

River of Life Ministries

Articles of Incorporation/Bylaws



River of Life Ministries

28 Frederick Street

Binghamton, New York 13901

Mario D. Williams, Pastor

River of Life Ministries

OF THE RIVER OF LIFE MINISTRIES

Revised 2018

RIVER OF LIFE MINISTRIES

Mail: 28 Frederick St., Binghamton, NY 13902 Post Office Box 675

Office: (607) 723-6141

TABLE OF CONTENTS

NAME	ARTICLES	PAGE
Departmental Directors		03
Name	01	05
Purpose	02	05
Doctrinal Statement	03	05
Form of Government	04	09
Officers	05	09
Finance	06	13
Church Churches	07	15
Ministerial Relations	08	17
Discipline	09	23
Divorce and Remarriage	10	27
Church Meetings	11	27
Order of Business	12	28
Bylaws	13	29
Home Missions	14	29
World Missions	15	31
Discipleship Ministries	16	31
Women's Ministries	17	31
Brothers in Christ	18	32
Youth Ministries	19	33
Dissolution	20	36
Territory	21	36
Directory of Ministers		38
Directory of Churches		41
Directory of Evangelistic Ministries		44

CONSTITUTION & BYLAWS

of the

RIVER OF LIFE MINISTRIES

ARTICLE ONE

Name

The name shall be the River of Life Ministries

ARTICLE TWO

Purpose

1. The object shall be to further within our boundaries the general purpose of

the River of Life Ministries.

2. To preach the Gospel and further the cause of the kingdom of God in the River of Life Ministries.

3. To promote and maintain churches and missions in the state of Binghamton, New York, and

to provide fellowship and means of cooperation between churches of similar faiths and doctrines.

4. To ordain, license, and otherwise qualify ministers to preach the Gospel and provide credentials for the same.

5. To rent, to buy, to acquire by gifts, as well as to own, operate and use, sell, lease, sub-rent or otherwise convey or dispose of either real, personal or mixed property as shall be necessary for the operation or carrying on of its business.

6. To have the right and authority to sign mortgages or deeds of trust to secure payment of the purchase price or of borrowed monies, for the purpose of building or establishing and maintaining buildings of the corporation's use, and to do this either directly or through trustees.

7. To maintain such relationships with the church, state and federal governments as may be necessary for the successful accomplishments of the purpose of this corporation.

8. To make bylaws for its government, not inconsistent with the constitutions of the state of Binghamton New York and the United States, and the constitution and general bylaws of the River of Life Ministries, and to alter and amend the same at its pleasure, and employ all necessary help to carry on the work and purpose of said corporation, as herein set forth.

ARTICLE THREE

Doctrinal Statement

As a Christian constituency of New Testament believers, we, the River of Life Ministries subscribe to the following declaration of the things which are more surely believed among us (Luke 1:1), praying that there be no harmful nor divisive difference of belief to the injury of any, nor the disturbance of the peace and harmony of the church, and that we may be all of the same mind and same judgment, speaking the same things in love (1 Corinthians 1:10; Acts 2:42) and with one voice glorifying God, to the edification of His people, and to give Christian witness to the world.

1. The Scriptures

The Scriptures of the Old and New Testaments are the inspired Word of God

(2 Timothy 3:16) presenting to us the complete revelation of His will for the salvation of men, and constituting the Divine and only rule of Christian faith and practice (2 Peter 1:21).

2. The Godhead

We believe there is but one true and living God, who is everlasting, infinite in power, wisdom and goodness; that He is the Creator of all things, visible and

invisible, and preserver of all things (Romans 1:20; Colossians 1:16). In the unity of this Godhead, there are three Persons of one individual essence, who are coequal, co-existent and co-eternal; namely, the Father, the Son and the Holy Ghost (Matthew 3:16, 17; Matthew 28:18, 19; 2 Corinthians 13:14; John 1:1,2,

18; Philippians 2:6; Hebrews 9:14; John 14:26; 15:26; John 10:33).

The Son is the eternally begotten of the Father, and accepted earthly limitations for the purpose of incarnation, being true God and true man; conceived by the Holy Ghost and born of the Virgin Mary. He died upon the cross, the just for the unjust as a substitution sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of the Majesty on High as our great High Priest, and He will return again to establish His Kingdom of righteousness and justice.

The Holy Spirit is a Divine Person, Executive of the Godhead on earth, the Comforter sent by the Lord Jesus Christ to indwell, to guide and to teach the believer, and to convince the world of sin, of righteousness and of judgment.

3. Man, His Fall and Redemption

Man is a created being, made in the likeness and the image of God, but

through Adam's transgression and fall, sin came into the world (Romans 5:12). "All have sinned and come short of the glory of God" (Romans 3:23). "As it is written, there is none righteous, no, not one" (Romans 3:10). Jesus Christ, the Son of God, was manifested to undo the work of the devil, and gave His life and shed His blood to redeem and restore man back to God (1 John 3:8).

4. Salvation

Salvation is made possible through the meritorious work of Jesus Christ on

the cross and through Holy Spirit conviction. Godly sorrow works repentance and makes possible the experience of the new birth, and Christ formed within us is the gift of eternal life (Titus 2:11; Romans 10:13-15; Luke 24:47; Titus 3:5-7).

Salvation is the gift of God to man, separate from works and the Law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God (Ephesians 2:8).

Man is a free moral agent and can at any time after the new birth experience

turn away from God and die in a state of sin; with the consequences of hell to look forward to.

5. The Church

The true Church, built upon the Foundation of Jesus Christ (1 Corinthians

3:11; Ephesians 2:20), is the Body of our Lord (Romans 12:5; 1 Corinthians

12:27), Christ being the Head (Ephesians 1:22; Colossians 1:18). Its earthly constituents are all true believers, born again of the Spirit (John 3:6) and of the Word (1 Peter 1:23), who are living an overcoming Christian life (Ephesians

5:27; Revelation 21:27).

To the Church, through its members, is delegated the various gifts and offices of the Holy Ghost (1 Corinthians 12:7-11, 27,28) which are necessary for the successful evangelization of the world and the perfecting of the Body of Christ (1 Corinthians 12:7; Ephesians 4:11, 12).

This universal, invisible sanctified Church is the chaste virgin Bride of Christ (2 Corinthians 11:2; Ephesians 5:26,27; Revelation 21:9b, 27) and it is for this Bride for whom Jesus Christ returns, just prior to the Great Tribulation, to catch her away and take her to heaven (John 14:23; 1 Thessalonians 4:13-18).

6. The Ministry

God, through the Holy Spirit, definitely calls such as He desires to serve as

apostles, prophets, evangelists, pastors and teachers, and specifically endues the one called with the talents and gifts peculiar to that office or offices (Ephesians

4:11-13). Under no circumstances should anyone be ordained or set apart to any such office unless the calling is distinct and evident.

7. Water Baptism

Baptism in water is by immersion, and is a direct commandment of our Lord

(Matthew 28:19), and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial and resurrection (Romans 6:4; Colossians 2:12; Acts 8:36-39).

The following recommendation regarding the water baptism formula is adopted, to wit: "On the confession of your faith in the Lord Jesus Christ the Son of God, and by His authority, I baptize you in the name of the Father, and of

the Son, and of the Holy Ghost.
Amen."

8. The Baptism of the Holy Ghost

The Baptism of the Holy Ghost and fire (Matthew 3:11), is a Gift from God,

as promised by the Lord Jesus Christ to all believers in this dispensation, and is received subsequent to the new birth (John 14:16, 17; Acts 1:8; 2:4, 38, 39;

10:44-48). The Baptism of the Holy Ghost is accompanied by the speaking in other tongues as the Holy Spirit Himself gives utterance as the initial physical sign and evidence (Acts 2:4).

9. Sanctification

The Bible teaches that without holiness no man can see the Lord (Hebrews

12:14). We believe in the doctrine of sanctification as a definite, yet progressive,

work of grace, commencing at the time of regeneration and continuing until the consummation of salvation (Hebrews 13:12; 2 Thessalonians 2:13; 1 Peter 1:2; Ephesians 5:26; 1 Corinthians 6:11; John 17:17; 1 Thessalonians 5:23).

10. The Lord's Supper

The ordinance of the Lord's Supper is a commandment of our Savior; and

being a memorial to His death and resurrection, is strictly limited to Christian believers (1 Corinthians 11:27). The time and frequency of its observance is left to the discretion of each congregation (1 Corinthians 11:26).

Only unfermented grape juice, the fruit of the vine, as recommended by our Lord (Matthew 26:29; Mark 14:25; Luke 22:18) shall be used in connection therewith.

11. Foot Washing

Foot washing is recognized among many believers as a Christian practice,

and the time, manner and frequency of its observance is left to the discretion of each church congregation (John 13).

12. Divine Healing

Healing is for the physical ills of the human body is wrought by the power of

God, through the prayer of faith, and by the laying on of hands (Mark 16:18; James 5:14, 15); it is provided for in the atonement of Christ, and is available to all who truly believe.

13. The Resurrection of the Just

The Bible promises, "This same Jesus shall so come in like manner" (Acts

1:11). His coming is imminent; when He comes, "The dead in Christ shall rise first: then we which are alive and remain shall be caught together with them in the clouds to meet the Lord in the air" (1 Thessalonians 4:16,

17). Following the tribulation, He shall return to earth, as King of kings, and Lord of lords, and together with His saints, who shall be kings and priests He shall reign a thousand years (Revelation 20:6).

14. Setting a Time for the Lord's Return

It is unwise to teach that the Lord will come at some specified time, thereby

setting a date for His appearing, and it is also unwise to teach, preach or publish visions of numbers and dates which would tend to fix the time of the second coming of the Lord (Mark 13:32, 33).

15. The Coming of the Lord

We believe the Bible presents the coming of Christ as personal imminent pre-

tribulation and pre-millennial. We further contend that this position alone admonishes watchfulness, incites holy living, prevents spiritual declension and provides maximum incentive and motive for urgency and zeal in evangelizing the unsaved. As demonic deception and satanic darkness deepens, we urge our ministers to maintain and proclaim this doctrinal viewpoint as the "blessed hope" of the Church.

Furthermore, we recommend that should any of our preachers hold to the

mid- or post-tribulation doctrine, they refrain from preaching and teaching it. Should they persist in emphasizing this doctrine to the point of making it an issue, their standing in the fellowship will be seriously affected.

16. Hell and Eternal Retribution

The one who physically dies in his sins without Christ is hopelessly and

eternally lost in the lake of fire, and therefore has no further opportunity of hearing the gospel or for repentance (Hebrews 9:27). The lake of fire is literal (Revelation 19:20). The terms “eternal” and “everlasting” used in describing the duration of the punishment of the damned (Matthew 25:41-46) in the lake of fire, carry the same thought and meaning of endless existence, as used in denoting the duration of joy and ecstasy of saints in the presence of God.

17. Tithes

We recognize the Scriptural duty of all our people, as well as ministers, to pay tithes as unto the Lord (Hebrews 7:8).

Tithes should be used for the support of the active ministry and for the propagation of the gospel and work of the Lord in general and not given to charity or used for other purposes (Malachi 3:7-11; Hebrews 7:2; 1 Corinthians 9:7-11 16:2).

ARTICLE FOUR Form of Government

The River of Life Ministries now has, and shall always maintain, a representative and congregational form of government.

