

# **MIDWESTERN DISTRICT COUNCIL**

12<sup>th</sup> EPISCOPAL DISTRICT • PENTECOSTAL ASSEMBLIES OF THE WORLD, INC.

## **CONSTITUTION AND BY-LAWS**



BISHOP LARRY O. JONES  
*Diocesan*

SUFFRAGAN BISHOP RONALD E. STEPHENS  
*Chairman*

SUFFRAGAN BISHOP JULIAN R. JOHNSON  
*1<sup>ST</sup> Vice Chairman*

DISTRICT ELDER CHARLES J. CUMMINGS  
*2<sup>ND</sup> Vice Chairman*

DR. NIARES A. HUNN  
*General Secretary*

ELDER CALEB T. KIRKSEY  
*Assistant General Secretary*

SISTER DIANE SHOCKLEY  
*General Treasurer*

SISTER CAROLINE MCMULLEN  
*Assistant General Treasurer*

AUGUST 2025

### **CERTIFICATION**

These Constitution and By-Laws of the Midwestern District Council were duly adopted by a three-fourths majority vote of the eligible membership on the 12th day of December 1990. The document was subsequently reviewed and updated in November 2007 to reflect current governance practices and the organization's evolving needs.

## **PREAMBLE**

This Constitution shall serve as the governing authority of the Midwestern District Council (M.D.C.), 12th Episcopal District of the Pentecostal Assemblies of the World, Inc. (hereinafter referred to as the "Council" or "M.D.C."). No law, rule, or directive shall be considered binding upon the Council or its members if it is found to conflict with the provisions of this Constitution.

At all times, this document shall uphold the authority and integrity of the **Word of God** as the infallible foundation upon which the Council is established. It shall not, directly or indirectly, support, imply, suggest, implement, or sustain any form of governance that compromises, undermines, or contradicts the teachings of the Holy Scriptures.

Furthermore, this Constitution shall operate in full alignment with the Constitution and By-Laws of the Pentecostal Assemblies of the World, Inc. (hereinafter referred to as the "P.A.W.") and shall not contain provisions that conflict with or supersede the governing laws of the parent body.

## **ARTICLE I – ORGANIZATION**

The Diocese shall be organized in accordance with the Constitution and By-Laws of the Pentecostal Assemblies of the World, Inc. (P.A.W.) and shall be incorporated under the laws of the State of Missouri as a not-for-profit religious institution. Its purpose shall align with the guiding principles of the P.A.W., as well as the Articles of Incorporation under which it was established. The Diocese shall exist in perpetuity.

The Diocese may engage in any activity permitted by the laws of the State of Missouri, the governing framework of the P.A.W., and the approval of the Board of Directors of the Midwestern District Council, provided such activity advances the Council's mission and does not conflict with or compromise the authority and teachings of the Word of God.

## **ARTICLE II – BOARD OF DIRECTORS**

The **Board of Directors** shall serve as the principal governing body of the Midwestern District Council (M.D.C.), overseeing all secular, legal, financial, and administrative affairs of the Council. It shall function in accordance with the Constitution and By-Laws of the Pentecostal Assemblies of the World, Inc. (P.A.W.), the laws of the State of Missouri, and recognizes best practices for non-profit religious organizations.

### **Composition**

The Board of Directors shall be composed of the following officers, who shall serve as permanent members for the duration of their elected or appointed terms:

- Diocesan Bishop (President and Chief Executive Officer)
- Chairman (Chief Operating Officer)
- First Vice Chairman
- Second Vice Chairman
- General Secretary
- Assistant General Secretary
- General Treasurer
- Assistant General Treasurer
- Two (2) elected lay members of the Council

The lay members shall be elected by a majority vote of the eligible electorate and shall serve a term of four (4) years, or until they are no longer members of the Council, or are deemed unable to serve due to death, health, or a lifestyle inconsistent with the Word of God, the standards of the P.A.W., or the Council.

Additionally, all former M.D.C. Presiding Bishops shall serve as **ex officio** (non-voting) members of the Board.

### **Executive Committee**

An Executive Committee, empowered to act on behalf of the full Board when necessary, shall consist of:

- The Diocesan Bishop
- The Chairman
- The General Secretary
- The General Treasurer
- One (1) of the elected lay members

## **Duties and Responsibilities**

The Board of Directors shall provide **leadership, oversight, and strategic direction** to ensure the Council's mission is fulfilled with integrity, accountability, and transparency. Its core responsibilities include, but are not limited to:

- **Mission and Vision Alignment:** Safeguarding and upholding the mission, vision, and core values of the Council in all activities and decisions.
- **Spiritual Oversight:** Providing spiritual counsel and support to the Diocesan, officers, and broader leadership, including guidance through prayer and accountability.
- **Financial Management:** Approving budgets, overseeing financial operations, ensuring proper stewardship of Council resources, and reviewing financial reports for compliance and sustainability.
- **Legal and Ethical Governance:** Ensuring that the Council operates within all applicable laws and nonprofit regulations and is protected from legal and financial risks.
- **Personnel Oversight:** Participating in the hiring, support, evaluation, and if necessary, dismissal of staff and officers in accordance with MDC bylaws and policies.
- **Strategic Planning:** Shaping and approving the Council's long-term vision, priorities, and strategic goals to enhance its impact and effectiveness.
- **Operational Integrity:** Developing policies and procedures, attending regular board meetings, maintaining accurate records, promoting transparency, and monitoring for conflicts of interest.
- **Representation and Advocacy:** Serving as representatives of the Council body, voicing the needs and concerns of constituents, and fostering trust between leadership and laity.

In essence, the Board of Directors acts as a **governing and advisory body**, ensuring the Council's **spiritual vitality, organizational health, and mission-driven service** to its congregations and communities.

## ARTICLE III – DIOCESAN

The **Diocesan Bishop** shall serve as the **spiritual leader, chief executive officer, and principal administrator** of the Midwestern District Council (M.D.C.), 12th Episcopal District of the **Pentecostal Assemblies of the World, Inc. (P.A.W.)**. Appointed by the P.A.W., the Diocesan represents the parent body within the M.D.C. and is vested with all ecclesiastical authority, rights, and privileges accorded by the P.A.W. Constitution and By-Laws.

### General Responsibilities

The Diocesan is responsible for overseeing the **spiritual, administrative, and operational functions** of the Council. These responsibilities include, but are not limited to:

- **Spiritual Oversight:** Leading and supporting pastors, ministers, and churches; offering pastoral care; addressing doctrinal concerns; and fostering unity across all jurisdictions.
- **Policy Implementation:** Ensuring adherence to the laws, standards, and guidelines set forth by the P.A.W. and the M.D.C. Constitution and By-Laws.
- **Financial Management:** Collaborating with the Board of Directors and Treasurer to manage diocesan funds, approve budgets, and promote financial stewardship.
- **Administrative Leadership:** Managing day-to-day affairs in partnership with the Chairman and Executive Officers and ensuring all operations align with the Council’s mission and values.
- **Representation:** Serving as the official representative of the Council in ecclesiastical, civic, and interfaith matters; maintaining relationships with external partners, church leaders, and community stakeholders.
- **Mission Advancement:** Supporting evangelistic, educational, and social justice initiatives within and beyond the diocese to fulfill the Great Commission.

### Delegated Appointments

To effectively manage the breadth of diocesan responsibilities, the Diocesan Bishop may appoint the following individuals to assist in carrying out key administrative and ministerial duties:

- **Diocesan Administrator:** Oversees the day-to-day operations of the diocese in collaboration with clergy, lay leaders, and departmental staff.
- **Diocesan Secretary:** Responsible for managing communications, coordinating diocesan functions, maintaining records, and supporting administrative processes.
- **Diocesan Liturgy Coordinator:** Guides the planning and execution of liturgical services, ensuring proper worship, sacred music, and the faithful observance of Apostolic traditions across the Council.

All appointees shall serve at the discretion of the Diocesan and must exhibit the character, competence, and commitment appropriate to their respective roles.

### Ecclesiastical Authority

The Diocesan serves as the highest-ranking spiritual authority within the M.D.C., with the power to:

- Ordain and install pastors and elders
- Confirm members
- Consecrate churches
- Provide apostolic counsel and discipline as required

### Operational Protocol

The **signature of the Diocesan**, along with the **Chairman of the Council**, shall be affixed to all official business of the Council, including legal and financial documents, contracts, resolutions, and policy enactments. These two officers act in concert to preserve both the spiritual and administrative integrity of the Council.

### **Qualifications and Conduct**

The Diocesan must exemplify the **highest standards of Christian character, theological understanding, leadership acumen, and administrative competence.** The role requires:

- A deep commitment to the teachings of the Bible and the Apostolic faith
- Strong communication and interpersonal skills
- Sound fiscal and organizational management ability
- Compliance with all relevant ethical and legal standards, including any training or certification required by the P.A.W.

## ARTICLE IV – DIOCESAN BISHOP’S CABINET

The **Diocesan Bishop’s Cabinet** shall consist of key leaders appointed at the discretion of the **Diocesan Bishop** to assist in the **spiritual leadership, administrative governance, and strategic oversight** of the Midwestern District Council (M.D.C.), 12th Episcopal District of the Pentecostal Assemblies of the World, Inc. (P.A.W.).

