on the matter.
- Any matter that needs emergency action at the time of the AFFI Executive Board Meeting (not including the winter session and National Conference), the Executive Board shall have the power to act before the National Conference.
- The executives of Apostolic Faith Fellowship International are subject to an investigation of their character at any time. The members of the Executive Board shall make the investigation.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        THE BOARD OF TRUSTEES/BOARD OF DIRECTORS**

**PRINCIPAL FUNCTION:** The principal function of the Board of Trustees/Board of Directors is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Board of Trustees / Board of Directors shall be authorized to act in prudential matters between settings of the Executive Board, that is, in the interim between the National Conference and the Executive Board winter meeting where it is advisable to move for purchasing property or carrying out some move that has been considered previously and toward which the conference is favorably disposed. This then would not require a long delay from one meeting to another.

**QUALIFICATIONS FOR THE POSITION:**

- The Board of Trustees / Board of Directors shall be comprised of the general officers (President, Vice-President, Secretary, Treasurer, Assistant Secretary and Assistant Treasurer) and seven additional persons not serving as a general officer. The Presiding Bishop of AFFI shall appoint two of the seven. The Board of Trustees / Board of Directors shall not exceed thirteen members.
- 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.
- Be computer literate.
- Be able to work between Councils and throughout the year.
- Must be an existing member of the AFFI, and faithful in attending services and events.
- Leadership Qualities: Accomplishments, Foresightedness, Reputation as to Salvation, Ability to Function, Faithfulness to the Organization and Seniority of Service.
- 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.
- 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:**

- The Board of Trustees / Board of Directors shall have all powers of the Executive Board in implementing the policies established by the full Board and shall oversee the day-to-day activities of Apostolic Faith Fellowship International, Inc. when the full Board is not in session.

- The Board of Trustees / Board of Directors shall meet at least once each year at the headquarters office in Upper Marlboro, Maryland in addition to the Executive Board meeting at the National Conference.
- The heads of all auxiliaries and departments shall meet with the Executive Board when called upon to give a detailed account of their activities and to receive policy guidelines and operational procedures as outlined by the Executive Board.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        PASTOR'S CONGRESS**

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

1.     The mission of the Apostolic Faith Fellowship International (AFFI) Pastor's Congress is to educate, encourage, and equip for the work of ministry and for the glory of God. Our mission is built upon the foundation of the holy Scriptures and upheld by three fundamental apostolic truths; the gospel, grace, and glory. It is our goal to see the people who attend the AFFI Conference to reach the neighborhoods and the nations with the gospel.
2.     During the AFFI Conventions, come and sit under the preached Word, and attend break-out sessions that are designed for practical instruction and collaboration. Bring along other church leaders for a time of fellowship that will be sure to spur us on to love and good deeds.
3.     The Apostolic Faith Fellowship International Pastor's Congress is designed specifically for YOU to lead with excellence, empower the next generation and use your creativity to bring life-change to our world. Through inspiring speakers and various breakout sessions to choose from, you can expect not only to be fulfilled, but also equipped. You will be resourced with the effective tools necessary to create and build a healthy culture within your church, as well as help strengthen the church.
4.     The mission of the AFFI Pastor's Congress is to provide the opportunity for men and women in church leadership to be challenged in their commitment to biblical ministry and to find encouragement together as servants of the chief Shepherd.
5.     Our goal is to see pastors and leaders encouraged, refreshed, and equipped to continue on the journey God has called them to. We hope that during your time with us, you will be able to relax, build new relationships, and leave more excited about this calling than ever before.
6.     A place for church and industry leaders to thoroughly navigate today's culture. From the ideas and current issues shaping society, to the truth that transforms the world, you will be informed and gain confidence that God is at work in his mission to renew all things. Education by thought leaders and stories from change-makers will inspire a hopeful way forward. Join us to be equipped for the difficult conversations and extraordinary opportunities that lie ahead.

**JOB DESCRIPTION:        BUDGET AND FINANCE COMMITTEE**

**PRINCIPAL FUNCTION:** The principal function of the Budget and Finance Committee is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Budget and Finance Committee is to be responsible for the planning, implementation and oversight of all monetary aspects of the organization. All Auxiliaries, Departments, and Functional groups of the AFFI shall turn in proposed budget for each fiscal year to the Budgeting and Finance Committee, which will present it to the Board of Directors for approval.