ARTICLE FIVE Part One—Officers

1. The officers of the River of Life Ministries shall consist of:
The Pastor, River of Life Ministries, Trustees of the River of Life Ministries.

a. The office of the president of the corporation shall at all times, be filled by the Pastor, and his term or election shall coincide therewith.

b. The office of secretary-treasurer shall at all times, be filled by the Secretary-Treasurer, and his term, election or appointment shall coincide therewith.

c. The office of Trustee shall at all times, be filled by the Administrative Assistant \ presbyter, and his term, election or appointment shall coincide therewith.

2. The Trustee Board shall consist of the Pastor, the Secretary-Treasurer, the Administrative Assistant \ presbyter, and the Trustee officers.

a. The Executive Committee of the board shall be composed of the Pastor and Administrative Assistants of River of Life Ministries.

b. The Executive Committee, the Administrative Assistance and the Trustee Board has the power to acquire personal property and real estate in the name of the River of Life Ministries gift, purchase for cash or credit, or partly both, trade or otherwise, as may be necessary or beneficial in carrying out its purpose, and the said Executive Board or Executive Committee shall have the power, with reference to any and all property of the River of Life Ministries.

, whether owned at this time or acquired in the future, to sell, encumber, to lease, to lease, to rent, to trade and otherwise deal with such property, to contract to do any of said things, to borrow money for and on behalf of the corporation, and all of such terms as to the Executive Board or Executive Committee may be deemed best; and all deeds, mortgages, deeds of trust, contracts or other papers necessary or convenient to carry said powers into effect shall be executed and signed in the name of the River of Life Ministries, by the P a s t o r on behalf of the corporation. Said Executive Board or Executive Committee shall have the power to demand and collect any monies that may be due the corporation, and to assert and sue for any and all claims and/or causes of actions of whatsoever character, on properties now held by, or in the future acquired by the corporation.

3. The Pastor and any other five (5) members of the Trustee Board shall constitute a quorum.

4. A T r u s t e e Board Meeting may be held any time a quorum is present provided all members of the board have been notified.

5. The Trustee Board has the authority to change the By-laws as needed to bring By-Laws into compliance with all State and Federal regulations.

6. The date of termination for the River of Life Ministries Officers' term of office, under normal conditions, is deemed as necessary by the Pastor and Trustee Board.

Part Two—Duties and Qualifications of Officers

1. The Pastor shall be an ordained minister, in good standings with the River of Life Ministries, who has the baptism of the Holy Spirit, with at least five (5) years experience in the ministry, and one (1) year residency in the city of Binghamton, New York.

He shall be elected by two-thirds (2/3) majority of the ballots of the voting constituency at the River of Life Ministries.

The Pastor is head of the River of Life Ministries. He is chairman of the Executive Board and Trustee Board.

a. He shall devote his time to his office and church church. He shall be ex-officio member of all standing committees. He shall give a written report of the activities of his office at the annual Church meetings. Should the office become vacant for any reason, the Executive committee and the Trustee Board shall appoint a suitable minister of the River of Life Ministries who can qualify according to the bylaws, to fulfill the office. He shall publish and mail a newsletter to all ministers and interested laity of the River of Life Ministries.

b. He shall be president of the corporation and head of the church Executive and Trustee Board office, and he shall supervise the work of that office.

c. He shall select his ministry team in order to advance one vision of the church.

The Executive board and the Trustee Board may also nominate candidates and has authority to reprimand or terminate the office of the newly elected Leader that is found not abiding by the bylaws or constitution of the River of Life Ministries.

d. He shall be general overseer of all the work in the church and shall administer discipline in all cases when requested to do so by the Executive and Trustee Board.

e. He shall perform any other duty usual and customary for the presiding officer, or such as may be directed by the Executive Board.

f. He shall sign all official and legal documents.

2. The River of Life Ministries/Chief Financial Officer, shall be saved and filled with the baptism of the Holy Spirit and with at least seven (2) years' experience in the ministry, and one (1) year residence in the city of Binghamton, fully qualified for the office and elected by a two-thirds (2/3) majority of the ballots of the voting constituency at the annual church meeting. Should the office become vacant, the Executive Board and the Trustee Board is empowered to appoint anyone in the River of Life Ministries who can qualify according to the bylaws. He shall, together with the Pastor, represent the church at all Executive and Trustee Board meetings and Annual Church Meetings. He shall give a written report of the activities of his office at the annual Church Meeting.

a. He shall make and keep true records of the proceedings of the church and shall publish same as approved and directed by the Pastor.

b. He shall keep a record of all ministers, licentiates and churches in the church fellowship.

c. He shall act as secretary of the meetings of the church and of the Executive Board.

d. He shall be authorized to attest by his signature on all official and legal documents, and to perform such other duties as are necessary or as may be directed by the Church Boards.

e. He shall be custodian of the church funds and shall receive and forward to the church assigned bank of the River of Life Ministries at Binghamton, New York, such funds as are customary to be sent to said

office.

f. He shall keep an accurate record of the receipts and disbursements of all monies and conduct the work of his office according to accepted methods of business.

g. He shall make a report each month to the Church Pastor and his

books shall be reviewed once a year at the annual church meeting.

h. A full and complete written report shall be made annually on Home

Missions Funds.

k. It shall be the duty of the River of Life Ministries to keep the master bylaw book up-to-date, subject to the Executive church Board.

l. A listing of all ministers and churches of the River of Life Ministries, accompanied by the minutes of the Church Church shall be compiled by the

River of Life Ministries and shall be printed annually and supplied to each minister of the church church.

m. The River of Life Ministries shall be required to have the church bylaws prepared, printed and distributed to each minister in the church by December 31st. each year.

n. The River of Life Ministries shall publish a monthly report listing each minister with only a YES, NO, OK, NO-2, TMB, MIS, MC, GEN, by their name stating they have or have not reported to the Church office.

3. The Church Administrative Assistant \ presbyter shall be an ordained minister not less than five (5) years in the ministry and one (1) year resident in the city of Binghamton, New York.

He shall be elected by a two-thirds (2/3) majority of the ballots of the voting constituency of the Church Church. Should the office become vacant, the Church Boards is empowered to appoint anyone in the church, qualified according to the bylaws, to serve until the next church meeting.

His duties shall be to cooperate with and assist the Pastor; to open new fields; to assist pastors and evangelists. He shall, together with the Pastor, represent the church at all Executive Board Meetings and Trustee board meetings. He shall give a written report of the activities of his office at the annual church meeting.

Should the Pastor be away from his active duties for an extended period of

time the Church Assistant Pastor shall act as an Pastors Assistant Pastor in the event an emergency should arise.

4. The Assistant Pastor shall be an ordained minister, baptized with the Holy Spirit, with not less than five (5) years of experience in the ministry, and one (1) year residence in the city of Binghamton, New York and actively supporting the church church.

They shall be elected by the Executive Board and Trustee Board.

The Assistant Pastor \ Administrative Assistant \ presbyter shall conduct all pastoral elections in his church church when a new pastor is involved. However, any church church has the option to request

any other Church Board member to conduct church pastoral election with the notification to the Administrative Assistant \ presbyter.

He will endeavor to see that each church church has a supply pastor when said church is without a regular pastor and shall make appointments for preachers who wish to try out for a church.

It will be considered a part of his duties to set in order any new church or

unorganized group with the River of Life Ministries.

Each Administrative Assistant \ presbyter shall be required to attend all Church Board

Meetings.

When a church is open the Administrative Assistant \ presbyter shall notify the Church Pastor.

Should the office become vacant or a section fail to elect a Administrative Assistant \ presbyter, the

Church Pastor is empowered to appoint anyone in the section qualified according to the bylaws, to serve until one can be properly elected.

5. No one is qualified for any church office, unless active in the ministry.

6. No person shall be elected to two (2) offices. If already in office, he must resign to serve in any other elected office.

7. The personal report of any minister may be requested to be given when elected or appointed to any church office.

ARTICLE SIX

Finance

1. All church finance shall go into one fund, the River of Life Ministries having charge of same.

2. It is required that all ordained and licensed ministers of the River of Life Ministries pay their tithes from any and all sources into the

general fund. Ministers pastoring and working on regular jobs shall send all their tithes to the church to be placed in the general fund.

If after two (2) months any ordained, licensed or exhorter minister who has not complied with these stipulations set forth in these bylaws regarding finances will receive a certified, return-receipt-requested letter signed by the Church Secretary/Treasurer. It shall be mailed to the minister stating the date of the next Church Board Meeting at which time the individual will appear. Should the minister fail to meet the church requirements, the Church Board shall withdraw the minister's credentials?

All exhorters shall pay tithe to the church church. Any finance received from preaching revivals, etc., this tithe shall be paid to the church church.

All exhorters pastoring must pay their tithe into the church according to the bylaws contained herein.

3. The Church Pastor salary shall be voting on by the Executive and trustee board, based upon a quarterly benefit compensation of 25% of the balance left over after all expenses of the church, plus housing, utilities, personal love offerings and other such benefits as the Church Board shall determine.

The River of Life Ministries' Currently does not have salary paid staff. A stipend is giving under the discretion of the Pastor and Trustee Board.

4. In the event of a serious accident or illness involving any one of the ministering brethren, an appeal shall be made at the discretion of the Church Board through the church paper, or by direct correspondence for financial assistance.

10. Since the tithe is God's plan for financing His church, the River of Life Ministries members should support the church with First Fruits (10%) of their undesignated income.

ARTICLE SEVEN

Church

1. The church shall elect its own pastor and officers.

2. The church shall have its own constitution and bylaws,

3. The church officials are not privileged to interfere in the business of the church, except when invited to do so by the church, by the official board or by the pastor.

4. It is recommended to the church that when a pastor is asked to leave, he is given thirty (30) day notice and if a pastor resigns, he shall give thirty (30) day notice to the church.

5. It is recommended to the church church that in organizations within the church, youth ministries, ladies ministries and men's organizations. All officers of such organizations be subject to the constitution and bylaws of the church.

6. Each church must keep a roster of those who are definitely affiliated with said church and that active participation in all business meetings.

7. Whereas, a pastor may resign, or the church pastorate otherwise become vacant, we empower the Assistant Pastor of said church to act as a Pastor.

8. When an extreme emergency arises, such as when the pastor, or an official, or a member or members, or any other person shall be found conspiring, or plotting, or planning against the welfare of the River of Life Ministries, or some other dangerous situation, any general, church or church officers, or representatives of the River of Life Ministries, are authorized to take possession of said property or properties and hold same in the name of the River of Life Ministries until such time as said emergency has passed.

9. We recommend to our pastors and church, that because of the fact there is tendency on the part of certain church boards to assume the power of a dictatorial body, rather than an advisory or cooperative body, they refrain from appointing or retaining on their boards persons who do not meet the qualifications as deacons, or cooperative members, and that the church church board be advised that they are to be in subjection as servants and be cooperative as such, not assuming authority over the pastor of the church.

10. We recommend that our church church follow the New Testament pattern

of electing or appointing to office only those men and women who are of good report of them without and who have been baptized with the Holy Ghost according to Acts 2:4.

11. All candidates desiring pastorates in this church must send to the Administrative Assistant a personal résumé and, if attending a church also a letter from the pastor of the candidate.

The Church Secretary must send to the Administrative Assistant a report of the participation of the candidate in the church program.

These reports are to be presented by the Administrative Assistant \ presbyter to the church considering the candidate.

12. Each minister shall stress the need of deeding church property to the organization, as recommended below:

It is recommended to the church that, in order to protect the property of the church and to keep it from falling into other hands, the following clause be incorporated in the property deeds.