### Purpose and Function

The Cabinet exists to ensure the effective operation of the Council's ministries and departments, and to assist the Diocesan Bishop in fulfilling the mission of the M.D.C. Members of the Cabinet serve as **advisors, ministry coordinators, and executive assistants**, operating under the authority of the Diocesan to support both ecclesiastical and organizational functions.

### Key Responsibilities

Cabinet members may be appointed to roles such as **Suffragan Bishop, Administrative Assistant to the Bishop, Chief Financial Officer**, or other leadership positions as needed. Their responsibilities include, but are not limited to:

- **Spiritual and Advisory Counsel:** Providing wise and prayerful counsel to the Diocesan Bishop regarding doctrinal, pastoral, and strategic matters.
- **Pastoral Oversight:** Assisting in the spiritual care and coordination of pastors, churches, and jurisdictions throughout the Council.
- **Administrative Management:** Supporting Council operations in areas such as personnel, finance, events, and compliance with church and civil regulations.
- **Departmental Leadership:** Overseeing specific departments such as finance, communications, records, education, or worship, as designated by the Diocesan.
- **Compliance and Accountability:** Ensuring all decisions and operations are in alignment with the Word of God, the Constitution and By-Laws of the M.D.C., and the standards of the P.A.W.
- **Public and Ecclesiastical Representation:** Representing the Council at internal functions and public or interfaith events, as directed by the Diocesan Bishop.
- **Support of Clergy:** Providing pastoral guidance, mentoring, and assistance to ministers and leaders across the Diocese.

### Representative Cabinet Roles

- **Suffragan Bishop(s):** Serve as senior assistants to the Diocesan Bishop, often overseeing specific geographic jurisdictions or ministries and functioning in delegated episcopal authority.
- **Administrative Assistant to the Bishop:** Coordinates scheduling, correspondence, documentation, and interdepartmental communication; manages operational logistics for the Bishop's office.
- **Chief Financial Officer (CFO):** Oversees budgeting, financial reporting, stewardship of Council funds, and financial planning in consultation with the Diocesan and the Board of Directors.
- Additional roles may be appointed as needed, including **Director of Ministries, Council Secretary, Program Coordinators**, or other administrative and pastoral officers.

### Qualifications

Cabinet members shall be persons of **proven spiritual maturity, doctrinal soundness, and administrative competence**, demonstrating:

- A life consistent with the Apostolic faith and moral integrity.
- Strong leadership and interpersonal skills.
- Knowledge of church governance and familiarity with P.A.W. policies and MDC bylaws.
- Administrative or professional expertise relevant to their role.
- A commitment to the vision and mission of the Midwestern District Council.

## **ARTICLE V – EPISCOPAL OFFICE**

The **Episcopal Office** of the Midwestern District Council (M.D.C.), 12th Episcopal District of the **Pentecostal Assemblies of the World, Inc. (P.A.W.)**, is established to support the **Diocesan Bishop** in the ongoing leadership, administration, and implementation of the Council’s mission and vision. The Diocesan shall have full authority to appoint personnel within this office, who shall serve **indefinitely at the Diocesan’s discretion**. These positions are not elected and may be reassigned or dissolved as the needs of the Council evolve.

The Episcopal Office shall consist of, but not be limited to, the following leadership roles:

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### **Section 1 – Director of Evangelism and New Church Development**

#### **Role Summary**

The Director of Evangelism and New Church Development is a critical leadership role within the Episcopal Office of the Midwestern District Council (MDC). This position exists to champion the Council’s commitment to spreading the gospel and establishing vibrant, sustainable faith communities throughout the 12th Episcopal District. The Director leads strategic efforts to mobilize evangelistic outreach, develop church planting initiatives, and support spiritual renewal across jurisdictions.

#### **Key Responsibilities**

- **Strategic Leadership:**
  - Develop and implement a cohesive evangelism strategy that aligns with the MDC's mission and values.
  - Design frameworks for new church development, including church planting, revitalization, and fresh expressions of ministry tailored to both urban and rural contexts.
- **Evangelism Training & Mobilization:**
  - Coordinate evangelism training programs for clergy, lay leaders, and congregations.
  - Equip churches to engage in personal and corporate outreach and cultivate a culture of mission-driven growth.
  - Promote faith-sharing through events, workshops, and leadership cohorts.
- **Church Planting & Revitalization:**
  - Identify communities and leaders with potential for church planting or revitalization.
  - Provide oversight and support from initiation to implementation, including needs assessment, launch strategy, and sustainability planning.
  - Encourage healthy churches within the MDC to engage in planting efforts and establish satellite ministries.
- **Monitoring & Support:**
  - Maintain a directory of ongoing planting and outreach projects, and provide pastoral oversight as needed.
  - Evaluate program effectiveness and impact through measurable benchmarks and periodic reviews.
  - Network with national, regional, and ecumenical bodies to access resources and share best practices.

#### **Qualifications**

- Demonstrated leadership experience in evangelism, church growth, or church planting.
- Theological training and strong understanding of Pentecostal doctrine and mission.
- Excellent communication and interpersonal skills, with the ability to work across diverse church cultures.
- Strategic thinker with project management abilities and a passion for equipping others for ministry.
- Must be a faithful, Spirit-filled believer with a personal commitment to the work of evangelism and Kingdom advancement.

## **Reporting & Term**

**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

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## **Section 2 – Director of Fine Arts**

### **Role Summary**

The **Director of Fine Arts** serves as a key visionary and coordinator of the creative ministries of the Midwestern District Council (MDC), supporting the Diocesan Bishop in fostering dynamic worship and cultural expression. This position oversees all aspects of fine arts programming, including music, drama, dance, and visual arts, ensuring that artistic elements enrich the spiritual life and mission of the Council.

### **Key Responsibilities**

- **Vision & Ministry Integration**
  - Develop and implement a comprehensive vision for the fine arts ministry that aligns with the Council’s Apostolic identity and spiritual mission.
  - Collaborate with the Diocesan Bishop, Council leadership, and event coordinators to integrate fine arts into worship experiences, conferences, and special events.
- **Worship & Creative Leadership**
  - Coordinate music, drama, liturgical dance, spoken word, and other creative expressions during Council services.
  - Lead or delegate the direction of major presentations (e.g., seasonal productions, cantatas, multimedia showcases).
- **Team Management & Mentorship**
  - Recruit, train, and mentor choirs, musicians, drama teams, dancers, and other creative volunteers.
  - Foster a spiritually enriching environment that encourages excellence, humility, and growth in ministry through the arts .
- **Event Planning & Program Execution**
  - Organize and execute artistic programming for major Council gatherings (e.g., Annual Councils, Summer Conferences, MDC Institute events).
  - Oversee rehearsal scheduling, production logistics, and event preparation in collaboration with programming and hospitality teams.
- **Resource Stewardship**
  - Manage the fine arts ministry budget, equipment needs, and maintenance of robes, instruments, and media resources.
  - Ensure compliance with copyright and licensing laws related to musical and dramatic performances.
- **Community Engagement & Outreach**
  - Partner with local artists, churches, schools, and arts organizations to expand the Council’s cultural impact.
  - Represent the MDC fine arts ministry in external programs and support inter-jurisdictional collaboration.

### **Qualifications**

- Proven experience in church-based fine arts leadership or worship arts coordination.
- Strong vocal and/or instrumental music skills; background in performance and ministry preferred.
- Ability to lead rehearsals, coordinate multi-disciplinary teams, and foster creativity in ministry settings.
- Strong administrative, organizational, and event management skills.
- Passion for using the arts to glorify God and minister to diverse audiences.
- Familiarity with Apostolic worship traditions and commitment to biblical doctrine.

## **Reporting & Term**

**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

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## **Section 3 – Director of Marketing and Communications**

### **Role Summary**

The **Director of Marketing and Communications** is responsible for developing and executing all internal and external marketing strategies that support the mission, visibility, and engagement of the Midwestern District Council (MDC). This role oversees brand identity, digital presence, promotional campaigns, and strategic messaging for events, programs, and ministry resources.

### **Key Responsibilities**

- **Branding & Visual Identity**
  - Maintain and evolve the MDC’s brand identity across all digital and printed platforms.
  - Ensure brand consistency across ministries, departments, and marketing materials.
- **Digital & Content Strategy**
  - Oversee the Council’s website, email marketing, livestream graphics, digital signage, and online content management systems.
  - Coordinate and schedule content creation for newsletters, event flyers, multimedia graphics, and video production.
- **Event Promotion & Campaigns**
  - Lead promotional strategy for MDC programs, conferences, and initiatives.
  - Develop marketing campaigns that increase event visibility and participant engagement across all jurisdictions.
- **Social Media & Analytics**
  - Manage the Council’s social media channels with a focus on engagement, reach, and alignment with Apostolic values.
  - Analyze digital performance metrics to inform campaign optimization.
- **Internal Communication**
  - Support department leaders and ministry teams in developing promotional materials for their respective audiences.
  - Provide communication templates and brand guidance for use by local churches or jurisdictions.