**QUALIFICATIONS FOR THE POSITION:**

- The Budget and Finance Committee positions will be by appointment only.
- 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 tithing 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:**

- The Budget and Finance Committee shall prepare an annual projected budget covering all its fiscal aspects of operating with respect to the AFFI, its Auxiliaries, Departments, and Functional groups.
- The Budget and Finance Committee shall review the proposed budgets of all the Auxiliaries, Departments, and Functional groups and aid wherever needed to achieve the goals of the organization. The Budget and Finance Committee shall consolidate and prepare a total budget which will be submitted to the Board of Directors for approval.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        LICENSING AND CREDENTIALS COMMITTEE**

**PRINCIPAL FUNCTION:** The principal function of the Licensing and Credentials Committee is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Licensing and Credentials Committee is to be responsible for processing licenses for the AFFI.

**QUALIFICATIONS FOR THE POSITION:**

- The Budget and Finance Committee positions will be by appointment only.
- 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:**

- The Licensing and Credentials Committee shall process licenses after receipt of email from the Diocesan General Secretary.
- The Licensing and Credentials Committee staff shall confirm payment information with the Treasurer.
- The Licensing and Credentials Committee lead shall send email requesting staff members to process licenses.
- The Licensing and Credentials Committee shall notify Dioceses when licenses have been processed and mailed.
- The Licensing and Credentials Committee shall provide names of candidates for consecration to the ordination committee.
- The Licensing and Credentials Committee shall keep and maintain the database in the AFFI central database repository.
- The Licensing and Credentials Committee will be responsible for the maintenance of forms and the supplying of such where applicable.
- See Licensing and Credentials Policy dated January 1, 2017.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        ORDINATION COMMITTEE**

**PRINCIPAL FUNCTION:** The principal function of the Ordination Committee is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Ordination Committee is responsible for the complete direction and guidance of ministers who have been admitted to candidacy for ordination at the National Convention each year.

**QUALIFICATIONS FOR THE POSITION:**

- The Ordination Committee positions will be by appointment only.
- 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 tithing 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:**

- The Ordination Committee shall be responsible for establishing requirements and certifying that candidates have met all prescribed conditions for ordination.
- The Ordination Committee shall guide candidates in all preparations needed for the ordination ceremony.
- The Ordination Committee shall assist the General Secretary in preparing cards, certificates, letters of ordination and reports necessary for proper documentation in the licensing process.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        RESOLUTION COMMITTEE**

**PRINCIPAL FUNCTION:** The principal function of the Resolution Committee is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Resolution Committee is responsible for receiving, reviewing, and presenting resolutions to the Executive Board for consideration and adoption.

**QUALIFICATIONS FOR THE POSITION:**

- The Resolution Committee positions will be by appointment only.
- 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 tithing 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:**

- The Resolution Committee shall review resolutions to determine if they conflict with current By-Laws, or if laws already exist, and that they are in the prescribed format.
- The Resolution Committee shall meet with author if any clarification is needed and make any resolution if necessary.
- The Resolution Committee shall present a report to the Executive Board and for disposition. Shall provide a final report to the General Secretary to make sure proper action has been taken or resolved and closed.
- See Constitution and By-Laws dated August 15, 2017.

**RESOLUTION PREPARATION:**

- All resolution must be typed according to prescribed format in the Policy and Procedure Manual.
- All resolutions shall be submitted typed, dated and signed.
- If a reason is given for the resolution, it should be stated in a preamble.
- Each clause of the resolution should begin with “whereas” followed by a comma or semicolon; then the word “and.” Never use a period except at the end of the preamble. The resolution should then be stated beginning with the word “Resolved, That, etc.”

## NOMINATIONS AND ELECTIONS PROCESS

**Introduction:** The AFFI Nominations and Elections Process in this O&P Manual is designed to accomplish both nominations and elections for AFFI executive and auxiliary officers during the respective years. There is responsibility for the AFFI District Councils as well as AFFI.

The following steps will coincide with the process flow shown on the last page. Please use the descriptions in the steps below if additional information is needed when viewing the process flow diagram.

1. AFFI Executive Board: The AFFI Executive Board will confirm the nomination and elections in a formal meeting of the board.
2. AFFI Executive Board: The AFFI Executive Board will appoint a nominations/elections committee within a formal meeting of the board. This shall include a minimum of four (4) members necessary to start the planning process.
3. AFFI General Secretary: The AFFI General Secretary shall prepare and send formal correspondence to the (1) Convention Management Team and (2) Diocesan and General Secretaries designating the nomination and election years.
  - a. The Convention Management Team (CMT) shall confirm receipt of formal correspondence in writing from the AFFI General Secretary. The CMT shall not proceed until receipt of correspondence is confirmed.
  - b. The AFFI Diocesan and General Secretary shall confirm receipt of correspondence in writing. The Diocesan and General Secretary shall not proceed until receipt of correspondence is confirmed.
4. CMT: The CMT shall ensure that provisions are made in the programming to accommodate every phase of the nomination and elections process in the years they are conducted, including schedule and facilities. This is not a one-step process, but must be completed NLT March 31 in the nomination and election years. Once the programming is complete and the auxiliaries have been notified appropriately, then no further action is required. Go to Step 16.
5. District Council General Secretary: The General Secretary shall notify the Council officials, auxiliaries and churches regarding the nomination and election years. The notification and method approved may vary by council. However, the council shall not proceed further until confirmation is received as required.
6. Council Auxiliaries: Council auxiliaries shall meet as necessary. This can vary by councils and may include meeting when the council convenes, teleconference, or