Having granted, sold or conveyed, and by these presents do grant, sell and convey unto the said (name of grantee) upon the following conditions, to-wit: That should the premises and property, hereinafter described, for any reason cease to be used as a River of Life Ministries church, all said property shall

Immediately vest in fee simple in the church of the River of Life Ministries. This limitation on the use of said property is a part of the consideration for the

conveyance, and is made herein for the express purpose of protecting said property from being diverted from its originally intended use, which is for the benefit and welfare of the River of Life Ministries only, all that certain lot,

tract or parcel of land situated, lying and being in the city of Binghamton, County of Broome _____, State of New York _____, and described as follows, to-wit: (Description of property).

13. The church must be pastored by a River of Life Ministries Elder.

ARTICLE EIGHT

Part One—Ministerial Relations

1. Our ministers are privileged to use the services of the ministers of other

churches of.

2. Ministers and workers are advised not to interfere with others who may have charge of a mission or church, whether it be by going in without consent of the one in charge, or by correspondence with the members of the church. All inquiries or correspondence which concerns the church, such as visiting the field, conducting meetings, etc., should be addressed to the pastor, or where there is no pastor, such correspondence should be addressed to the Church Executive Board | Administrative Assistant \ presbyter of said Board.

3. When differences arise, they shall be settled privately, if possible, but if after honest effort, this cannot be done, then those differing have a right to lay the matter before the Trustee Board and Executive Board. If the situation involves charges of ministerial misconduct or moral turpitude, the procedure shall follow Article Eight. Under no circumstances shall personal accusations be allowed from the floor of the Church Church unless so decided by the Executive ad Trustee Board.

4. All evangelists holding revivals for pastors shall encourage the congregation to be loyal to their pastors with their tithes and offerings.

5. Any minister moving from another church into the River of Life Ministries shall bring a recommendation from the church he/she is leaving.

6. Any pastor resigning his church shall notify the Administrative Assistant \ presbyter of the Trustee Board.

7. Any minister transferring from another church into River of Life Ministries shall meet the Executive Church Board \ Trustee Board at the next regular Church Board meeting.

8. Any minister applying for a pastorate of a church in the River of Life Ministries shall be required to show that they are in good standing, with a letter of recommendation from their Administrative Assistant \ presbyter and the Church Trustee Board in which they are affiliated. The letter should address their faithfulness in tithing to said church and show evidence of a smooth transition in their previous pastorate.

9. Any minister desiring a pastoral position in the River of Life Ministries whether transferring from another denomination or a new applicant submitting their name as an applicant for pastor, shall submit their name only after they have been a member of the River of Life Ministries for a period of ninety (90) days. For eligibility for pastorate the minister must be in full fellowship with the River of Life Ministries. No minister who is behind with his or her tithe will be eligible to place their name before a church to be voted on for pastor unless proper cause can be shown for the delinquency.

10. Whereas the Bible teaches that we should not be unequally yoked together with unbelievers, and whereas a Christian's effectiveness in witnessing would be drastically impaired, if not entirely destroyed, by maintaining membership in a lodge, secret order or secret society; no minister, on any level of the River of Life Ministries, shall be permitted to carry credentials with this organization and belong at the same time to a lodge, secret order or society.

11. All ministers are amenable to the Church Boards, therefore any minister who is not working in harmony with the program of the River of Life Ministries in the church., or in the organization as a whole, which includes attendance to the Church tithing and offering, fellowship and Youth rallies, shall be called before the Church Board and must make amends agreeable to the board. Failure to do so may result in the removal of the minister's name from the ministerial list if the board so desires.

12. The pastor will be responsible for seeing that records of church business and membership roster are kept in proper order and upon his resignation or dismissal, it will be his responsibility to show proof that these records are in proper order.

13. Any pastor who resigns his/her pastorate from the pulpit and later changes his/her mind shall be required to submit a résumé and make an appointment through the Administrative Assistant \ presbyter for a tryout date for his/her former pastorate.

Part Two-License and Ordination

1. All applicants for credentials, exhorters, licensed or ordination, shall have

received the baptism of the Holy Ghost according to Acts 2:4, and shall have read the entire Bible, particularly the King James Version. Exhorters not required to have read the entire Bible at time of application.

2. Applicants for fellowship shall have their application signed by their pastors and countersigned by the Administrative Assistant \ presbyter of the church where the applicant resides.

3. All applications shall be in the hands of the Church Board before they will be considered for process, no exceptions.

4. We shall not license or ordain anyone to the ministry who uses or endorses the use of tobacco, alcohol or narcotics in any form.

5. All novices must be a member of the church for one (1) year, before being issued an exhorter license.

6. All applicants for exhorter or regular license shall meet the same personal

qualifications as those applying for ordination.

7. All applicants, other than an exhorter applying for license, must have a proven ministry for two (2) years.

8. Candidates for ordination shall have at least two (2) years proven ministry as a licentiate. In recognition of the fact that ordination is the highest goal to which a minister may attain, and therefore, is reserved for those who have spent sufficient time in the active ministry, holding license with the River of Life Ministries or any denomination of the Pentecostal Charismatic Churches of North America, so as to prove his or her qualifications for this high office, no person shall be ordained to the ministry who is not active in the ministry at the time application is made for ordination and/or who does not give clear evidence of his or her intention to remain in the active ministry. The word ACTIVE means you are carrying a full schedule of duties as Senior Pastor, qualified, church-elected, pastor-appointed Associate/Youth Pastor, Evangelist, or Teacher in college-level ministries or seminaries. In order to be considered for ordination, the applicant must have fulfilled at least one (1) full year as a full- time minister, if working on a secular job, must have at least two (2) years' experience in an acceptable ministry.

9. Ordained and licensed ministers shall devote their time to the call God has given them, unless sickness, retirement or other extenuating circumstances prevent. When they live in vicinity where there is a River

of Life Ministries church, said ministers shall give the church whole-hearted cooperation.

10. Whereas the Bible teaches tithing, we urge all our ministers to make this

covenant with God, and keep it as they promised when making application for fellowship.

11. When a licensed or ordained minister of this organization, who has been dropped from the fellowship in another church, moves into this church, and here proves himself, after said minister clears himself in the other church, this church is empowered to grant him/her license under probation, and later under full restoration, if such is desirable.

12. Each minister, pastor and evangelist shall make an effort in his respective field of labor to increase the support of the missionaries.

The Administrative Assistant \ presbyter will act as chairman. This committee shall be authorized to examine all new applicants for exhorter, license and/or ordination. All applicants must obtain a recommendation from the executive\ Trustee board before they will be interviewed by the Church Board. An applicant not receiving a favorable recommendation from the Administrative Assistant and executive board may request a Church Board interview. Official minutes shall be kept of each meeting.

a. All decisions of the Trustee Board may be accepted or rejected by the Executive Board.

b. No one applying for fellowship will be required to wait longer than

sixty (60) days to meet the committee in any Board.

c. The Trustee Board shall meet to consider applicants at a time and place designated by the Administrative Assistant \ presbyter. No meeting of the Trustee Board shall be conducted without having been duly announced to the committee members.

d. All applications must be handed to the Administrative Assistant \ presbyter in advance, preferably fifteen (15) days before the Board meets.

13 Any minister holding credentials with the River of Life Ministries cannot hold credentials in any other church organization or religious fellowship that issues credentials to preach the Gospel.

14. Any person that fraudulently obtains credentials will automatically be dropped when verified.

15. All exhorter and licensed ministers shall be reviewed every three (annually) by their respective pastor, or Administrative Assistant \ presbyter, utilizing a review form supplied by the church office. A final review shall accompany all applications for advancement. The pastor is encouraged to assist the exhorter/licensed minister in achieving their ministry goals; and the exhorter/licensed minister is encouraged to submit to the pastor for instruction.

UNIFORM MINISTERIAL CREDENTIALS

1. The Minister's Study Series shall consist of the Exhorter's Study Series,

License Study Series, and Ordination Study Series and shall be the official study course for ministers of the River of Life Ministries. It shall be a mandatory program for credentials for all new ministers and those advancing from exhorters to license and from license to ordination. Upon the completion of the Minister's Study Series, a comprehensive test, provided by the general office, will be given to the minister by the church. Said minister must receive a seventy percent (70%) score on the test in order to receive a Certificate of Completion. Should said minister fail to achieve a score of at least seventy percent (70%) he/she must repeat the test until the satisfactory score is achieved. Neither Series One nor Series Two will be deemed completed until satisfactory score is achieved. A certificate of completion shall precede acceptance for ordination. If the minister has completed equivalent studies, this requirement shall be waived. For ministers transferring to us from another organization, a questionnaire shall be established from this series for exhorters, license and ordination, which at the discretion of the Church Executive Board \ Trustee Board they shall be asked to take at the level of credentials they desire. If passed and everything else is clear, they shall be granted the desired credentials. If they do not pass, they shall be asked to take the course from whatever level they failed.

2. EXHORTER: The exhorter credential shall be considered a first step

toward ordination. Upon acceptance as an exhorter, by meeting the minimum qualifications on the present application, and completing the Exhorter's Study Series, he shall hold this first step credential for a minimum of one (1) year. During this time he may exercise spiritual ministries as his gifts may be, but is not permitted to perform wedding ceremonies.

During this one-year period he may complete the first series of the *Minister's*

Study Series and complete the reading of the whole Bible, but this must be completed within two (2) years.

At the end of this one-year period, he may meet the board with an application for advancement to license. He must meet the board for advancement by the end of a two-year period or it shall be determined by the board if he is to retain his exhorter credentials. The board may drop the minister's credentials at their discretion.

All applicants who meet the church board for exhorter credentials shall be assigned to the church they are attending at the time the application is made, as long as the exhorter credentials are held, providing the church is a River of Life Ministries or a fellowshipping church. Should there be a reason to change the assignment, the exhorter must apply in writing, at least thirty (30) days before a board meeting. The church board shall make any change in the

assignment. The Executive Committee shall be empowered to make assignments in case of an emergency.

3. LICENSE: The license credential is considered a second step toward the goal of becoming an ordained minister.

Upon acceptance as a licensed minister by having completed Series One of the *Minister's Study Series*, having read the whole Bible and given evidence of definite plans to be active in the ministry—the licensed minister shall carry license for a minimum of two (2) years, during which time he must have become active in the ministry, and completed series two of the *Minister's Study Series*, at the time of applying for ordination.

As a licensed minister he is at liberty to exercise his gift as the Spirit leads and the doors open. if his credentials are current and properly registered. He may meet his respective Church Board at the end of two (2) years for advancement to ordination.

4. ORDINATION: Being now ready for the final step toward the goal to the ordained minister, the minister shall meet his Church Board with an application. It will be necessary to have a certificate of completion of the *Minister's Study Series*, and be in the active ministry at the time of applying for ordination and to give clear evidence of his intention to remain in the active ministry to qualify.

Part Three-Fees

1. Each minister, ordained and licensed, and each person licensed to exhort,

shall participate financially for the maintenance of the general and church offices according to the following:

All ordained Elders will pay \$100.00 licensed and exhorter ministers shall pay the sum of \$75.00, Licensed Missionaries 50.00 annually.

2. If the credential fees are hundred twenty (120) days in arrears, the credentials will be dropped by the General Office after notifying the church office.

3. To assist the general office and the church office in the bookkeeping

procedures necessitated by such an extensive program, each minister is encouraged, when possible, to pay his respective fees in one annual sum, or in semi-annual or quarterly payments.

ARTICLE NINE

Discipline

1. All charges against a member shall be in writing over the signature of at

least two (2) accusers in triplicate. One copy is to be filed with the Pastor, one with the accuser and one to be sent by the Pastor to the defendant. The Church Pastor shall appoint a suitable place and convenient time, not less than ten (10) days in advance for the hearing of the charge.