### **Qualifications**

- Bachelor’s degree in Marketing, Communications, Graphic Design, or a related field.
- Experience with digital marketing tools (e.g., Mailchimp, Canva, Adobe Creative Suite, CMS).
- 5+ years in communications or marketing, preferably within a nonprofit or ministry setting.
- Strong writing, editing, visual communication, and project management skills.
- A deep commitment to the Apostolic faith and church mission.

**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

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## **Section 4 – Director of Public Relations**

### **Role Summary**

The **Director of Public Relations** serves as the primary liaison between the MDC and the broader public, including the media, civic partners, and the faith-based community. This role manages the Council’s

voice in public discourse, cultivates external relationships, responds to media inquiries, and communicates the Council’s position on legislative, cultural, and theological issues as authorized by the Diocesan Bishop.

**Key Responsibilities**

- **Media Relations & Spokesperson Duties**
  - Act as the official spokesperson for the MDC under the direction of the Diocesan.
  - Draft and distribute press releases, official statements, and external communications during high-profile events, emergencies, or public initiatives.
  - Respond to all media inquiries and maintain a professional relationship with journalists and religious reporters.
- **Public Advocacy & Civic Engagement**
  - Represent the Council in public forums, interfaith partnerships, and community leadership coalitions.
  - Coordinate the Council’s messaging on legislative, cultural, or moral issues consistent with Apostolic teachings.
- **Public Reputation Management**
  - Monitor public sentiment and media coverage of the MDC, flagging emerging concerns or reputational risks to the Diocesan.
  - Develop public response strategies for sensitive or controversial topics in consultation with leadership.
- **Community Partnerships & Representation**
  - Foster collaborative relationships with community organizations, ecumenical partners, and educational institutions.
  - Ensure the Council’s presence in city-wide initiatives, charity drives, or public prayer gatherings.

**Qualifications**

- Bachelor’s degree in Public Relations, Communications, or Journalism.
- 5+ years of experience in public relations, crisis communication, or community advocacy.
- Exceptional verbal, written, and interpersonal communication skills.
- Experience dealing with media inquiries, press conferences, or community organizing.
- Knowledge of state and federal policy environments (preferred).
- Commitment to the doctrinal and moral standards of the Apostolic Pentecostal faith.

**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

**Summary of Separation of Duties**

<b>Responsibility</b>	<b>Assigned To</b>
<b>Branding, design, content creation</b>	<b>Marketing and Communications</b>
<b>Media relations and press inquiries</b>	<b>Public Relations</b>
<b>Social media scheduling and graphics</b>	<b>Marketing and Communications</b>
<b>Official public statements, crises</b>	<b>Public Relations</b>
<b>Event promotion and digital marketing</b>	<b>Marketing and Communications</b>
<b>Legislative advocacy and public forums</b>	<b>Public Relations</b>
<b>Email campaigns, internal communications</b>	<b>Marketing and Communications</b>
<b>Community organization engagement</b>	<b>Public Relations</b>

## **Section 5 – Director of MDC Connection**

### **Role Summary**

The **Director of MDC Connection** is a strategic ministry leader tasked with cultivating meaningful relationships across the Midwestern District Council. This role supports inter-jurisdictional unity, fosters engagement among member churches, and develops systems to connect pastors, ministries, visitors, and laity into the spiritual, educational, and fellowship life of the Council. The Director ensures that communication and collaboration flow effectively throughout the MDC, and helps bridge internal and external ministries through relational engagement.

### **Key Responsibilities**

#### **1. Facilitating Internal Connection**

- Develop systems that enhance connection among churches, leaders, and departments within all six jurisdictions of the MDC.
- Coordinate small group ministry models, internal affinity groups, or ministry cohorts to build unity and support spiritual growth.
- Design and implement welcome and follow-up strategies for new churches, ministers, and attendees during MDC events.
- Promote and coordinate Council events that build community and nurture lasting bonds between congregations and ministries.

#### **2. Strengthening External Collaboration**

- Build relationships with other Pentecostal and Apostolic organizations to foster fellowship and learning.
- Serve as the liaison between the MDC and external mission partners, service organizations, and community groups.
- Facilitate interchurch partnerships for collaborative projects, evangelism, and outreach efforts.
- Represent the MDC at ecumenical or civic events as directed by the Diocesan.

#### **3. Communication & Information Sharing**

- Manage and oversee internal communication pipelines between churches, departments, and leadership.
- Implement and manage systems for sharing event information, ministry updates, and resources using digital platforms, social media, or newsletters.
- Coordinate closely with the Director of Marketing and Communications to ensure that messaging is clear, strategic, and mission-aligned.
- Support the spiritual integration of virtual attendees and livestream participants during MDC events and worship experiences.

#### **4. Leadership & Ministry Oversight**

- Recruit, train, and mobilize volunteers and hospitality teams to support MDC events and guest services.
- Guide ministries that specialize in welcome, hospitality, spiritual integration, or church partnerships.
- Evaluate connection systems annually and report insights to the Diocesan and the Board.
- Maintain a connection ministry budget in alignment with Council priorities and stewardship guidelines.

### **Qualifications**

- A bachelor's degree in ministry, communications, organizational leadership, or a related field (Master's preferred).
- 3–5 years of experience in church or nonprofit ministry, with a focus on connection, hospitality, or discipleship.
- Proven ability to build and lead teams, organize ministry systems, and communicate effectively across diverse demographics.

- Strong administrative and interpersonal skills, including digital communication proficiency.
- A clear testimony of Apostolic faith and a passion for church unity, outreach, and relational discipleship.
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**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

## **Section 6 – Director of Community Relations**

### **Role Summary**

The **Director of Community Relations** serves as the key liaison between the Midwestern District Council (MDC) and the broader community, including civic leaders, nonprofit organizations, government agencies, and underserved populations. This role exists to extend the Council’s Apostolic impact beyond its ecclesiastical borders through relationship-building, advocacy, and community-based outreach initiatives. The Director leads efforts to represent the spiritual and service-oriented mission of the Council and mobilize its churches toward greater community engagement.

### **Key Responsibilities**

#### **1. Community Partnership Development**

- Establish and maintain strategic relationships with local churches, civic organizations, educational institutions, businesses, and government entities across Missouri and Southern Illinois.
- Represent the MDC in community meetings, forums, and strategic partnerships.
- Conduct periodic reviews of partnerships to ensure alignment with the Council’s doctrinal mission and service goals.

#### **2. Outreach Program Leadership**

- Lead and coordinate community outreach initiatives (e.g., food drives, educational forums, reentry programs, health fairs, job fairs, and disaster response).
- Assess and identify critical community needs and mobilize the Council’s churches and volunteers to respond effectively.
- Develop service projects in collaboration with jurisdictional leaders to enhance MDC visibility and impact.

#### **3. Volunteer Mobilization**

- Recruit, train, and support volunteers to serve in outreach efforts and community-based events.
- Promote a service-oriented culture throughout the Council, encouraging civic engagement among members and ministers.
- Coordinate church-wide service initiatives during MDC Council sessions or region-wide events.

#### **4. Communications & Public Representation**

- Collaborate with the Director of Public Relations and Director of Marketing and Communications to promote outreach programs and service initiatives.
- Ensure public-facing content (e.g., newsletters, promotional flyers, event summaries) accurately communicates the Council’s community-focused mission.

- Act as a spokesperson for the MDC in community or civic matters, representing the Diocesan and Council when delegated.

## **5. Administrative Oversight**

- Develop, manage, and report on the Community Relations budget in accordance with Council stewardship standards.
- Track key metrics, impact stories, and volunteer engagement statistics to report to the Diocesan and Board of Directors.
- Oversee the planning and execution of public events and ensure compliance with local ordinances, policies, and safety standards.

## **Qualifications**

- Bachelor's degree in Community Development, Public Relations, Social Work, Ministry Leadership, or a related field.
- At least 5 years of relevant experience in community outreach, civic engagement, or ministry-based relations.
- Demonstrated ability to build and maintain cross-sector relationships with diverse stakeholders.
- Strong project planning, public speaking, and leadership skills.
- Experience in church-based service delivery and volunteer leadership preferred.
- Proficient in digital communication tools, CRM systems, and basic budgeting.
- Must be spiritually mature, relationally skilled, and aligned with the Apostolic faith and the Council's doctrinal standards.

Area	MDC Connection	Community Relations	Public Relations	Marketing & Comms
Church-to-Church Communication	✓			
Internal Church Integration	✓			
External Partnerships (Civic)		✓	✓ (Gov't/Civic)	
Media & Press Inquiries			✓	
Event Marketing & Branding				✓
Website, Email, Social Media				✓
Public Statements/Crisis Comms			✓	
Community Service Initiatives		✓		
Digital Content Creation				✓
Internal Messaging Support	✓ (content)			✓ (delivery)

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## Section 7 – Director of MDC Institute

### Role Summary

The **Director of MDC Institute** leads the strategic planning, administration, and execution of the Midwestern District Council’s educational and ministerial development programs. This role is essential in nurturing biblical literacy, leadership competency, and Apostolic doctrinal fidelity across all Council members and credential seekers. The Director ensures that all curricula, credentialing pathways, and training seminars are consistent with the spiritual goals and organizational standards of the MDC and the Pentecostal Assemblies of the World, Inc.