chat forums. The main goal is to meet until there are no major issues that are not understood.

7. Council Auxiliaries: If clarification is needed, then the council auxiliaries shall meet and do whatever is reasonable until clarification has been achieved. If clarification has been achieved and no further clarification is needed, then proceed to Step 8 .
8. District Councils: The District Councils shall prepare and verify their council membership list. The list may need refining, but should be available and completed prior to the AFFI National Conference of the nomination year.
9. District Council General Secretary: The General Secretary shall forward the Council membership list to the AFFI General Secretary. The District Council has no further action once confirmation has been received.
10. AFFI General Secretary: The General Secretary shall confirm the membership list receipt from each district council. The confirmation shall be in writing.
11. AFFI Auxiliaries: Each AFFI auxiliary shall nominate offices during the nomination year at the AFFI National Conference during a business meeting. The nominations must be completed by Wednesday, 6:00 pm. The auxiliary director shall be in attendance and provide oversight and guidance as required. The auxiliary offices for nomination are shown in the table below. The Chaplain is optional.

<b>AUXILIARIES AND AUXILIARY OFFICE MATRIX</b>					
<b>OFFICE</b>	<b>AFIYA</b>	<b>MEN'S MIN.</b>	<b>WOW</b>	<b>CHRISTIAN ED</b>	<b>MDW</b>
President	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>
Vice-Pres.	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>
Superintendent				<b>X</b>	
Asst. Sup.				<b>X</b>	
Secretary	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Asst. Secretary	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Treasurer	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Asst. Treasurer	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>	<b>X</b>
Chaplain*	<b>X</b>	<b>X</b>	<b>X</b>		<b>X</b>

The results will be provided to the AFFI Nominations and Elections Committee.

12. AFFI Executive Board: The Executive Board shall nominate AFFI general offices during the nomination year at the AFFI National Conference during a business meeting. The Executive offices for nomination are:

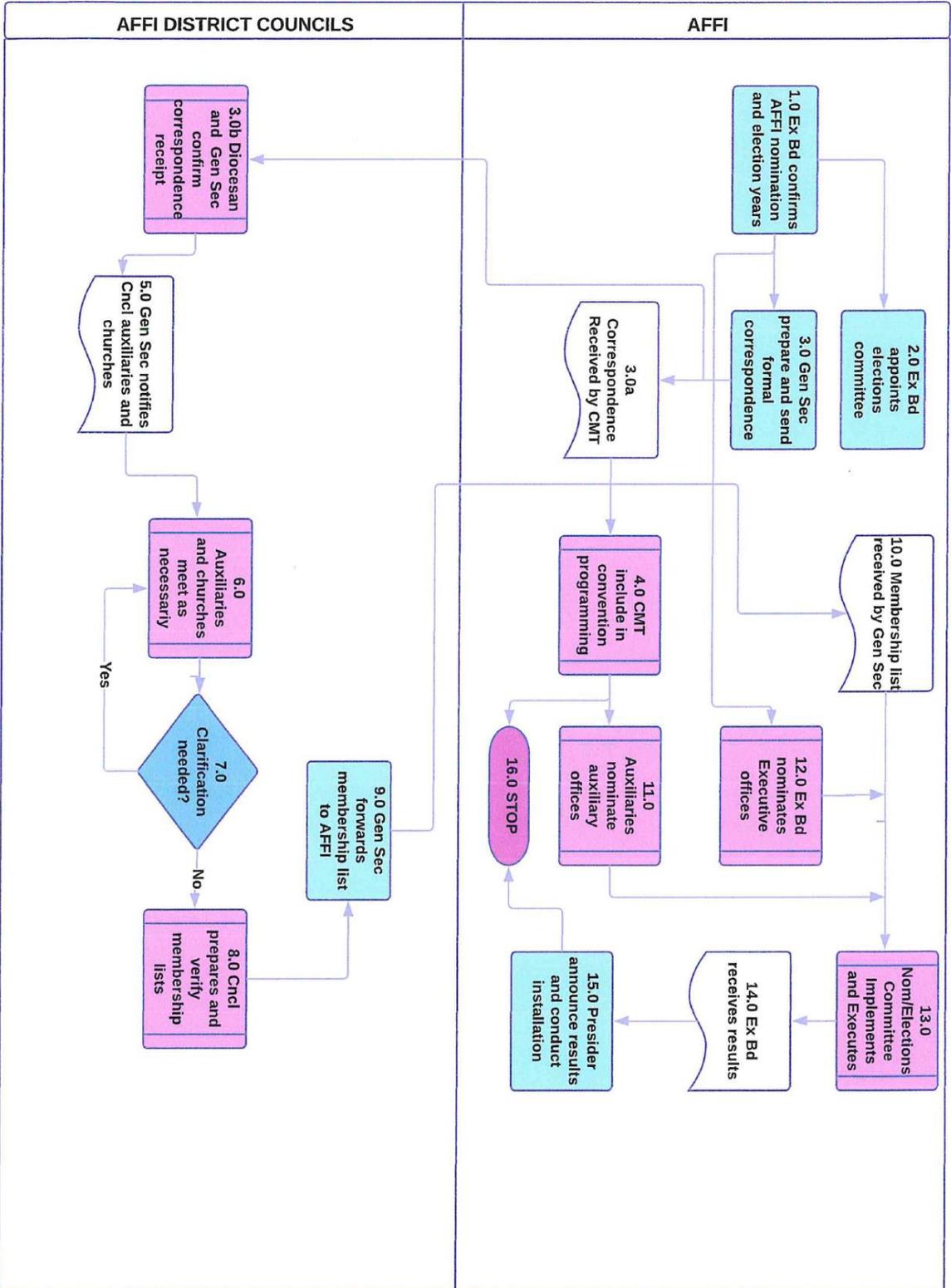
- a. Assistant Presiding Prelate
- b. General Secretary
- c. Assistant General Secretary
- d. Treasurer
- e. Assistant Treasurer

The offices nominated by the Executive Board shall be brought to the floor during the General Body business session. The Chair shall announce each nominee and open the floor for further nominations. The results will be provided to the Nominations/Elections Committee.

13. Nominations/Elections Committee: The implementation and execution for this step will be limited to briefly describe voting. Voting shall be conducted electronically. It may be conducted onsite during the National Conference or at the council level based on the decision of the Presiding Prelate or the Executive Board. Support will be available to provide assistance to members qualified to vote.
14. Executive Board Receives Results: The AFFI officials will receive voting results from the Nomination/elections committee that has been verified and validated.
15. The Presiding Prelate shall announce the results and conduct the installation of all AFFI General and Auxiliary offices.
16. STOP. This ends the nomination and elections process until the next cycle.

# AFFI O F ANNUAL ELECTION PROCESS

Rodgers Shipmon March 1, 2019



## **JOB DESCRIPTION:        DIOCESAN BISHOP**

**PRINCIPAL FUNCTION:** The principal function of the Diocesan Bishop is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Diocesan Bishop is the ecclesiastical and executive head of the Episcopal District and is amenable to the Presiding Bishop and the Board of Bishops. The Diocesan Bishop is responsible to preside over all regular and called meetings of the Episcopal District and it is his responsibility to see to it that all meetings are conducted according to the Constitution and By-Laws of the AFFI. The Diocesan Bishop is responsible to the Episcopal District to preach and teach the infallible Word of God, to have charge and oversight of the Episcopal District, to provide administrative leadership for the Episcopal District, and for using of his skills in proclamation and pastoral care in meeting the needs of persons in the Episcopal District and the community.

### **QUALIFICATIONS FOR THE POSITION:**

- Must be in accordance with 1 Timothy 3:1-7.
- The person must be called of God.
- 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.
- 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 in reasonably good health.
- Must be faithful in tithes and offerings.
- Must be a model of prayer and fasting.