2. No questions may be asked nor any evidence be submitted, unless the

question and evidence have a direct bearing on the charges already filed. It is the duty of the chairman to enforce this procedure.

3. The Court of Inquiry shall consist of the Pastor and the church Administrative Assistant \ presbyter, together with any church or general official present. Should either party be dissatisfied with the decision rendered they may appeal to the next Church Board, and there take the matter before the entire Church Board present, whose decision is final; except ordained ministers, who may appeal to the Executive \ Trustee board, whose decision is final. The defendant shall be considered innocent until proven guilty.

4. If the defendant confesses and truly repents and shows a contrite heart, recommendation is made for leniency, and if possible, full restoration after a suitable time of probation.

5. If the charges are against the Pastor, the procedure shall be the same, except the Administrative assistant or an individual appointed by the Administrative assistant shall act as chairman.

6. If the charges are proven true, and of a sufficient serious nature, the defendant's name may be ordered removed from the ministerial list. The defendant shall have the right of appeal to the Executive \ Trustee Board, whose decision is final.

7. If the charges against any minister fail to be sustained, then the motives of the accusers may be examined, and if the accusers or witnesses are found to be untrue or malicious, then they shall be deemed guilty of malicious slander,

trouble-making and causing division, and may be disciplined, even to the extent

of the removal of their names from the ministerial list, if considered of sufficient import.

8. A person who has once been tried and proven innocent, or who has repented and made restitution, shall not be tried the second time on the same charges. Any person or persons causing dissension or division by referring to the former charges, either by mouth or by writing, shall be liable to discipline.

“Where there is no talebearer, strife ceases” (Proverbs 26:20).

9. When formal or felony criminal charges are brought against a minister, or when a victim comes forward with credible allegations against a minister, the church may suspend the minister until the matter is fully investigated and settled.

RESTORATION POLICY

10. Dismissal and Restoration:

a. Dismissal. It shall be left to the discretion of the Court of Inquiry as to whether the circumstances of the case call for a minister's suspension with restoration, or if he shall be dismissed without restoration. In the event restoration is not feasible or fails, the minister shall be listed as having been dropped.

b. Restoration. When it has been determined, either by a confession of the minister involved or by deliberation of the Church Board or Court of Inquiry, that there is cause for disciplinary action as a result of a violation of the River of Life Ministries principles as set forth in church and general bylaws; it shall then be the responsibility of the Church Board to determine a program of restoration, if deemed feasible. Recognizing that the underlying principle involved in discipline is redemptive the following provision for restoration shall apply:

1) Period of Time. The period of restoration will be determined by the Pastor or Trustee Board depending on the offense.

2) Procedure and Requirements. The following procedure shall be used

by the Church Board in determining the specific requirements of restoration for the individual minister:

a) Suspension. The minister shall be considered to be under suspension during the entire period of restoration and his fellowship card shall be held in the church office. The extent to which he may be permitted to minister, if any, shall first be determined by the Pastor and Trustee Board, but may, after a period of restoration, be amended by the Church Board. Certain offenses may not require complete cessation of ministerial activities, although some restrictions or limitations may be imposed.

b) Conditions. The minister must remain a member of the church

during the restoration period, unless, other arrangements are approved by the Church Board. While his credentials are in a state of suspension, his name shall not be removed from the ministerial roster. In the event his ministerial activity has been suspended, the minister must will be under the supervision of the Pastor.

c) Reports. The minister and his supervising pastor must submit individual reports to the Executive\ Trustee board.

d) Completion of Restoration. When the restoration period is satisfactorily completed, the minister shall be considered in good standing and his status restored.

c. Eligibility:

1) Previous Dismissal. A minister who has been dismissed or has surrendered his credentials, who shows repentance and indicates his desire for reinstatement, shall, upon obtaining the approval of the Church Board enter the appropriate restoration program as prescribed herein; with the provision that he shall not be eligible for reinstatement until the requirements of the program have been satisfactorily completed.

In the event a minister has a record of a prior violation(s) necessitating disciplinary action, permission for restoration shall be granted only by the Church Board.

2) Right of Appeal. If a disciplined minister desires to appeal the decision rendered by the Church Board, his request must be filed with the Pastor and with the Executive\Trustee Board within thirty (30) days. Said appeal shall be considered first by the Pastor.

SEXUAL ABUSE GUIDELINES

I. Recognition of Areas of Authority. As with most complex and emotional issues, there are three areas that must be considered.

A. The first is that of the spiritual well being of the individuals involved.

B. The second is that of the ecclesiastical aspect for the proper church administration.

C. The third is that of the interest and regulations of the state authorities.

II. Spiritual

A. At all times the victims, the accused, and the accusers shall be treated with dignity, respect and shall be engaged by pastoral staff with spiritual care.

B. Furthermore, as abuse accusations can precipitate such severe consequences, the family members of the victims, the accused, and the accusers shall be provided with spiritual care.

C. No person shall make any presumptions of innocence, guilt, truthfulness,

or falsehood of any party until definite proof of guilt is established.

III. Ecclesiastical

A. Upon an accusation being made against a church employee, volunteer, or that an incident occurred on church grounds or in a church activity, the pastor shall be notified immediately, or in the alternative, the Administrative assistant to the pastor.

1. The pastor or the church Administrative assistance shall be the designated representative of the church and shall consult with the executive committee of the church, the church trustee board, and the liability insurance representative for the

church.

2. The designated representative of the church shall follow the recommendations from these sources.

B. If the accused party is a church employee or volunteer, then the accused party shall be placed on leave.

1. This leave may be paid or non-paid throughout the investigative process, where there are no witnesses other than the accused and the accuser.

2. However, if two adults are present at the time of the alleged incident and one of whom has not been accused and the other adult states in an affidavit that he or she observed no incident, then the accused shall be on paid leave or remain throughout the investigative process.

C. Regardless of any other investigation, the church itself shall implement an investigation of the incident.

1. The investigation may include psychological testing for those involved.

2. In the event the accused shall refuse to cooperate with the church

investigation, then the accused shall immediately be placed on non-paid leave.

3. The church, through its designated representative, shall on a regular basis (every 30 days) keep all interested parties notified of the progress of the investigation, subject to counsel from the church's lawyer and / or insurance company.

D. If the church's own investigation clearly shows that the accused is in fact guilty, then the church shall immediately terminate its employment or volunteer relationship with the accused.

IV. State

A. Although a unique relationship exist between a parent and child, there exist a limited interest of the state in the children as was long ago established by King Solomon and set forth at 1 Kings 3:22-28.

B. Therefore, if any person has a reasonable cause to suspect that a child has been or may be subjected to sexual abuse or observes a child being subjected to conditions or circumstances that would result in sexual abuse, then that person shall immediately report or cause a report to be made to the state authorities.

HUMAN SEXUALITY

We believe that God has commanded that no intimate sexual activity be

engaged in outside of marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. Any minister, employee or volunteer staff of the church participating in any of the above sexual acts shall be terminated from employment or position in the Church.

We believe that marriage is only the joining of one biologically born man and one biologically born woman through Holy Matrimony and not through common law.

We believe that God made man in His image and God made females. No man or woman is qualified to take the act of God to change themselves as in transforming their original bodies to a different sex. Therefore any minister, employee or volunteer of this Church that has performed such an act shall be removed from their position immediately.

ARTICLE TEN Divorce and Remarriage

1. No divorced and remarried Christian shall be granted credentials with the

River of Life Ministries except in the following cases:

a. The divorce occurred prior to the first confirmed experience of salvation.

b. The divorce was for the cause of fornication on the part of the

applicant's former spouse (Matthew 5:32; 19:9).

c. The applicant can provide to the Church Board certified court manuscripts, or other definitive and credible supporting documents, whereby it can be determined that every effort was made personally and legally to save the marriage, and that said divorce occurred against the will of the applicant (1

Corinthian 7:15).

2. The following documents shall/may validate the minister's application: marriage questionnaire, substantiation letters and other definitive, credible supporting documents.

3. Many families have been disrupted and children have been denied the comforts of their parents and their God-given privilege of a home and as we deem it contrary to decency and the compassion of God, we therefore do not approve the separation of families over the divorce question.

4. All ministers of the River of Life Ministries shall refrain from uniting in marriage any two persons either of which have had a previous marriage and

former companion is still living, unless said person or persons can show Bible grounds for remarriage. The decision shall be left to the minister.

5. Any minister/pastor who permanently separates and /or divorces their spouse without biblical cause will jeopardize their credential status

ARTICLE ELEVEN

Church Meetings

1. The annual Church meeting shall be held in an accessible place in the month of December each year unless the Church Board deems it necessary to change the date for a specific year. The appointment of time and place shall be left to the decision of the Church Board and announced not less than thirty (30) days in advance. All reports of officers and departments are to be printed and prepared for Annual church meeting.

2. All ministers are required to attend at least one annual Church meeting

per year or the ministers credentials will be in jeopardy.

ARTICLE TWELVE
Order of Business

Devotional

Call to
Order

Report of Auxillaries

Report of Church Pastor

Report of Church

Administrative Assistant \

presbyter Report of Church

Secretary Report of

Auditing

Report of Church Women's Director (Personal & Financial)

Report of Church Youth Ministries Director (Personal &
Financial) Unfinished Business

Election of

Officers New

Business

Adjournment

ARTICLE THIRTEEN

Bylaws

1. By a two-thirds (2/3) majority vote of the church these bylaws may be

added to, amended or repealed.

2. A motion to suspend the rules may be made at any time when no question is pending, or while a question is pending, provided it is for a purpose connected with that question. The reason for the suspension must be stated. Any suspension of the rules shall require, as a minimum, a two-thirds (2/3) majority.

Rules of Order

1. All business sessions to be conducted according to accepted Rules of

Parliamentary Procedure using *Robert's Rules of Order* as a guide.

2. The voting constituency shall consist of the full fledged members of the River of Life Ministries.

4. Persons desiring to speak shall first rise, address the chair, and be recognized. Speaking shall be limited to three (3) times on any one subject: three (3) minutes the first time, two (2) minutes the second time and one (1) minute the third time. A timekeeper shall be appointed by the chair.

5. No personalities shall be indulged in from the floor.

6. All expressions, either in approval or disapproval, shall be refrained from during the business session while another is speaking.

7. All offices shall be decided by a two-thirds (2/3) majority of all the votes cast. No motion to vote by acclamation shall be accepted by the chair.

8. Each officer shall be appointed by the Pastor or Executive \Trustee board.

**FOURTEEN Home
Missions**

**Part One: Qualifications for Church Home
Missions**

Coordinator and Church Home Missions
Representatives:

1. The Home Missions Director shall is appointed by the Pastor or Administrative Assistant \ presbyter.
2. The Home Missions Board shall consist of the Pastor, Administrative Assistant \ presbyter.

**Part Two: Duties of Church Home Missions
Coordinator**

The Home Missions Coordinator shall coordinate labor, construction and

purchase of materials at the most reasonable price for churches under home missions supervision. He is to maintain contact with Administrative Assistant \ presbyters as to the place of need, and any business to be transacted between Board meetings. He is to work close with the Church pastor and keep him informed on all home missions matters.