### Key Responsibilities

#### 1. Education and Curriculum Development

- Develop, implement, and maintain a comprehensive, biblically sound education program for children, youth, adults, and ministerial candidates across all jurisdictions.
- Evaluate and select curricula and instructional materials that reflect Apostolic doctrine and the Council’s core values.
- Schedule and coordinate workshops, seminars, certificate programs, and training conferences for credentialed and lay members.
- Oversee religious study course creation and faith formation planning in collaboration with pastors and auxiliary leaders.

#### 2. Ministerial Credentialing and Development

- Direct the MDC credentialing process in compliance with PAW, Inc. guidelines.
- Guide ministers through the application, preparation, and renewal process for licenses and ordination.

- Create mentorship programs and study tracks for candidates seeking local, district, and national credentials.
- Support clergy in continuing education and lifelong ministerial growth.

### 3. Leadership and Volunteer Training

- Develop leadership training programs for church officers, auxiliary leaders, and ministry volunteers.
- Recruit, train, and evaluate qualified instructors to facilitate educational programming.
- Organize retreats, leadership summits, and strategic planning sessions for MDC officials and aspiring leaders.

### 4. Administrative Oversight

- Manage the MDC Institute’s operational budget, ensuring fiscal responsibility and alignment with Council priorities.
- Maintain records of all credentialed ministers, course completions, and continuing education credits.
- Ensure logistical planning for classroom materials, speaker scheduling, and instructional space during Council sessions and virtual events.

### 5. Community Building and Communication

- Encourage program participation through announcements, brochures, email updates, and registration materials in collaboration with the Director of Marketing and Communications.
- Act as the primary liaison between the MDC Institute and Aeon Bible College or other approved institutions.
- Foster a culture of academic excellence and spiritual growth within the Council community.

**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

## Section 8 – Director of Multimedia

### Role Summary

The **Director of Multimedia** serves as the creative and technical lead for all multimedia production throughout the Midwestern District Council (MDC). This role ensures professional delivery of livestreams, recordings, media content, and technical operations during Council events, while enhancing digital worship and engagement across MDC’s platforms.

### Key Responsibilities

#### 1. Media Production Management

- Oversee the **planning, setup, and execution** of all technical media production including livestreaming, camera operation, audio mixing, and video recording for all MDC services, sessions, and special events.
- Lead post-production activities such as editing, archiving, and republishing video content for future use.
- Supervise all broadcast, video, and media timelines to ensure production quality and timeliness.

#### 2. Digital Engagement Enhancement

- Strategically utilize multimedia to improve the **online worship experience**, ensuring digital accessibility and engagement with audiences beyond in-person attendees.
- Collaborate with ministry teams to design digital experiences that reflect Apostolic excellence in content, worship, and outreach.

#### 3. Volunteer & Team Development

- Recruit, train, and schedule a team of volunteers and technicians to support MDC media and production needs.
- Develop written protocols for equipment use, production operations, and livestream procedures.

#### **4. Technical Oversight**

- Maintain and manage MDC’s inventory of multimedia equipment, including lighting systems, microphones, streaming software, soundboards, and projection systems.
- Ensure proper functionality, updates, and aesthetic standards are met for all visual and audio equipment.
- Troubleshoot and resolve technical issues efficiently during live events.

#### **5. Creative Content Development**

- Design, shoot, and edit short-form and long-form promotional video content.
- Create multimedia assets such as slides, still and motion graphics, service bumpers, and stage designs to be used in MDC programs and promotional campaigns.

#### **6. Cross-Team Collaboration**

- Work closely with the Director of Marketing and Communications to ensure brand alignment across all media products and digital channels.
- Partner with program directors to deliver professional media support for educational sessions, worship programs, and community-facing presentations.

#### **Qualifications & Skills**

- Proven experience in live audio-visual production, video editing, and graphic design (preferred tools: ProPresenter, OBS, Adobe Creative Suite, Final Cut Pro).
- Knowledge of stage lighting systems and technical production hardware.
- Strong leadership, organization, and team management skills.
- Demonstrated ability to problem-solve under pressure during live events.
- A passion for supporting Apostolic worship and teaching through technical excellence and creative storytelling.

**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

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### **Section 9 – Director of Programming**

#### **Role Summary**

The **Director of Programming** is responsible for designing, organizing, and executing the scheduling and logistical frameworks that support the Midwestern District Council’s spiritual, administrative, and educational events. This position ensures excellence in service flow, production planning, volunteer coordination, and event implementation, aligning each element with the Council’s mission and strategic vision.

#### **Key Responsibilities**

##### **1. Program Development and Scheduling**

- Develop and implement detailed schedules, agendas, and run-of-show formats for all MDC services, sessions, and events.
- Collaborate with ministry leaders and staff to gather programming needs and ensure timing accuracy across jurisdictions.
- Maintain oversight of the official MDC calendar, ensuring accuracy and timeliness of updates.

##### **2. Event Logistics and Coordination**

- Plan and manage all logistical aspects of MDC events, including venue preparation, production support, signage, transportation, catering, and accessibility arrangements.
- Serve as the lead liaison for program flow during services and ensure operational efficiency.
- Evaluate event and program histories to guide future improvements and resource planning.

##### **3. Volunteer and Ministry Support**

- Recruit, train, and schedule volunteers to assist with event execution and program coordination.

- Serve as a support liaison for MDC ministry leaders, offering quarterly check-ins to assess programming quality and implementation success.

#### **4. Strategic Leadership and Innovation**

- Assess and evaluate new ministry proposals, working with the Diocesan and leadership teams to determine feasibility and alignment with Council goals.
- Design and facilitate leadership development sessions for ministry coordinators and event volunteers.

#### **5. Technical and Administrative Oversight**

- Manage all event registration systems, forms, and digital submissions; work closely with multimedia and marketing teams to align communications.
- Update and maintain accurate program information on the MDC website and internal platforms.
- Oversee and manage budgets related to event programming and resource allocation

#### **Qualifications & Core Competencies**

- Bachelor’s degree from an accredited institution required; experience in ministry event planning preferred.
- Proven success in scheduling, program coordination, and volunteer management in a fast-paced environment.
- Strong proficiency in Microsoft Office Suite and web-based scheduling or project management tools.
- Excellent interpersonal, written, and verbal communication skills.
- Creative, detail-oriented, and adaptable under pressure.
- Demonstrated professionalism, leadership, and time management skills.

**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

### **Section 9 – Program Coordinator**

**Title:** Program Coordinator

**Classification:** Volunteer

**Term:** Indefinite – Serves at the discretion of the Diocesan and Director of Programming

**Reports To:** Diocesan and Director of Programming

#### **Role Summary**

The Program Coordinator is a key volunteer leader responsible for supporting the planning, development, and execution of all MDC programs, events, and Council sessions. This individual works closely with the Director of Programming, Diocesan, and Executive Board to ensure that Council events align with the strategic goals and vision of the Midwestern District Council. The Program Coordinator must demonstrate organizational excellence, communication effectiveness, and the ability to facilitate collaboration among various stakeholders.

### **Key Responsibilities**

#### **1. Program Development and Planning**

- Assist in researching, planning, and implementing Council programs in alignment with the Diocesan's vision and the Council's strategic goals.
- Maintain a master calendar of all MDC programming, coordinating across ministries to avoid conflicts and ensure balance in event scheduling.
- Collaborate with ministry leaders and the Director of Programming to design effective programs for Council sessions, educational seminars, and worship services.

## **2. Communication and Outreach**

- Effectively communicate programming details to church leaders, departments, and the broader Council community.
- Coordinate promotional materials and internal communication with the marketing and communications team, including event announcements, reminders, and follow-up.

## **3. Event Coordination and Logistics**

- Assist with venue coordination, room setup, and equipment needs in partnership with the General Secretary and host churches.
- Ensure the availability of resources such as signage, printed materials, and speaker logistics.
- Support the preparation of run-of-show documents, briefing notes, and final program summaries for the Executive Board.

## **4. Volunteer Coordination**

- Recruit, train, and support volunteers to assist with MDC programming needs during events and Council sessions.
- Schedule volunteers for key tasks including setup, hospitality, and program execution.
- Maintain a database of trained volunteers and their assigned roles.

## **5. Monitoring and Evaluation**

- Collect program feedback through post-event surveys and evaluations.
- Collaborate with the Director of Programming to analyze results and implement improvements.
- Maintain accurate records of program success metrics and outcomes.

## **6. Administrative Support**

- Track expenses and assist in budget preparation for events and program areas.
- Provide logistical support such as ensuring ministry facility use is approved and coordinated with the Building Manager or host churches.
- Maintain program-related documentation including rosters, attendance, and evaluation results.

## **Skills and Qualifications**

- Strong organizational and time management skills.
- Effective verbal and written communication abilities.
- Demonstrated leadership and ability to work collaboratively across teams.