## **REQUIREMENTS FOR THE POSITION:**

- He is the ecclesiastical leader and overseer of the Episcopal District.
- The Diocesan Bishop is responsible and shall preside over the Episcopal District as determined by Apostolic Faith Fellowship International, Inc., and shall continue to do so until assigned to another district.
- He provides administrative leadership for the total Episcopal District program.
- He shall have authority to make decisions or act on any matter requiring attention in the Episcopal District so long as such action is in conformity with existing laws.
- The Diocesan Bishop shall be responsible for reporting all financial requirements for his Episcopal District.
- The Diocesan Bishop is responsible for seeing that each church in his Episcopal District has a constitution and by-laws governing the church suitable to the pastor and the congregation.
- Lead the Episcopal District in pastoral care for persons in the Episcopal District and the community.
- Lead or delegate the leadership of the Episcopal District; plan, coordinate and evaluate Episcopal District services.
- Preach at the Episcopal District services, which include preaching or arranging someone else to perform this function.
- The Diocesan Bishop is responsible for the moral condition of the diocese.
- The Diocesan Bishop shall make a godly effort to place pastors in all churches whose pulpits are vacant.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        NON-DIOCESAN BISHOP**

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

**QUALIFICATIONS FOR THE POSITION:**

- Must be in accordance with 1 Timothy 3:1-7.
- The person must be called of God.
- 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.
- 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.
- Has served three consecutive years of faithful co-operative service to the AFFI.
- Must be obedient and willing to take directions as outlined by the Diocesan Bishop.
- Must be in reasonably good health.
- Must be faithful in tithes and offerings.
- Must be a model of prayer and fasting.

**REQUIREMENTS FOR THE POSITION:**

- The Non-Diocesan Bishop shall exercise those functions and duties delegated to him by the Diocesan Bishop.
- In the event of the Presiding Bishop's incapacitation or death, the Non-Diocesan Bishop shall preside in accordance with our existing Constitution and By-Laws.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        DISTRICT ELDER**

**PRINCIPAL FUNCTION:** The principal function of the District Elder is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The District Elder shall exercise those functions and duties delegated to him by the Diocesan Bishop.

**QUALIFICATIONS FOR THE POSITION:**

- Must be in accordance with 1 Timothy 3:1-7.
- The person must be called of God.
- 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.
- 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 District Elder and a willingness to devote time to these duties.
- Has served three consecutive years of faithful co-operative service to the AFFI.
- Must be obedient and willing to take directions as outlined by the Diocesan Bishop.
- Must be in reasonably good health.
- Must be faithful in tithes and offerings.
- Must be a model of prayer and fasting.

**REQUIREMENTS FOR THE POSITION:**

- The District Elder shall exercise those functions and duties delegated to him by the Diocesan Bishop.
- In the event of the Presiding Bishop's incapacitation or death, the District Elder shall preside in accordance with our existing Constitution and By-Laws.
- District Elders affiliated with the Association shall visit their assigned churches, as often as possible, but as a minimum at least once per year, assisting their assigned churches as far as is possible and reporting their finding to the Diocesan Bishop.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        MINISTER**

**PRINCIPAL FUNCTION:** The principal function of the Minister is to follow the Mission and Purpose of the Apostolic Faith Fellowship International (AFFI). The Minister is to preach, practice and uphold its doctrines and laws as written in our Constitution and By-Laws.

**QUALIFICATIONS FOR THE POSITION:**

- Must be in accordance with 1 Timothy 3:1-7.
- The person must be called of God.
- An Associates and/or Bachelors' degree in Religious Studies or equivalent experience in a church setting is required.
- Must be baptized in the name of Jesus and filled with the Holy Spirit.
- Must be an existing member of the AFFI, and faithful in attending services and events.
- 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 the AFFI's interests ahead of one's own; stresses overall organizational performance rather than one of special interest.
- Works well with others 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 a Minister and a willingness to devote time to these duties.
- Must be obedient and willing to take directions as outlined by the Diocesan Bishop.
- Must be in reasonably good health.
- Must be faithful in tithes and offerings.
- Must be a model of prayer and fasting.

**REQUIREMENTS FOR THE POSITION:**

- The Minister shall exercise those functions and duties delegated to him by the Diocesan Bishop.
- See Constitution and By-Laws dated August 15, 2017.

**JOB DESCRIPTION:        ALTAR TEAM 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 serve as facilitators of prayer and follow-up to those responding to an altar call during services, programs and/or special events of the AFFI. Each altar worker ensures that each individual responding to the altar call receives effective ministry. 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 Alter 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 Alter 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.

**RESPONSIBILITIES:**

- Provide onsite teaching to educate, equip, and encourage the members of the AFFI in the Alter Worker Ministry.
- Develop and implement Alter Worker 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 Alter Worker Ministry.
- Makes sure the prayer line flows and everyone gets prayer.
- The person assisting at the altar will need to be in much prayer for wisdom and guidance from the Holy Spirit. Also, learn to deal with the basic spiritual problems, and do not be sidetracked by secondary issues
- Must follow dress codes as designated by the Auxiliary Leader.
- Must provide assistance that is consistent with Altar Ministry guidelines.