Part Three: Application Procedure for Home Missions Financial Assistance

New Works

Anyone desiring to establish a new work must:

- 1.** Meet with Administrative Assistant \ presbyter to view and discuss potential location, then meet with board for approval.
- 2.** After meeting church approval, meet with Church Board.
- 3.** If Church Board approves, the following procedure will apply:
 - a.** The Board will determine if property for meeting place should be purchased, rented, leased, etc.
 - b.** The Board shall be empowered to decide the amount of financial assistance, amount to be granted, and the amount to be repaid.
 - c.** A monthly financial report of all received and disbursed (including support received through or outside the church) shall be sent without fail to designated board member until a charter is issued.
 - d.** No charter shall be issued until the Board deems the work a sovereign body; it has a membership roll, board of trustees and a capable, experienced Pastor.
 - e.** Amount of money to be repaid by the church into the Home Missions Fund shall be decided by the Board and shall be secured by a note made payable to the Home Missions Fund, River of Life Ministries, signed by the pastor and board of trustees. It must be signed before a charter is issued.
 - f.** All financial matters and important decisions shall be cleared by the pastor through the Board.
 - g.** Should the church be without a pastor before a charter is issued, the

Board and Administrative Assistant \ presbyter shall appoint a pastor.

- h.** The Board shall be responsible for obtaining a written agreement with the potential pastor of a Home Missions Church.

4. Anyone desiring to meet the Board will not be inconvenienced by waiting more than three (3) months.

ARTICLE FIFTEEN

Department of Women's Ministries

Name

The name of this organization shall be "Department of Women's Christian Fellowship."

Purpose

The purpose of this society shall be to stimulate a missionary spirit in the

church through prayer, increased knowledge of the Bible, and a study of mission service for the needy and regular contribution to both home and foreign fields, also to increase interest in the church.

Membership

The Church President of Women's Ministries shall be a member of the

River of Life Ministries, baptized with the Holy Spirit and shall be appointed by the church Pastor

ARTICLE SIXTEEN

Brothers in Christ

Name

The men's fellowship of the River of Life Ministries shall be brothers in Christ

Motto

The motto shall be "Mighty Man of Valor".

Symbol

The symbol shall be hands holding a crown over a dove in flight.

Purpose

The purpose of the Brothers in Christ shall be to create a strong bond of

fellowship among men; encourage men to assume their God given role of leadership in the home, church, and community; to teach, train, and to equip men to be spiritual leaders; to promote a strong arm of evangelism in the churches of the River of Life Ministries.

Recognition

Brothers in Christ is the men's ministry arm of the River of Life Ministries Brothers in Christ shall have the cooperation of all its ministers.

ARTICLE SEVENTEEN

Department of Youth

Ministries Name

The name of this organization shall be "River of Life Ministries Youth ON Fire."

Covenant

WHEREAS, God is calling the youth of the world to a personal experience of

salvation, through faith in the sacrifice of Christ on Calvary, and is then baptizing them into the Holy Ghost; and

Whereas, He is filling their hearts with a passionate love for souls, and with a holy fire and zeal for service and sacrifice;

Therefore, we, the Youth on Fire young people of the River of Life Ministries, do hereby pledge ourselves to a complete commitment to our Lord; and, recognizing the severity of our times, we hereby unite ourselves to do battle against Satan and his snares, and we will not be found in places of immoral entertainment or exhibition that bring dishonor to the Kingdom of God;

Knowing that Satan will do all he can to hinder us, we will keep ourselves free from all forms of gambling, tobacco, alcoholic beverages, and drugs that are physically and mentally harmful; and we will avoid malicious talk and/or vulgar communications; and we will keep ourselves from the influence of, and personal involvement in witchcraft, astrology and the occult, from types of music which suggest behavior not conducive to wholesome Christianity, and from involvement in premarital/impure and/or unnatural sex, and,

Since our bodies are the temples of the Holy Ghost, we hereby pledge to clothe them with apparel which is neither suggestive nor provocative, but which attracts others to our Lord rather than to our person; and,

We do further agree to cooperate with our ministers and leaders and with both our general and church officials for the glory of God, and the furtherance of the Gospel.

Standing

The Youth On Fire of River of Life Ministries shall be a part of the River of Life Ministries and shall work in cooperation with the church officials and with their church pastors. It shall support the activities and the official publications of the River of Life Ministries.

Church Organizations

The church president and secretary-treasurer shall be filled with the Holy Spirit

and in good standing in the church and shall be at least sixteen (18) years of age. They shall be elected by a two-thirds (2/3) majority vote of the church group to serve. The pastor is an ex officio member of all committees and is privileged to attend all business and social meetings. If any officer proves himself unfit for office, the pastor is empowered to remove said offending one from office and to appoint someone to serve until one can be elected.

Finance

1. The River of Life Ministries of Youth on Fire will have a budget that meets it's financial obligations set forth by the executive board and Trustee Board.

2.

Vacation Bible School

A Vacation Bible School Committee shall be selected by the Church Board the board

meeting preceding

Vacation Bible School for the purpose of assisting with any disciplinary problems and enforcing the rules of the VBS. The committee shall be composed of one (1) Church Board member, one (1) Youth leader and one (1) ordained or licensed minister.

Sunshine Band Youth Ministries

1. A church sunshine band of the River of Life Ministries shall be established in the

Church in cooperation with the Youth on Fire. This position shall be appointed by the Pastor. and approved by the Church Board.

2. Junior Youth Ministries ages shall be six (6) through twelve (12).

3. All church Junior Youth Ministries programs shall be supported by their church .

4. Whereas, God’s love and blessing is upon the children and He is saving and baptizing them with the Holy Ghost, and inspiring them with a sincere desire to be fruit bearing Christians, therefore, we, Y.O.P. of the River of Life Ministries, do hereby pledge ourselves to our true Christian experience, in conduct, in prayer and in testimony. We will not be heard using bad language, we will not be found in places of immoral entertainment and exhibitions not edifying to the Kingdom of God, or be seen dressing in a manner that would not be a Christian example to other boys and girls.

ARTICLE TWENTY

Dissolution

The assets of the River of Life Ministries, are irrevocably dedicated exclusively for religious, charitable and/or education purposes. In the event of dissolution of the Ministry, the Church Board shall, after paying or making provisions for the payment of all the liabilities of the ministry, dispose of all the assets of the Ministry, so as to insure that the remaining assets will not inure to the benefit of any private person or persons, but that all remaining assets will be transferred to the general Church, namely the River of Life Ministries.

ARTICLE TWENTY-ONE

Territory

Territory Included in the River of Life Ministries

The territory of the River of Life Ministries shall include all that portion of the city of Binghamton, NY.

ORDAINED ELDERS

Mario D. Williams 10 Willard St., Binghamton, NY 13901
Kim I. Williams 9 Chelsea Sq., Binghamton, NY 13905

LICENSED MINISTERS

Minister George Moon

EXHORTER MINISTERS

CHURCH DIRECTORY

Joseph L. Williams

John Gaskin

FELLOWSHIPING CHURCHES

MOUNT SINAI COGIC

126 South Washington Street., Binghamton, NY
13901)
(607) 723-2361, Superintendent, Pastor: Arthur W. Jones

HOUSE OF WORSHIP COGIC

93 Riverside Dr., Binghamton, NY
(607) 348-4534 Pastor: Frank Barnett

INDEX 2

Pastor: Leader, Administrator.....Page 3
Associate Ministers.....Page 3
Pastoral Staff.....Page 4
Department of Evangelism.....Page 4
Deacon Board.....Page 5
Trustee Board.....Page 6
Women’s Board.....Page 7
Mother’s Board.....Page 8
Usher’s Board.....Page 8
Pastor’s Aide.....Page 9
Hospitality.....Page 9
Kitchen Ministry.....Page 10
Department of Music.....Page 10
Coordinator of Youth Ministries.....Page 11

Sunday School Department.....Page 11
Dept. of Missions and Benevolence.....Page 12
Financial Secretary.....Page 12
Department of the Clerk.....Page 13
Building and Grounds.....Page 14
Alter Worker.....Page 14
Van Ministry.....Page 16
Church Mother.....Page 21
21

Pastor: Leader, Administrator

The Pastor is the spiritual and administrative head of the church. As spiritual leader, he is to teach and preach the Gospel and provide leadership in developing the various ministries necessary as God directs him. As administrator, he is to oversee and lead in the financial development of personnel. (The responsibilities of the Pastor are as dictated by the Lord. However, a partial list is included for your information.

1. Proclaim the Gospel of Jesus Christ and lead the church in proclaiming the Gospel to the community.
2. Provide administrative leadership for the total church program.
3. Appoint and remove officers or lay leaders as necessary.
4. Care for persons in and out of the church and lead the church in caring ministries.
5. Lead and provide direction for worship services.
6. Supervise the work of church leaders.
7. Provide leadership for observance of the ordinance of the church.
8. Provide leadership in the training of Deacons and Church Leaders.
9. Set goals and objectives for the overall ministry of the church.
10. Other duties including but not limited to:

Counseling
Studying
Praying
Interpreting
Structuring

Reading
Planning
Researching
Listening
Restructuring

Learning

Organizing

Associate Ministers

An Associate Minister is one who is a companion in the ministry, ranking highest next to the Pastor, therefore admitted to some but not all rights and privileges but such as those granted by the Pastor. He/she is to follow the spiritual guidance of the Pastor in the capacity or capacities in which he/she is assigned. One Associate may be designated by the Pastor as his Administrative Assistant to represent him in his absence.

General Duties:

1. Assist the Pastor in preaching and teaching when designated.
2. Assist the Pastor in the administration of the ordinances of the church.
3. As the Administrative Assistant, substitute legally and spiritually in the absence of the Pastor.

Pastoral Staff

General Duties:

1. To assist the Pastor in Preaching, Teaching and Worship.
2. Assist in the administration of the ordinances of the church, i.e. Communion, Feet Washing, Water Baptism, etc.
3. As assigned by Pastor, prayerfully, spiritually and professionally carry out the preaching, teaching and worship duties and services in his absence.
4. Assist in Fellowship Services and fill in for the Pastor with outside church preaching and engagements when asked. Assist Pastor at District and State Meetings.
5. Required to pay State and National Reports.

Special Requirements:

1. Must be committed, regular attendee of church services, prayer meetings, Bible study, Sunday school, evening and weeknight services.
2. Must lead a prayerful, fasting, consecrated life.
3. Hold in trust all legal documents of the church.
4. Assist the Pastor in budget development.
5. Monitor and implement the budget approved by the Pastor.

Specific Assignments:

1. Hold in trust for the use and benefit of members of the local church any property that is acquired.
2. Hold in trust for the use and benefit of the local church any assets which shall become property of the church either by gift, deed, or otherwise with or without legal designation.

3. Receive from the Pastor the parameters of the budget with suggested funds required and resubmit to him the annual budget for his approval.
4. Work with other auxiliary leaders to help determine the budgetary needs of the various departments and their contributions to the general budget.
5. Maintain a unified budget approach to fiscal management and banking.

Department of Evangelism

This department shall consist of Elders, Ministers and Missionaries who are members of the local church. Pending approval of the Pastor, this department shall schedule revivals and crusades very closely with the Director of Missions and Benevolence by participating in such activities as Street Ministry, Prison Outreach and Nursing Home Services.

1. Schedule and plan with the Pastor three revivals during the year.
2. In cooperation with the Outreach Director, conduct at least four (4) street crusades during the year.
3. Participate in pre-revival canvassing.
4. Assist the Pastor and Missionaries in hospital shut-in visitations.
5. Conduct worship services when designated by the Pastor or in his absence.
6. Pray for the total effectiveness of this ministry of the church.