- Proficiency with digital tools (Microsoft Office Suite, event planning software, or church databases).
- Commitment to the mission and values of the Midwestern District Council.
- Experience in event planning, ministry programming, or non-profit administration is preferred.

## Reporting Structure

The Program Coordinator reports directly to the Director of Programming and the Diocesan and supports coordination across various auxiliary leaders, pastors, and administrative staff.

## Section 11 – Director of Welcome and Hospitality

### Role Summary

The **Director of Welcome and Hospitality** is responsible for cultivating a spirit of excellence, warmth, and care for all guests, attendees, and visitors during MDC Council gatherings and events. This leader ensures that every individual entering the Council’s gatherings is greeted with intentional hospitality, and that systems for welcoming, registration, and guest services are seamlessly executed in line with the Council’s mission and values.

### Key Responsibilities

#### 1. Guest Reception and Hospitality Strategy

- Design and lead a comprehensive hospitality strategy to ensure all guests—first-time visitors, returning attendees, and officials—experience a consistent and gracious welcome.
- Oversee the setup and operation of welcome stations, check-in tables, and informational hubs at Council events.
- Provide oversight of hospitality areas, ensuring a clean, welcoming, and professional atmosphere at all gatherings.

#### 2. Volunteer Team Leadership

- Recruit, train, and empower hospitality volunteers, including greeters, ushers, registration staff, and welcome hosts.
- Develop and implement systems for volunteer rotation, team recognition, and performance excellence.
- Equip volunteers to anticipate and respond to guest needs with kindness and accuracy.

#### 3. Registration and Follow-up Systems

- Develop and maintain efficient guest and attendee registration procedures, including digital and in-person check-in systems.
- Coordinate with MDC leadership and programming staff to track attendance, document follow-up needs, and ensure guest inquiries are addressed in a timely and personalized manner.

#### 4. Integration and Connection Support

- Partner with the Director of MDC Connection to hand off new guests to relevant ministries, ensuring a continuum from welcoming to full community integration.
- Organize hospitality-based connection points during events, such as orientation sessions, meet-and-greets, and small-group interest booths.

#### 5. Administrative Oversight

- Manage the hospitality and welcome team budget, supply inventory, and logistical needs for all MDC functions.
- Document hospitality procedures and annual processes to maintain consistency and effectiveness across events.
- Track and report on guest engagement, hospitality outcomes, and volunteer participation using MDC reporting standards.

**Qualifications & Competencies**

- Strong organizational and interpersonal skills with a passion for service and hospitality.
- Experience in volunteer recruitment and management.
- Ability to lead with emotional intelligence, discretion, and cultural sensitivity.
- Proficiency in event coordination and logistics, preferably in a church or nonprofit setting.
- A warm, approachable presence and a commitment to the mission of the MDC.

**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

## **ARTICLE VI – GENERAL ELECTED OFFICERS**

All general officers of the Council shall be elected by a majority vote of eligible voters, in accordance with the Council's By-Laws, during an Annual Council Session. Each officer shall serve a term of four (4) years.

The term "general elected officer" shall refer to the following positions:

- Chairman
- First Vice Chairman
- Second Vice Chairman
- General Secretary
- Assistant General Secretary
- General Treasurer
- Assistant General Treasurer

To be eligible for nomination to a general elected office, a candidate must have been a registered participant in **at least two (2) of the three (3) most recent General Council Sessions (April, July, and November)** immediately preceding the election.

*Example: To appear on the April 2025 ballot, a candidate must have been registered for at least two of the following sessions: April 2024, July 2024, and November 2024. Candidates must include both the July and November 2024 sessions to be eligible for that election cycle.*

## **ARTICLE VII – APPOINTED COMMITTEE HEADS AND SUPPORT STAFF**

The Chairman of the Midwestern District Council (MDC) shall have the authority to appoint individuals to specific support and operational roles necessary for the effective administration of Council sessions and the execution of the Chairman’s duties. These appointments may include, but are not limited to, Chaplain(s), Parliamentarian(s), Sergeant(s)-at-Arms, Monitor(s), and Teller(s) for the Balloting Committee.

All such appointments are subject to the **review and approval of the Diocesan** and shall serve at the discretion of the Chairman for the duration of the appointed term or event.

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### **Appointed Positions and Role Descriptions**

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#### **1. Chaplain**

**Reports to:** Chairman

**Role Summary:**

The Chaplain provides spiritual oversight, pastoral care, and prayer support throughout Council sessions. The Chaplain may also offer opening and closing invocations, provide spiritual counsel, and be available to respond to spiritual needs among Council attendees.

**Key Responsibilities:**

- Lead prayer and devotional moments during Council sessions.
- Provide pastoral support to attendees and leadership.
- Offer spiritual guidance upon request.
- Coordinate with worship and liturgical leaders as needed.

**Term:** Indefinite – Serves at the discretion of the Chairman

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#### **2. Parliamentarian**

**Reports to:** Chairman

**Role Summary:**

The Parliamentarian ensures that all Council proceedings are conducted in accordance with accepted rules of order (e.g., Robert’s Rules of Order) and advises the Chairman and leadership on procedural matters.

**Key Responsibilities:**

- Advise the Chair and Council body on parliamentary procedure.
- Ensure orderly conduct during meetings and voting processes.
- Interpret the Constitution and By-Laws as it pertains to Council protocol.
- Resolve procedural questions and motions.

**Term:** Indefinite – Serves at the discretion of the Chairman

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#### **3. Sergeant-at-Arms**

**Reports to:** Chairman

**Role Summary:**

The Sergeant-at-Arms is responsible for maintaining order and decorum during Council sessions and for overseeing physical security and access to meeting areas.

**Key Responsibilities:**

- Ensure an orderly environment during Council proceedings.
- Assist with enforcement of Council session protocols.
- Manage access to voting and restricted areas.
- Respond to disruptions and provide logistical support as needed.

**Term:** Indefinite – Serves at the discretion of the Chairman

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#### **4. Monitor**

**Reports to:** Chairman

**Role Summary:**

Monitors support the logistical and administrative functioning of Council sessions by helping attendees locate sessions, assisting with crowd flow, and supporting presenters and event staff.

**Key Responsibilities:**

- Provide directional and logistical assistance to attendees.
- Monitor session flow and assist with setup or breakdown.
- Serve as point-of-contact for real-time support during events.
- Ensure adherence to Council schedules and program timelines.

**Term:** Indefinite – Serves at the discretion of the Chairman

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#### **5. Teller (Balloting Committee)**

**Reports to:** Diocesan

**Role Summary:**

Tellers are responsible for ensuring the integrity of all voting procedures during Council elections. They handle the collection, counting, and reporting of ballots under the supervision of the Chairman and Parliamentarian.

**Key Responsibilities:**

- Distribute and collect ballots during elections.
- Count and verify votes in accordance with established procedures.
- Maintain confidentiality and impartiality during the balloting process.
- Report election results to Council leadership.

**Term:** Indefinite – Serves at the discretion of the Diocesan

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**Title:** Registration Coordinator

**Classification:** Volunteer

**Term:** Indefinite – Serve at the discretion of the General Secretary

**Reports To:** General Secretary and Assistant General Secretary

#### **Role Summary**

The Registration Coordinator plays a critical administrative and hospitality role in ensuring the successful registration and check-in processes for all MDC events, including general Council sessions and auxiliary programs. This position facilitates seamless participant onboarding, oversees volunteer registration teams, and maintains accurate records and communication to enhance attendee experience.

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## **Key Responsibilities**

### **1. Registration Management**

- Establish and manage efficient systems for participant registration (both online and on-site).
- Maintain an accurate, secure registration database.
- Track and reconcile all registration-related payments.

### **2. Onsite Coordination**

- Design and implement a check-in/check-out process at Council sessions and events.
- Lead the setup and operation of registration tables.
- Ensure each registrant is properly identified (e.g., via name badges or wristbands) for access to sessions.

### **3. Volunteer Leadership**

- Recruit, train, and supervise a team of registration volunteers.
- Conduct pre-event volunteer meetings to review procedures and expectations.

### **4. Communication and Follow-Up**

- Generate and send confirmation emails, reminders, and event instructions to registrants.
- Provide registration reports and updates to the General Secretary, Assistant General Secretary, and event leadership.
- Communicate with participants regarding registration status, missing information, or logistical details.

### **5. Records and Reporting**

- Maintain detailed records of attendee data, payments, t-shirt orders, and other event-related materials.
- Assist with distributing materials such as programs, t-shirts, and wristbands, collaborating with relevant MDC departments.

### **6. Collaboration**

- Work closely with the General Secretary, Assistant General Secretary, Diocesan appointees, and auxiliary leaders to ensure coordinated registration efforts across departments.
- Inform leadership of attendee metrics and trends to aid in planning and capacity forecasting.

## 7. Spiritual Readiness

- Represent MDC with a welcoming and Christ-like attitude.
  - Be prepared to assist spiritually, including offering prayer or guidance as needed during registration interactions.
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## Qualifications and Competencies

- Proven organizational and administrative skills.
- Effective verbal and written communication.
- Proficient in database software, spreadsheets, and office technology.
- High level of attention to detail and ability to manage sensitive information confidentially.
- Experience leading teams or managing volunteers.
- A committed, active member of the MDC with spiritual maturity and a heart for service.
- Ability to work under pressure in fast-paced environments during events.