Deacon Board

General Duties:

1. Assist the Pastor and Pastoral Staff, when necessary, to perform the ordinances of the church, i.e. Communion, Feet Washing, Water Baptism.
2. Assist in the collection of the church offerings.
3. Support and encourage the congregation to support the Pastor and various programs he has set forth.
4. Assist Pastor in fellowship services at other churches and assist Pastor at the District and State Meetings.

Specific Assignments:

1. When designated or assigned, conduct the receipt of public offerings.
2. Count monies received and transferred to the Financial Committee or Financial Secretary.
3. Accept designated times to open and shut up doors of the Sanctuary.
4. Fulfill the following duties
 - a. Assist in the physical maintenance of the church including custodial and necessary repairs, i.e., replacing light bulbs, shoveling snow and applying salt, when needed. Presently working with Buildings and Grounds committee and Custodian, with the eventual plan, in the future, of becoming the custodians of the church.
 - b. Participate in outreach activities and coordinate Men's fellowship.
 - c. Participate in the service of Holy Communion, Baptism, and Feet Washing according to the guidelines specified.
 - d. Assist in preparing areas for dressing of men for Baptism and Feet Washing.

5. Complete the Deacon's Training Course and any additional training required by the Pastor.

Requirements and Covenant for the Deacon Ministry

Attendance:

Each Deacon is expected to maintain consistent and regular attendance. He is to be present for Prayer Meeting, Bible Study, Sunday School, Sunday Morning and Evening Worship Services, and Friday Night Worship Service. He is expected to attend all Deacon and Men's meetings. He is expected to be related to all areas of church life. Exception to any of these would be in the event of occupational requirements, illness, or some other form of providential hindrance.

Stewardship:

The deacon is expected to be a faithful steward of what the Lord has entrusted to his care. He is to be responsible in the way he handles his business affairs. He is to give at least one tenth of his income, or tithe, to the Lord through the church. He is responsible in the way he handles the balance of God's resources, i.e. offerings, and support special financial benefits, for Church and Pastor.

Ministry:

He does not function in an administrative capacity. He is to be an extension of the Pastor's ministry to the congregation.

Training:

The deacon will participate in all the required training offered by the church for the deacons. He will go through the prescribed sessions before his confirmation and will participate in additional training as it is made available.

Example:

The deacon is to set a good example before the congregation. His personal habits should not bring reproach upon the Lord or His church. He should have nothing to do with intoxicating beverages. He should seek to keep his body clean and pure from anything that would affect his testimony for the Lord. His home should be an example. He should give spiritual leadership to his home. He should try to maintain a strong marital relationship with spouse. He should be the husband of one wife. His wife should be a strong support of his ministry.

Doctrinal:

He should be in line with Church of God in Christ faith and doctrine. He is expected to know what the Bible teaches and be willing to follow its teaching. He is to be in full cooperation with the Missions and Evangelism program and the general.

Leadership:

The deacon is encouraged to participate in any teaching role or leadership role where he feels the leading of the Lord or as assigned by the Pastor.

- **If these areas are not in the corrected order, a standing deacon should be willing to seek prayer, spiritual and professional help.**
- **A person with these problems would not be considered for such a leadership position.**

Trustee Board

Although the word “trustee” does not appear in the Bible, we are reminded that we are to be good “stewards” of that which God has blessed us with. The Trustee Board is therefore the ministry of caring for the management and distribution of funds. They are to hold in “trust” legal documents of property and other business, assist the Pastor in budget development and monitoring of financial matters of the church.

Each Trustee Member is expected to maintain consistent and regular attendance and to be present for Prayer Meetings, Bible Study, Sunday School, Sunday Morning and Evening Worship Services, and Weekday Services. Exception to any of these would be in the event of occupational requirements, illness, or some other form of providential hindrance. In addition, Trustee Member is expected to be consistent in giving tithes (one tenth of income), offering and support financial benefits for Church and Pastor.

General Duties:

1. Manage the general financial affairs of the church and develop the most efficient means of financially operating the church.
2. Monitor and follow the church policies and procedures for finances.
3. Must be prayerful to preach, teach or speak on Sunday evenings, Friday nights on a regular basis. The more faithful to services, the more you will be used. Stay prepared!
4. In partnership with the Mission and Evangelist Board, plan and assist in quarterly and periodic shut-ins and prayer vigils.
5. Committed to paying tithes (10% of income) and offering and supportive of church functions and pastoral benefits.

Women’s Board

This department consists of all auxiliaries with ministries related to the spiritual, physical and emotional needs of women. It shall be responsible for identifying such needs and periodically conducting such activities as seminars, workshops, retreats, etc. for women of all ages. It shall be responsible for conducting and annual Women’s Day service to support this ministry and fulfill its mission.

General Duties:

1. Work with the Pastor in determining the direction of ministries for women.
2. Monitor the fulfillment of goals and objectives of women’s ministries.
3. Oversee the budget of the department.
4. Personally encourage the women to support the vision of the church.
5. Encourage the women to support the vision for the church.

Specific Assignments:

1. Plan and schedule appropriate seminars and workshops for Women during the year.
2. Plan and schedule and conduct the annual Women's Day service.
3. Meet with members of auxiliaries for women and determine their interests and needs for ministry.
4. Identify and get approval of the Pastor for speakers and material to use in ministering to women.
5. Identify means of meeting the needs of the non-church women in the community.
6. Pray for the total effectiveness of the ministry of the church.
7. Schedule monthly meetings for women with children. (Single Mother's Fellowship)
8. Meet and counsel with young unmarried women seeking to be married for the first time.
9. Implement a Health & Fitness program for the women.

Mother's Board

This board shall consist of women who are willing to commit themselves to diligent and vigilant intercessory prayer for the Pastor and the church. For James said, "The effectual, fervent prayer of a righteous man (person) availeth much." (James 5:16) They are handpicked by the Pastor through the guidance of God and the Holy Spirit.

General Duties:

1. Pray daily for the total effectiveness of the ministry of the church.
2. Assist in the planning of the annual Women's Day service.
3. Attend and/or participate in the annual Women's Day service.
4. Support the Pastor's ministry and administrative programs.

Specific Assignments:

1. Be advisors to the Women's Ministries.
2. Personally encourage the women to support the Pastor's programs and ministry.

Usher's Board

The Usher Board is composed of those dedicated to "order" in the House of the Lord. This ministry is designed to portray the love that Christ has for all mankind through rendering services to visitors and the congregation. Its organization shall consist of a President, Vice President, Secretary, Treasurer and Chaplain.

General Duties:

1. Provide leadership in the organization of this unit.
2. Provide leadership in the identification of goals and objectives of this unit.
3. Provide leadership in the development, implementation and management of the budget of this unit.

Special Assignments:

1. Provide water or juice for the Pastor after he speaks.
2. Keep the pulpit area clean and free of litter, dirty handkerchiefs, etc.
3. Teach all workers to work with the Greeters Ministry, specifically in seating guests after Greeter has met them at the door.
4. Provide leadership in securing and training other workers in this ministry.
5. Include in the annual budget any and all district or state dues to be reported.
6. Pray for the total effectiveness of all ministries within the church.
7. Schedule one annual Usher Board service.
8. Membership in the State Usher Board and Citywide Usher Board.

Also in cooperation with Greeters, teach all workers to retrieve visitor information cards and return them to the church clerk as quickly as possible during the service: and for late arrivals retrieve the visitor information cards and return them to the church secretary.

Pastor's Aide

This special unit seeks to assist the first family in meeting their many needs as they are called upon to perform in service to the church. In other words, they are to seek ways to relieve some of the burdens confronting the Pastor and his family. Additionally, they are to seek ways to assist the Pastor in fulfilling his clerical duties by seeing that his special attire is in adequate supply and condition for such service.

General Duties:

1. Provide leadership in identifying the goals and objectives for this group.
2. Provide leadership in the development, implementation, and management of the budget of this unit.
3. Consult with the Pastor at least annually to determine the type of assistance needed for clerical supplies.

Special Assignments:

1. Keep the Pastor's clerical robes clean and in good repair.
2. Keep handkerchiefs clean, pressed and available in the pulpit area.
3. Support and encourage the membership to support the Pastor's programs and ministry.

Hospitality

The Hospitality Committee is composed of those individuals who enjoy serving others. They extend to guests and friends of the Pastor and church a helping hand and a friendly spirit. They

are dedicated to the comfort of church guests and satisfy their hunger and thirst at designated times. They primarily serve at the discretion of the Pastor and assist their President in fulfilling his/her request for special services and the coordination of serving the church and their families who are bereaved.

General Duties:

1. Provide leadership in setting goals and objectives for this group.
2. Provide leadership in developing, implementing and managing the budget for this group.
3. Work with the Pastor and other designated leaders in providing assistance in serving guests at special occasions.

Special Assignments:

1. Organize the members of this group, as well as other members of the church who are willing to help serve guests at special functions at or away from the church as approved by the Pastor.

Kitchen Ministry

General Duties:

1. Oversee the operation and cleaning of the church kitchen and dining facilities.
2. Oversee the scheduling of events involving the church dining facilities.
3. Organize and oversee the organization and scheduling of annual church events such as, but not limited to, the following:
 - A. The Annual Church Christmas Banquet (unless assigned to another group)
 - B. Easter Sunrise Breakfast
 - C. Pastoral Appreciation
 - D. Church Anniversary

Department of Music

This department consists of all choirs, groups, ensembles and musicians in the church. The Minister of Music shall be the immediate supervisor of this department. This department shall be prepared to minister musically at all times of service. This is to include, but is not limited to, Friday night family worship, Sunday morning and evening, revivals, crusades, funerals, special services, etc.

General Duties:

1. Develop and submit the annual budget of this ministry to the Trustee Board for approval.
2. Provide leadership in identifying priority goals and objectives for this ministry.

3. Provide leadership in the development and implementation of the annual budget.

Special Assignments:

1. Schedule choirs to minister at designated times. This shall include, but is not limited to, regular service times on weeknights, Easter, revivals, crusades, etc.
2. Serve as coordinator and counsel to the Choir President, or designated person of Junior Choir.
3. Supervise the rehearsals for all choirs.
4. Develop a repertoire of songs for a variety of different type of services.
5. Supervise the uniforming of all choirs.
6. Be prepared to minister every Sunday morning (exception: Junior choir, designated groups, or soloist will be singing instead.)
7. Responsible for singing every first and third Sunday evening services.
8. Responsible for singing for one Friday night service per month.

Coordinator of Youth Ministries

General Duties:

1. Get the appropriate materials for organizing the Sunshine Band (Ages 4-12) and the Purity Class (Ages 13-18).
2. Implement the Sunshine Band and Purity Class and other appropriate means of youth fellowship.
3. Build a strong youth choir (Ages 3-12).

Specific Assignments:

1. Offer suggestions to the Youth Workers of each area a variety of ways to minister to the youth.
2. Plan and schedule coordinated youth ministry activities.
3. Plan and schedule coordinated youth fellowship activities.
4. Pray for the total effectiveness of the ministry of the church.

Sunday School Department

The Sunday school is the major teaching ministry of the local church. Designed for all ages, it will focus on various Biblical topics for the spiritual growth of those who attend. It is also evangelical in its teaching of the Gospel of salvation to all who attend. It consists of a Superintendent, Assistant Superintendent, Secretary, Assistant Secretary, Treasurer, Devotional Leader and Teachers.

General Duties (Superintendent):

1. In consultation with the approval of the Pastor, organize and appoint officers and teachers.
2. Develop and supervise the budget of the department.
3. Oversee the acquisition and use of material, equipment and literature of this department.
4. Discipleship Class development; Church and Community outreach for children evangelism.