The Registration Coordinator serves as an essential link between MDC leadership and its constituents, ensuring that each member's arrival at Council sessions is met with clarity, warmth, and operational excellence.

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**Title:** Registration Clerk

**Classification:** Volunteer

**Term:** Indefinite – Serves at the discretion of the General Secretary

**Reports To:** General Secretary, Assistant General Secretary, and Registration Coordinator

## Role Summary

The Registration Clerk serves as a vital administrative support role within the Midwestern District Council (MDC), responsible for the accurate and efficient management of registration processes related to general Council sessions and special events. This position involves maintaining organized records, assisting attendees during registration, and providing exceptional service both prior to and during Council gatherings. The Registration Clerk ensures that registrants are appropriately welcomed and accounted for, contributing to the smooth operation of the Council's registration and recordkeeping systems.

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## **Key Responsibilities**

### **1. Registration Management**

- Oversee the input, updating, and maintenance of attendee information in the registration database.
- Process event registrations, including handling changes and cancellations.
- Assist with managing both online and in-person registration systems and platforms.

### **2. Pre-Event Coordination**

- Prepare and distribute pre-event materials such as invitations, confirmation letters, schedules, and informational packets.
- Generate and print name badges, registration lists, and check-in materials.

### **3. Onsite Check-In and Support**

- Provide welcoming and efficient onsite registration services for attendees, including check-in support and issuance of registration materials.
- Troubleshoot registration or badge issues at the point of contact and provide solutions or escalate concerns as needed.

### **4. Recordkeeping and Reporting**

- Maintain comprehensive and accurate records of registration data, attendee participation, and payment status.
- Support the Registration Coordinator by generating reports on attendance, demographics, and registration trends.

### **5. Customer Service and Communication**

- Respond promptly and professionally to inquiries from registrants, guests, and Council leaders.
- Coordinate with the General Secretary and Assistant General Secretary to ensure smooth operations during peak registration periods.

### **6. Clerical and Archival Duties**

- Assist in preserving registration records and ensuring they are archived securely and confidentially, in line with MDC recordkeeping policies.
- Collaborate with the Church Clerk, if applicable, to maintain synergy between historical membership data and event records.

## **Qualifications**

- Strong organizational and time management skills.
  - Excellent communication and customer service abilities.
  - Proficiency in using digital platforms and basic office software (e.g., Microsoft Excel, Eventbrite, or similar).
  - Experience in administrative or event registration support roles preferred.
  - Ability to work both independently and collaboratively.
  - Professionalism, confidentiality, and a service-oriented mindset.
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## **Reporting Structure**

The Registration Clerk reports to the General Secretary and Assistant General Secretary and works under the daily supervision and guidance of the Registration Coordinator.

## ARTICLE VIII – CHAIRMAN

The **Chairman** shall serve as the **Chief Operating Officer (COO)** of the Midwestern District Council (MDC) and shall be responsible for the implementation of all Council programs, policies, and directives authorized by:

- Official legislation of the Council,
- Resolutions of the Board of Directors or Executive Committee, or
- Instructions of the Diocesan.

In collaboration with the Diocesan, the Chairman shall coordinate and oversee the planning and execution of all General Council Sessions, and shall preside over all general Council meetings.

The signature of the Chairman shall be affixed to all official business of the Council. However, all legal and financial matters shall require the approval of the Diocesan prior to execution. Such matters include, but are not limited to, contractual agreements, financial disbursements, and legal documentation.

The Chairman shall act as the official designee of the Diocesan in matters requiring delegated authority, and their executive powers shall be exercised in alignment with the Constitution and under the spiritual oversight of the Diocesan Bishop.

The Chairman must be an **active, credentialed pastor** in good standing within the Council and the Pentecostal Assemblies of the World, Inc.

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### **Job Description: Chairman of the Midwestern District Council**

**Position Title:** Chairman

**Reports To:** Diocesan Bishop and Board of Directors

**Term:** Elected (as outlined in Council By-Laws)

**Classification:** Executive Leadership

#### **Position Summary**

The Chairman serves as the chief administrative and operational leader of the Council. This role ensures the faithful implementation of the Council’s mission, the smooth functioning of its legislative actions, and the coordination of all official gatherings. The Chairman serves as a strategic liaison between the Diocesan, Board of Directors, and Council membership.

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#### **Key Responsibilities**

- **Operational Leadership:**  
Implement all policies, directives, and strategic actions passed by the Council, Board of Directors, or Diocesan. Ensure efficient operation and alignment of Council initiatives with its mission and values.
  - **Council Oversight:**  
Plan, organize, and chair all General Council Sessions. Coordinate logistics, programming, and support staff for successful convenings.
  - **Executive Authorization:**  
Affix signature to all official business of the Council, excluding legal or financial transactions, which require prior Diocesan approval.
  - **Governance Compliance:**  
Ensure that Council operations and actions are conducted in accordance with the Constitution and the authority vested by the Diocesan Bishop.
  - **Representation:**  
Serve as the Diocesan’s representative when delegated, acting as spokesperson or executive agent in designated matters.
  - **Collaboration:**  
Work closely with elected officers, committee heads, and department directors to maintain continuity of operations and ministry effectiveness.
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**Qualifications and Requirements**

- Ordained pastor in active ministry within the Midwestern District Council.
- Proven leadership and administrative experience in church governance.
- Strong understanding of the Constitution and By-Laws of the MDC and the Pentecostal Assemblies of the World, Inc.
- Excellent organizational, communication, and decision-making skills.
- Spiritual maturity, integrity, and alignment with the Apostolic doctrine.

## **ARTICLE IX – FIRST VICE CHAIRMAN**

### **Position and Authority**

The First Vice Chairman shall serve as the principal deputy to the Chairman and assist in the operational leadership of the Midwestern District Council (MDC). In the absence or incapacity of the Chairman, the First Vice Chairman shall assume all duties and responsibilities of the Chairman and shall serve as Acting Chairman until a successor is duly elected during the next regular election cycle.

The First Vice Chairman shall be an active pastor in good standing within the MDC and the Pentecostal Assemblies of the World, Inc. The First Vice Chairman's authority shall be exercised under the direction of the Chairman and in alignment with the Council's Constitution and Bylaws.

### **Job Description: First Vice Chairman**

**Title:** First Vice Chairman

**Classification:** General Elected Officer

**Term:** Four (4) years

**Reports To:** Chairman

### **Key Responsibilities**

- Act as presiding officer in all Council sessions and official functions in the absence of the Chairman.
- Support and advise the Chairman in executing the policies and strategic directives of the Council.
- Serve as a liaison to ministry leaders and ensure follow-through on delegated assignments.
- Mentor and guide the Second Vice Chairman in leadership preparation and succession.
- Represent the Council at public events, ecclesiastical functions, and denominational meetings as needed.
- Collaborate with the Executive Committee and Board of Directors to ensure administrative continuity.
- Fulfill any duties assigned by the Chairman or Executive Committee.

### **Qualifications**

- Active, credentialed pastor within the MDC.
- Demonstrated leadership, communication, and administrative ability.
- Adherence to Apostolic doctrine and integrity in personal and professional conduct.

## **ARTICLE X – SECOND VICE CHAIRMAN**

### **Position and Authority**

The Second Vice Chairman shall serve in a supportive leadership capacity to both the Chairman and the First Vice Chairman. In the absence of both, the Second Vice Chairman shall assume the duties of presiding over the Council's general sessions and supporting the continuity of leadership functions as assigned.

The Second Vice Chairman shall be an active pastor in good standing within the Midwestern District Council and the Pentecostal Assemblies of the World, Inc.

### **Job Description: Second Vice Chairman**

**Title:** Second Vice Chairman

**Classification:** General Elected Officer

**Term:** Four (4) years

**Reports To:** First Vice Chairman and Chairman

### **Key Responsibilities**

- Serve as presiding officer in the absence of both the Chairman and First Vice Chairman.
- Assist in implementing Council initiatives, projects, and strategic directives.
- Represent the Council at designated events, programs, or partnerships.
- Chair special committees or assignments as directed by senior leadership.
- Support internal communications and facilitate coordination among ministry leaders.
- Promote cohesion and alignment across MDC ministries and jurisdictions.
- Prepare for higher leadership roles through active engagement and mentorship.

### **Qualifications**

- Active, credentialed pastor within the MDC.
- Strong collaborative and interpersonal skills.
- Commitment to Apostolic values and the spiritual mission of the Council.
- Capacity to lead teams, manage assignments, and support governance processes.

## **ARTICLE X – GENERAL SECRETARY**

**Title: General Secretary**

**Classification: General Elected Officer**

**Term: Four (4) Years**

**Reports To: Chairman and Diocesan**

### **Role Overview**

The General Secretary serves as the chief record-keeper and administrative officer for the Midwestern District Council (MDC), responsible for the accurate documentation, maintenance, and dissemination of all official Council records, proceedings, and legislative actions. This role ensures administrative continuity, transparency, and compliance with Council procedures and mandates.