Specific Assignments:

1. Conduct or designate someone to conduct the Sunday morning prayer and opening of the Sunday school.
2. Assign teachers to classes.

Department of Missions and Benevolence

The department shall consist of Home and Foreign Mission, Outreach Mission, Hospital Intercessory Missions and the Benevolence Committee. They shall coordinate their efforts to seek ways to serve the needs of mankind wherever and however possible.

General Duties:

1. Develop and submit the annual budget of this ministry to the Trustee Board for approval.
2. Provide leadership in identifying priority goals and objectives for this ministry.

Specific Assignments:

1. Establish procedures for collecting, storing, distributing food, clothing, etc.
2. Keep records of all activities and reports to administration when requested.
3. Make all district and state reports as designated and approved by the Pastor for the Home and Foreign Mission Unit.
4. Identify persons in the church who have been ill or need or need and report to the Pastor. Allocate a love donation for distribution through the Director of Benevolence.
5. Send flowers and/or cards to hospitalized or sick members and immediate relatives.
6. Schedule visits of the Hospital Intercessory Committee and others designated by the Pastor.
7. Identify lay ministries that wish to contribute to Thanksgiving and/or Christmas baskets for the needy and elderly members of the church.
8. Select from the Tape Ministry catalogue tapes to distribute to the sick and shut-in along with a tape player if needed for circulation.

9. Distribute tracts and other literature on healing and deliverance.
10. Establish a committee for screening applicants for financial assistance.
11. Identify and utilize other agencies as primary means of assistance.

Financial Secretary

The role of the financial secretary is to assist the Treasurer in maintaining the accuracy of financial records. This person shall report to the Trustee Board and Pastor (in the absence of the Treasurer), a report with the financial status of the church funds on a monthly basis.

General Duties:

1. Assist the deacons in receiving and recording all offerings and tithes.
2. Keep accurate tax-deductible information on all members.
3. Perform the book keeping procedures of the church.

Specific Assignments:

1. Assist deacons in counting and recording offerings and tithes.
2. Oversee the transfer of collected funds to the Treasurer and/or Trustee Board.
3. Keep a file of receipts of money turned over to the Treasurer and/or Trustee Board.
4. Check the financial records of the Treasurer for accuracy.
5. Assist the Treasurer and/or Trustee Board in overseeing the monthly budget.
6. Work with the Treasurer and/ or Trustee Board in the paying of monthly expenses of the church according to the guidelines of the financial policies and procedures of the church.

Department of the Clerk

The recording secretary of the church is the official of this department. This consists of the communication to individuals in the church from the Pastor, Trustee Board, all departments and auxiliaries of the church. They are responsible for sending correspondence as designated by the Pastor and to file and keep accurate records on membership and documents.

General Duties:

1. Serve as the secretaries of the Church.
2. Type all mail correspondence as needed.
3. Keep accurate records on the membership and church organizations.
4. Be available to welcome visitors and read announcements on Sunday Morning (Pastoral approval).
5. Take names and other information of those wishing to join the church or watch care on Sunday Morning.

Specific Assignments:

1. Record and keep a file of minutes of the Church Council and all church business meetings.
2. . Prepare the weekly church bulletins.

3. Prepare and maintain Visitor's card and Follow-up register.
4. Type and send letters to visitors and new converts.
5. Type and send letters to the membership from the Pastor as designated.
6. Distribute incoming mail as directed by the Pastor.
7. Keep and update files on all families of the Church including birth dates, names of children and/or grandchildren, wedding anniversaries, etc.
8. Prepare all certificates and documents.
9. Prepare reports from the Trustee Board to the membership as needed.
10. Prepare forms to report to state and national leaders.
11. Keep files of request for letters or transfer of membership.
12. File all letters of transfer received.
13. Prepare and submit resolutions from the church for families of deceased members or deceased relatives and loved ones of the membership, obtaining approval of the Pastor as to the appropriateness of the resolution for the circumstances involved.
14. Pray for the total effectiveness of the ministry of the church.

Building and Grounds Committee

General Duties:

1. Keep the Deacons and Trustees aware and informed of present needs of the building and grounds.
2. Help to properly repair and keep up the premises.
3. Recruit new or present members with trade skills or assist in training those wanting to learn trade skills. Skills include carpentry, electricity, plumbing, painting, paving, and landscaping. Eventual goal is to eliminate the need for outside custodial help.

Alter Worker

Introduction

There is a great expectancy of people who will respond to the Gospel. When people respond effectively to the Gospel of Jesus Christ, it brings about a significant change in the life of the individual. Therefore, there should never be a time when an altar call is exempted or omitted from a service. In this 21st century church, too many Evangelist have changed the time allocated for an altar call to a time allocated for an offering call.

1. What is an altar?

The very first object that a worshipper would notice, upon entering the curtain that surrounded that ancient sanctuary (Moses Tabernacle) was the “**Altar of Burnt Offering**” or **Brazen Altar**. It stood just inside the entryway and was accessible to all of

the people! The altar was constructed and framed in wood that was covered with brass and it was sufficient to hold any offering that might be placed upon it.

There was a fire continually burning, continually smoking from the sacrifices, renewed on a daily basis, that were placed upon it. **The fire on the altar had a two-fold meaning, in which it proclaimed the Holiness and Justice of God “PURITY” and was symbolic of His readiness to receive the sacrificial offering of the people to cleanse them from their sin.**

The Altar was always blood-stained and open round-the-clock to any individual. It was situated in such a way that everyone who entered the interior of the tabernacle had to pass, of necessity, the “Altar” and take of its sacrificial blood in order to be accepted into the Holy Place.

The very position of the “Altar”, which is the type of Christ, teaches us that the sacrifice of Jesus Christ, stands at the very doorway through which we must enter to have access to and communion with Almighty God, the Father!. The relationship that existed between the altar and the inner sanctuary teaches us that the blood of Jesus, the Christ, is our only “passport” into the presence of Almighty God.

The word altar means “High Place” and was place of sacrifice in which something or someone has to die and the place where man would meet God. Before the Priest went before God in the Old Testament, an innocent lamb would be sacrificed to bore the judgement of the guilty. The Priests would lay their hands upon the head of the offering symbolizing their sins being transferred to the offering and the life of the offering was transferred to them. The altar is what gave value to His sacrifice.

History records the building of altars before any Patriarch went before the presence of God. In the Old Testament scriptures you will find that altars were:

- **Built by Noah** (Genesis 8:20)
- **Built by Abraham** (Genesis 12:7-8; Genesis 13:18; Genesis 22:9)
- **Built by Isaac** (Genesis 26:25)
- **Built by Jacob** (Genesis 33:20; Genesis 35:1-7)
- **Built by Moses** (Exodus 17:15; Exodus 24:4)
- **Built by Balaam** (Numbers 23:1; Numbers 23:14; Numbers 23:29)
- **Built by Joshua** (Deuteronomy 27:4-7; Joshua 8:30-32)
- **Built by Reubenites and Gadites** (Joshua 22:10; Joshua 22:34)
- **Built by Gideon** (Judges 6:26-27)
- **Built by Samuel** (1 Samuel 7:17)
- **Built by Saul** (1 Samuel 14:35)
- **Built by David** (2 Samuel 24:18-19)
- **Built by Elijah** (1 Kings 18:31-32)

2. The Altar Worker

In the Old Testament, the Altar Workers were the individuals that assisted the Priest

during the sacrifice and had the most important job of all the people. They were responsible for cleaning the altar and ensuring that the fire of the altar never went out. (Leviticus 6:13)

Today, the Altar Workers mainly include Elders, Ministers, and Missionaries. Sometimes Deaconess, other Leaders, the Laymen may be properly trained and anointed for the service of Altar Worker. Most importantly, the significance and responsibility of the Altar Worker must remain the same in the sight of God. Therefore, the heart and attitude of the Altar Worker should be established with grace.

3. The Function of the Altar Worker

Altar Work consists of more than holding a sheet or garment or catching an individual when they are slain by the Holy Ghost. The person going forth in this area needs to know this is a very large responsibility and must have a clear understanding of the seriousness and importance of this ministry.

The primary function of the Altar Worker is to assist the Pastor or Conductor by ministering and praying for those who have a special request before the Lord such as acceptance of Jesus Christ, the filling of the Holy Ghost, and the receiving of healing or deliverance. As they pray for special needs, they should display love, reflecting assurance and confidence in God.

Normally, after the Pastor or Conductor has prayed, the Altar Worker must seal the work by a continuation of prayer with the individual; guiding the individual to deal directly with God.

Altar Workers must learn to identify the witness of the Holy Ghost. The Spirit will be sensitive to the Altar Workers spirit thereby causing them to discern the difference between right and wrong. **The Altar Workers should watch, pray, listen carefully to individuals. They must never assume that they know the reason why the individuals have come to the Altar.**

The Altar Work is to be spiritually alert in order to assist in the needs of an individual. As the Altar Worker prays with the individual, he or she must determine if there is a need to continue additional Altar Work. The Altar Worker should not hesitate to ask another worker to join for assistance. Sometimes it may require the assistance of two or three Altar Workers to bring about the breakthrough or deliverance to an individual.

The Altar Worker should always stay focused on the individual and acknowledge that God is the one who is in control of the Altar Call. Therefore his or her faith or confidence is in the blood of Jesus, and they speak of God's Power and not their own. The individual needs to know that it is God who has the power to heal and deliver.

QUALIFICATIONS FOR AN EFFECTIVE ALTAR

WORKER

1. Born Again and HOLY-GHOST FILLED.
2. Understand the work of the Holy Ghost and the Warfare of Satan.
3. Effective Prayer Life.
4. Gift of Discernment.
5. Possess Victory in Manifestation over Habits.
6. Good Personal Hygiene.

DO'S AND DON'T'S FOR ALTAR WORKERS

DO'S

1. Altar Workers must have an effective Prayer Life.
2. Altar Workers must show encouragement to the individual.
3. Altar Workers must focus on hearing rather than having the answer.
4. Altar Workers must lean unto spiritual understanding.
5. Altar Workers must speak wisely, some phrases cause additional problems.
6. Altar Workers must approach the altar with a positive attitude.
7. Altar Workers must always be alert and attentive to needs of the individual.

DONT'S

1. Altar Workers should not leave the altar until the call is over.
2. Altar Workers should not put emphasis on church membership during Altar work.
3. Altar Workers should not lay hands unless instructed by the Pastor and Conductor.
4. Altar Workers should not go ahead of the Pastor or Conductor.
5. Altar Workers should not pat, fan or rub hands well over persons back.
6. Altar Workers should not lift or stand and individual until the Holy Spirit has finished.
7. Altar Workers should not stop an individual from falling during the ministry of the Holy Spirit.
8. Altar Workers should not crowd the altar area, Pastor or designated Altar Conductor.
9. Altar Workers should not be a participant in the altar line; then proceed to work

AND REMEMBER.....

To be an "EFFECTIVE" Altar Worker is to be trained and most important be anointed by God to work in a ministry in the body of Christ. Therefore, you should govern your life accordingly, with a life of Holiness. There is a great expectancy of people who will respond to the Gospel of Christ. When people effectively to the Gospel, it brings about a significant change in the life of the individual.

VAN MINISTRY

To Serve the local community by providing transportation (for those in need of a ride), to Sunday Morning Service at River of Life Church, 28 Frederick Street, Binghamton, NY. We are committed to operating with excellence, serving with a GOD centered attitude, and being an

example through our words and actions.

Van Ministry oversees the canvassing of designated areas for van/bus pickup. Work with Outreach Visitation for new persons to reach this ministry. Identifies and train bus captains and workers for this ministry.