### **Primary Responsibilities**

**1. Official Records Management**

The General Secretary shall record and preserve the minutes of all official Council sessions and business meetings. These records shall be typed, archived at the District Office, and maintained as permanent property of the Council, subject to correction and adoption at the next session.

**2. Legislative Oversight**

The General Secretary shall maintain an official record of all legislation passed by the Council and ensure its distribution and availability during business sessions. Compliance with such legislation will be monitored as part of the Secretary's duties.

**3. Meeting Attendance and Communication**

The General Secretary shall attend all official business meetings and sessions of the Council and distribute the minutes to all MDC pastors following each meeting via U.S. mail.

**4. Registration and Credentialing**

- Administer All-Auxiliary badges that register recipients for all Council auxiliaries, with fees prorated to include general Council registration.
- Administer free registration for individuals as directed by the Board of Directors, including lifetime memberships based on service and tenure.

**5. Special Registration Privileges**

- Provide complimentary All-Auxiliary registration for the Chairman, Vice Chairmen, General Secretary, Assistant General Secretary, General Treasurer, Assistant General Treasurer, and their spouses, as applicable.
- Extend the same to the Diocesan Bishop and spouse.

**6. Communication and Branding**

- Ensure the names of the Diocesan and Chairman appear on all official MDC letterhead and printed materials.
- Summarize and disseminate pertinent Council business to the appropriate persons in writing.

**7. Distribution of Council Minutes**

Prepare and provide printed minutes of prior Council sessions in delegate registration packets during each general session.

**8. Pastoral and Congregational Care Notifications**

Receive reports of illnesses, bereavements, or crises affecting Council members. Notify Suffragan Bishops and District Elders, who will in turn inform pastors and congregations within their districts.

**9. Church Report Compliance**

Monitor the submission of Church Reports. Notify the Diocesan, Chairman, and Suffragan Bishops of non-compliance; these Bishops will inform District Elders for corrective follow-up.

**10. Calendar Coordination**

Maintain the official MDC calendar, consolidating dates and activities provided by the Diocesan,

Chairman, and Auxiliary Presidents. Submissions are due annually by October 1.

**11. Council Registration Fees**

Maintain oversight of registration fee structures:

- General Council Registration: \$10.00
- All-Auxiliary Registration: \$70.00

(Refer to the official Schedule of Council Registration Fees for updates.)

## **ARTICLE XI – ASSISTANT GENERAL SECRETARY**

**Title:** Assistant General Secretary

**Classification:** General Elected Officer

**Term:** Four (4) Years

**Reports To:** General Secretary

### **Role Overview**

The Assistant General Secretary is an elected officer of the Midwestern District Council (MDC) who provides vital administrative, operational, and logistical support to the General Secretary. This role ensures continuity and efficient functioning of the Council's recordkeeping and registration processes and supports the broader communication and organizational infrastructure of the Council. The Assistant General Secretary serves as the acting General Secretary in the event of a long-term vacancy, illness, or incapacitation, until a new election is held.

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### **Key Responsibilities**

#### **1. Administrative and Records Support**

- Assist the General Secretary with document preparation, correspondence, and distribution of official Council communications.
- Maintain organized, accurate, and confidential church records, databases, and calendars in coordination with the General Secretary.
- Support the creation and dissemination of Council minutes, legislative materials, registration records, and mailings.

#### **2. Registration Management**

- Operate and oversee the Council registration office during all General Council sessions.
- Coordinate volunteer or staff teams supporting registration logistics, badge issuance, and participant data tracking.
- Ensure efficient, welcoming, and accurate registration experiences for attendees and officials.

#### **3. Event Coordination and Communications**

- Assist in the planning and execution of Council meetings, events, and sessions in collaboration with the General Secretary and other officers.
- Support communication efforts by preparing newsletters, emails, bulletins, or reports for distribution to pastors and members.
- Respond to inquiries from members and serve as a point of contact for information related to Council operations.

#### **4. Acting in Absence**

- Serve as the interim General Secretary in the event of long-term illness, incapacitation, or death of the General Secretary, until the next general election.
- Attend official Council business meetings and sessions as needed to fulfill support or leadership functions.

#### **5. Operational and Project Support**

- Manage supplies, resources, and administrative materials necessary for office operations.
  - Provide support for special projects or initiatives assigned by the General Secretary or Chairman.
  - May assist with limited financial tracking or fundraising tasks as appropriate.
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### **Qualifications and Competencies**

- Demonstrated experience in administrative support or office management.
- Proficiency in Microsoft Office Suite and/or church management software.
- Exceptional organizational and communication skills.
- Ability to maintain confidentiality and work with integrity.
- A welcoming and professional demeanor in interactions with clergy, laity, and external contacts.
- Ability to work independently and collaboratively with Council leadership and staff.

## **ARTICLE XII – GENERAL TREASURER**

**Title:** General Treasurer

**Classification:** General Elected Officer

**Term:** Four (4) Years

**Reports To:** Chairman and Diocesan

### **Role Summary**

The General Treasurer serves as the Chief Financial Officer of the Midwestern District Council (MDC) and is responsible for the stewardship, oversight, and management of all Council financial operations. The Treasurer ensures that all funds received and disbursed by the Council are handled in accordance with established financial procedures and directives from the Board of Directors and the Diocesan. This role demands integrity, transparency, and a high degree of accountability in managing Council resources.

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### **Key Responsibilities**

#### **1. Financial Oversight and Management**

- Receive, record, deposit, and account for all funds of the Council as directed by the Board of Directors or Diocesan.
- Maintain accurate and complete records of all financial transactions in accordance with generally accepted accounting principles (GAAP).
- Ensure the safekeeping of all Council financial assets and maintain appropriate records for audit and review.

#### **2. Disbursement and Payment Authorization**

- Process all payments and disbursements that have been reviewed and approved by the Budget and Finance Committee.
- Require and verify the signed authorization of either the Diocesan or Chairman on all disbursement requests.
- Co-sign all Council checks, drafts, and financial instruments along with the Chairman, with consent of the Diocesan.

#### **3. Budget Preparation and Reporting**

- Prepare and present an annual budget proposal to the Chairman and Diocesan for review and approval before the start of the fiscal year.
- Develop accurate financial forecasts and recommend prudent budgeting strategies in coordination with the Assistant General Treasurer.
- Provide an official financial report at each General Council session, including an updated balance of all funds and transactions.

#### **4. Cash Management and Reporting**

- Within fourteen (14) days following each General Council session, submit a comprehensive cash management report to the Chairman and Diocesan, detailing all receipts and expenditures.
- Ensure timely reconciliation of Council accounts and financial statements post-session.
- Collaborate with the Assistant General Treasurer to ensure accuracy, completeness, and transparency in all reporting.

#### **5. Compliance and Accountability**

- Adhere to all internal financial controls and external regulatory requirements regarding nonprofit and religious financial operations.
- Support internal and external audits as requested by the Board of Directors.
- Maintain confidentiality and security of financial records and sensitive information.

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#### **Qualifications and Skills**

- Demonstrated experience in financial management, accounting, or nonprofit administration.
- Strong knowledge of budgeting, cash flow, and financial reporting.
- High ethical standards and commitment to fiduciary responsibility.
- Proficiency in financial software and tools, including spreadsheets and digital ledgers.
- Excellent organizational, analytical, and communication skills.

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The General Treasurer shall serve as a vital member of the Council's leadership, upholding integrity, accountability, and sound financial stewardship in the execution of all fiscal responsibilities.

## **ARTICLE XIII – ASSISTANT GENERAL TREASURER**

**Title:** Assistant General Treasurer

**Classification:** General Elected Officer

**Term:** Four (4) Years

**Reports To:** General Treasurer

### **Role Summary**

The Assistant General Treasurer serves as the principal support officer to the General Treasurer and plays an essential role in ensuring the effective and compliant financial administration of the Midwestern District Council (MDC). This position provides direct assistance in all financial functions, supports the maintenance of financial records, and helps manage Council funds with diligence and accuracy. The Assistant General Treasurer also serves as the acting Treasurer in the absence, incapacitation, or vacancy of the General Treasurer position.

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### **Key Responsibilities**

#### **1. Support to the General Treasurer**

- Assist the General Treasurer in executing all responsibilities related to receiving, recording, depositing, and managing Council funds.
- Support the preparation and processing of payments and disbursements in accordance with Budget and Finance Committee authorizations and Council policy.
- Collaborate on the maintenance and organization of all financial records and ledgers.

#### **2. Delegated Duties and Shared Responsibilities**

- Co-develop and support the preparation of the annual budget, financial reports, and session-based financial summaries.
- Co-sign checks, drafts, and financial instruments along with the Chairman (with Diocesan consent) in accordance with Council financial protocols.
- Participate in cash flow oversight, reconciliation of accounts, and the implementation of financial controls.

#### **3. Acting Treasurer in Absence**

- Assume all duties and responsibilities of the General Treasurer in the event of absence, long-term illness, or death, serving in an interim capacity until the next regularly scheduled general election.
- Ensure the continuity of Council financial operations and reporting during any transition.