RIVER OF LIFE VAN MINISTRY PROVIDES TRANSPORTATION FOR THE 11:00AM SERVICE ONLY. (Any other transportations need to other services are to be directed to the Pastor.)

How Do I Reserve?

Reservations must be made by Thursday every week by calling 302-324-5400. Your name will then be placed on the Van Ministry list. You will receive a call on Saturday and again on Sunday confirming your reservation. You must be available for this call.

How Can I Get Involved?

If you need transportation or would like to volunteer to drive in the Van Ministry, please contact Pastor Mario D. Williams. Drivers are needed to pick up the many people who call for transportation.

R.O.L. provides the van. Each driver must have:

- A clean driving record
- Submit this record along with a copy of your driver's license.
- All drivers must be a member of R.O. L. and have completed the Mobilizing Believers Classes or CD's.
- An approved volunteer application must be on file at R.O.L.

Driver Expectations:

- Provide a safe and comfortable commuter experience.
- Stay in an attitude of Serving.
- Be consistent in our operation.
- Walk in love.
- Communicate clearly and effectively.
- Keep Commitments.
- Be Flexible and Understanding.

PASSENGER EXPECTATIONS

- All passenger must fill out a liability release form.
- A parent or guardian must accompany children and youth under 18 years old.
- No additional stops will be made; unscheduled and recreational stops such as McDonald's are prohibited.
- Passengers must be ready when the van arrives or the van will depart without them.
NOTE: Passengers will have a 5 minute grace period once they are informed.
- Passengers must submit to all safety rules.
- All passengers are expected to show respect to the driver at all times.

***NOTE: Every effort will be made to allow van passengers in need of ministry to receive prayer and ministry immediately after the service prior to departure. However, extended periods of time will delay drop off times, and potentially inconvenience other passengers.

OPERATIONS

- All passengers riding the van will be contacted by phone either Friday night or Saturday morning to re-confirm that you will be riding the van.
- Passengers must be ready for pick-up by 9:30am on Sunday.
- If passenger needs to cancel, it is very important that you call as soon as possible, no later than 3pm Saturday.
- The driver will call passengers again by the driver on Sunday morning to re-confirm if a ride is still needed.
- Passengers must be available to answer the phone. If the driver cannot reach passenger by phone, passenger will not be picked up.
- If the passenger has an infant, two seats are needed. Children cannot sit on a parents lap and must be place in child restraint seat.

Any issues or concerns should be directed to Assistant Pastor, Elder Kim Williams or transportation president Sr. Cassondra Harris.

Pastor phone#:

Main Coordinator#:

Support#:

Receipt and Acknowledgement

I acknowledge I have read the River of Life Ministries
Leaders Rules and Responsibilities Manual, as it applies to my position as:

_____.

I understand that I am responsible for knowing and adhering to the rules and responsibilities set forth. In the event I no longer want to continue serving in this ministerial position or I am asked to resign from this position by my Pastor; I will do so respectfully.

Signature: _____

Print Name: _____

All About The Church Mother

Table Of Contents

Purpose.....

Department of Women’s Role and Definition of Church Mother.....

National Church Mother’s Board

Mother Board Scripture.....

Qualifications.....

Attributes.....

Duties.....

Relationship to Pastor.....

Relationship to Church.....

Relationship to Home.....

Financial Responsibilities.....

Dress.....

Purpose

The purpose of this handbook is to help provide clarity for the role of Church Mother. Historically, the role of the Church Mother has involved assisting the pastor as a female leader within the church. While roles and responsibilities were more clearly defined in the past, changing times have brought about uncertainty the role of the Church Mother as related to how she interacts with the Pastor, the Pastor's Wife and the congregation.

While this handbook should, prayerfully, provide some help in how the Church Mother operates in her local assembly, the final authority and responsibility of the Church Mother is given by her Pastor.

Church Mother's Local and National

In the early days of our church, the role of Church Mother was indeed one of great importance and a must for a growing church. The denomination gave the title Mother to the head of the women's work. The Mother acted in the Pastor's absence from the church; thus, all members respected the authority of the Church Mother. It was only proper for women to teach things women should know. The church Mother's should be women who are spirit-filled, full of wisdom, respected and appreciated in their homes, churches and communities; one who the Pastor can trust to give guidance to the Women's Ministry.

The major responsibility of the Church Mother is to help build the Women's Ministry through the utilization of auxiliaries, units, evangelism and prayer ministry. Teaching them to be good homemakers-loving their husband and children. The Church Mother's should have the ability to organize in order to develop a strong spirit-filled progressive women's department, helping to support the total ministry of the church. As the church progresses in ministry, the position of Church Mother extends to the women's leadership on the district, jurisdiction, and national level.

National Church Mother's Board

The National Church Mother's Board is designed to get updated information and encouragement to church mothers attending the national convention/convocation. Spirit-filled, knowledgeable women serving on the mother's board is a plus for women's ministry in our churches.

Scripture

Titus 2: 1 – 5: But speak now the things which become sound doctrine: that the aged men be sober, grave, temperate, and sound in faith, in charity, in patience. The aged women likewise, that they be in behavior as becometh holiness, not false accusers, not given to much wine, teachers of good things; that they may teach young women to be sober, to love their husbands,

and to love their children. To be discreet, chaste, keepers at home, good, obedient to their own husbands that the Word of God be not blasphemed.

Qualifications

The Church Mother is a seasoned woman who works cooperatively with the Pastor and his mission. She prayerfully seeks wisdom, knowledge and understanding as to how to encourage the women to catch the vision and run with it. The Church Mother's dedication should be easily recognized as a source to inspire others to become dedicated to God, the vision of the Pastor and the success of the ministry.

The Church Mother must be a woman of prayer, who is dedicated to pray for her leaders and the laity.

The Church Mother must have a peaceful temperament and demeanor. She should work to unify the body in support of the leader. The Church Mother may be required to extinguish quarrels and disagreements that arise among the congregation. She must be full of peace, prayer and power so that she does not contribute to or cause strife and chaos within the church.

The Church Mother must be discreet and trustworthy. She must be faithful, dependable and dedicated to help carry the burden of the ministry. She should be a woman of wisdom, knowledge and godly counsel.

The Church Mother must be full of sound doctrine as the Scripture instructs. She should be capable of teaching the young women to apply biblical principles in their home, family and everyday life.

Attributes

A good Church Mother/Pastor's Wife relationship is a plus for the church. The Church Mother must work cooperatively with the pastor's wife and any other delegated authority. A wise Church Mother will work cooperatively with the pastor's wife to ensure peace and harmony; that the vision of the pastor may succeed.

The Church Mother must be well-rounded. One who is able to work with everyone. There are many types of circumstances, personalities and a lifestyle among the members of the church. An effective Church Mother is able to guide, direct, mold and train women to best utilize each woman's talents and temperament.

The Church Mother is not mean-spirited but kind and patient the Scripture states with loving – kindness have I drawn thee. An experienced Church Mother recognizes that people are turned off by a mean and critical spirit. People are more likely to cooperate when they know you care about them as an individual. As people's lives are transformed in holiness, she should be

patient. She should remember it takes the power of God to do the work in the lives of people; and well God is changing them inwardly, continue to show kindness and patience.

The Church Mother is a trainer. Without the availability of skills and able workers, the church is unable to efficiently complete its' mission. A conscientious Church Mother continuously prepares women to be able to work in the church, community and body of Christ by training, molding and directing them to utilize their abilities and personalities. This helps ensure the development of both effective leaders and workers within the church.

The Church Mother is a nurturer. There are many members of the church who have been hurt. Others are dealing with unresolved issues from their past. These members continue to operate in reaction to the hurts and the issues they haven't been delivered from. While they may seem angry, rebellious, needy or disobedient, these women are still in need of someone willing to love them past the guilt, hurt and depression that is still operating and controlling their life. The nurturing and compassion of a loving Church Mother may help them to recognize and accept the love, forgiveness and peace of God in their own lives.

She is a peacemaker. The Scripture commands us to let the peace of God abide with us. The church cannot be triumphant in its fight against the wiles of Satan with constant strife and division among its members. The wise Church Mother constantly prays for direction and insight in order that she doesn't contribute to quarrels and disagreements that may arise between the members of the church. Just as Solomon prayed for wisdom to go in and out among the people, it is important that the Church Mother has the wisdom and discernment to give godly and righteous counsel regarding disagreements within the membership.

Duties

The Church Mother operates under the leadership and direction of her Pastor. Her duties are assigned by the Pastor. The Church Mother should be an organizer; able to set up the auxiliaries and units of the church. Auxiliaries have traditionally been an extension of the ministry of the church. Auxiliaries have an important role within the church. They offer spiritual support, fellowship and training to women. Additionally, they help provide financial resources to the church. Because of their tremendous potential to supply such added benefits to the church, care should be taken to use spiritual guidance in building the auxiliaries and in appointing women to oversee or participate in them. Women should be trained in the work of the church, to work with others within the body of Christ and in the Word of God.

The Church Mother is a seasoned woman appointed to teach the young women. She teaches women godly principles for family life and daily living. She abides by the principles of Titus 2: 1-5. They are to teach the women to be chaste and not women of ill repute. The Church Mother teaches the women to love their husbands and to nurture their children. To teach them how to

bring up children in the fear and admonition of the Lord. To teach them how to take care of their household and their families.

Principles of the Titus 2 Woman

- *The Church Mother should speak the things that becomes sound doctrine:*
- *Sober – the Church Mother should be sober. One who is sincere in her walk with Jesus Christ. Her behavior should command the respect of the laity.*
- *The Church Mother should speak. Her teaching should be based upon the word of God.*
- *Sound in faith*
- *She should exhibit behavior that becomes holiness – the Church Mother’s lifestyle should not allow room for others to find fault with holiness.*
- *Not a false accuser*
- *Not given to wine*
- *Teachers of good things*
- *She should teach the young women to be sober*
- *To love their husbands*
- *To love their children*
- *Teach them to be discreet*
- *Keepers at home*
- *Chaste*
- *Good*
- *Obedient to their own husbands*
- *That the word of God be not blasphemed.*

Relationship to Pastor

The Church Mother must keep in mind the utmost concern and care should be given to the well-being of the Pastor and his family. The Church Mother’s ministry to the needs of the first family, help support them as they minister to the needs of the church.

The Church Mother works as closely with the Pastor as he requires training the women and promoting the women’s ministry. She should be knowledgeable and experience with the workings and protocol of the church. The Church Mother should have the ability to assist the Pastor as the Lord directs and in the past that he should take for the women. She should be trusted to encourage the women to follow the vision of the leader. The Church Mother works diligently to ensure that the vision of the Pastor is carried out.

Relationship to the church

The Church Mother must be an organizer. Under her leadership and guidance, the auxiliaries should be functioning. Under the direction of her leader, the Church Mother is encouraged to motivate the younger women to work diligently in the church, encouraging them to participate

in various areas of the church so that they become more knowledgeable and skilled in the kingdom of God.

Relationship to home

The Church Mother should exemplify a godly example of wisdom, soberness and righteousness in her home, before her family and community. The Church Mother should be an example of what she teaches. She should be a chaste teacher of her house, submitted to her husband if married and devoted to her children. The Church Mother is responsible for making sure home is taken care of. Her house and family should not be neglected.

Financial responsibility

The Church Mother should encourage the women to support all financial obligations of the church. This includes the district and the jurisdictions. She should work cooperatively with her district missionary and state supervisor.

Color

The color for the Church Mother is white and gold.

The proceeding was excerpts from the official handbook for the department women.