#### **4. Post-Session Reporting and Audit Support**

- Work with the General Treasurer to prepare and submit a complete cash management report detailing receipts and expenditures within fourteen (14) days following each General Council session.
  - Support internal audits and ensure that accurate records are maintained for inspection and review by the Board of Directors.
- 

### **Qualifications and Skills**

- Experience in financial administration, accounting, or nonprofit bookkeeping.
  - Familiarity with financial software, spreadsheets, and standard bookkeeping practices.
  - Strong organizational and communication skills.
  - High attention to detail, integrity, and confidentiality in handling financial records.
  - Willingness to work collaboratively and serve in a support role with readiness to assume leadership when required.
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The Assistant General Treasurer strengthens the Council's financial stability and operational continuity by ensuring collaboration, transparency, and reliability in all fiscal matters. This role is vital to maintaining confidence in the Council's stewardship of its resources.

## ARTICLE XIV – COUNCIL SESSIONS

The Midwestern District Council (MDC) shall convene tri-annually in **April, July, and November**, at times and locations determined by the Board of Directors. The structure, duration, and format of each session shall likewise be established by the Board of Directors to effectively fulfill the Council’s mission.

In addition to the regularly scheduled sessions, the Council may authorize special sessions or call meetings as necessary to address urgent or exceptional matters. These special sessions, including their location, timing, and format, shall be approved by the Council or convened by the Diocesan or Chairman with the Diocesan’s approval.

For any official business conducted outside of the regularly scheduled Council sessions, a **quorum shall be required**. A quorum shall consist of not less than **one-third (1/3)** of the pastors of the Diocese.

### MIDWESTERN DISTRICT COUNCIL – GENERAL COUNCIL SESSIONS SCHEDULE

Day	Time	Event
Tuesday	2:00 P.M. – 4:00 P.M.	International Missions Department
	2:00 P.M. – 4:00 P.M.	Health Professionals
	7:00 P.M. – 9:00 P.M.	Evening Service – Young People
Wednesday	9:00 A.M. – 9:30 A.M.	Morning Glory Prayer Series
	10:00 A.M. – 12:00 P.M.	General Business Session
	2:00 P.M. – 4:00 P.M.	Missionary & Christian Women
	2:00 P.M. – 4:00 P.M.	Men’s Ministry
Thursday	7:00 P.M. – 9:00 P.M.	Evening Service – Women’s Night
	9:00 A.M. – 9:30 A.M.	Morning Glory Prayer Series
	2:00 P.M. – 4:00 P.M.	Christian Education
	2:00 P.M. – 4:00 P.M.	Ushers
Friday	2:00 P.M. – 4:00 P.M.	Pastors' Advisory Board Meeting
	7:00 P.M. – 9:00 P.M.	Evening Service – Unity Night
	9:00 A.M. – 9:30 A.M.	Morning Manna Series
	10:00 A.M. – 12:00 P.M.	General Business Session
Saturday	2:00 P.M. – 4:00 P.M.	Singles’ Ministry
	2:00 P.M. – 4:00 P.M.	Ministers’ Wives & Ministers’ Widows
	7:00 P.M. – 9:00 P.M.	Evening Service – Bishop’s Night
Saturday	10:00 A.M. – 11:30 A.M.	MDC Institute

This structure supports the spiritual, administrative, and ministerial objectives of the Midwestern District Council, ensuring that each session is conducted with excellence, order, and alignment with the Council's mission.

## **ARTICLE XV – ADVISORY BOARD**

The **Advisory Board** of the Midwestern District Council shall be composed of the **Diocesan Bishop, Suffragan Bishops, and District Elders**. This body shall serve as a spiritual and ecclesiastical counsel to the Diocesan and shall meet during each General Council Session at the designated location of the session. Additional meetings may be convened as deemed necessary by the Board or by the Diocesan. The Diocesan shall appoint a member of the Advisory Board to serve as Secretary at his or her discretion to record deliberations and maintain confidentiality.

The responsibilities of the Advisory Board shall include, but are not limited to:

- **Reviewing ecclesiastical matters** submitted by the Board of Directors or the Diocesan for consideration.
- **Deliberating on confidential and sensitive issues** that are not appropriate for open-session discussion. These matters shall be addressed with discernment and spiritual wisdom, and may or may not be reported to the general body, solely at the discretion of the Diocesan.
- **Submitting recommendations** for general matters, as deemed appropriate by the Diocesan, to be presented to the Council during the final business session of the Council meeting.

The Advisory Board shall not consider any matter not first approved or referred by the Diocesan. In the event that business remains unresolved during a regular session, the Diocesan or Council Chairman may authorize the convening of a subsequent meeting. Written notice and an accompanying agenda must be mailed to all Advisory Board members at least **fourteen (14) days** prior to such a meeting.

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### **Job Description: Pastors' Advisory Board**

**Title:** Member, Pastors' Advisory Board

**Classification:** Ecclesiastical Appointee

**Reports To:** Diocesan Bishop

**Service Term:** As designated by ecclesiastical office (Suffragan Bishop or District Elder)

### **Role Summary**

The Pastors' Advisory Board serves as a strategic and spiritual counsel to the Diocesan Bishop, assisting in the governance, care, and oversight of ecclesiastical matters within the Diocese. Composed of seasoned clergy leaders, the Board provides guidance on complex pastoral, doctrinal, and organizational issues and plays a key role in supporting the unity, integrity, and forward direction of the Council.

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### **Key Responsibilities**

#### **1. Spiritual Counsel and Ecclesiastical Governance**

- Provide spiritual guidance to the Diocesan on doctrinal and ministerial issues.
- Uphold and promote the theological values and ecclesial integrity of the Council.
- Offer confidential counsel and wisdom on sensitive matters impacting the Diocese.

#### **2. Pastoral Support and Accountability**

- Act as a resource for the Diocesan and pastoral leadership, ensuring alignment with the mission of the Council.
- Encourage healthy pastoral leadership and promote spiritual well-being among Council clergy.

#### **3. Conflict Resolution and Mediation**

- Assist in resolving disputes within churches, ministries, or among leadership as assigned by the Diocesan.
- Foster reconciliation and unity within the Council body.

#### **4. Strategic Planning and Implementation**

- Contribute to high-level decision-making affecting the long-term spiritual and organizational direction of the Council.
- Collaborate on policies and initiatives that impact diocesan growth and ministry effectiveness.

#### **5. Confidential Review of Sensitive Issues**

- Deliberate on ecclesiastical matters deemed too sensitive for open session.
- Maintain strict confidentiality and integrity regarding all discussions and proceedings.

#### **6. Communication and Reporting**

- Convey recommendations to the Council on non-confidential matters, as directed by the Diocesan.
- Participate in preparing summary reports when appropriate.

#### **7. Engagement and Participation**

- Attend and participate in all scheduled Advisory Board meetings during Council sessions.
- Respond to special meeting notices with a commitment to timely participation and preparedness.

#### **Qualifications and Expectations**

- Must be a current **Suffragan Bishop** or **District Elder** in good standing within the Diocese.
- Demonstrated spiritual maturity, sound judgment, and commitment to apostolic doctrine and ethics.
- Ability to maintain strict confidentiality and speak with grace, truth, and wisdom.
- Proven history of pastoral leadership and service within the P.A.W. or affiliated jurisdiction.

This refined structure ensures that the Advisory Board serves as both a spiritual pillar and governance counsel in the life and mission of the Midwestern District Council

### **ARTICLE XVI – QUALIFICATIONS AND ROLE OF DISTRICT ELDERS**

#### **Qualifications for Elevation to the Office of District Elder**

To be considered for elevation to the role of District Elder within the Midwestern District Council (MDC), a candidate must meet the following criteria:

1. **Vacancy Requirement:** There must be an open position within the designated district.
2. **Biblical Qualifications:** The candidate must exemplify the spiritual and moral standards outlined in 1 Timothy 3:1–7 and Titus 1:6–9.
3. **Ordination and Pastoral Leadership:**
  - Must be an ordained pastor for at least three (3) years.
  - Must be at least 25 years of age.
  - Must be actively pastoring a congregation of no fewer than thirty (30) adult members.
4. **Exceptional Consideration:** Under special circumstances, associate or assistant pastors serving under a bishop overseeing at least 300 adult members may be considered.
5. **Educational Requirements:**
  - Completion of the PAW Transformational Leadership Program.
  - Completion of the MDC Diversity, Equity, and Inclusion Program.
  - A minimum of six (6) credit hours in theological education annually from an accredited institution.
6. **Financial and Organizational Support:**
  - Submission of at least two (2) out of three (3) MDC Church Reports (April, July, November).
  - Participation in Jurisdictional Assessments (5th Sunday).
  - Registration in at least two (2) of the last three MDC Council Sessions.
7. **Good Standing:** Must be an active and reputable pastor within their local assembly and an active member of the MDC.

#### **Job Description: District Elder**

**Title:** District Elder

**Classification:** Appointed Leadership Role

**Reports To:** Suffragan Bishop and Diocesan

**Summary of Responsibilities:**

The District Elder serves as a regional ecclesiastical leader, providing spiritual guidance, pastoral oversight, and organizational support within an assigned district of the Midwestern District Council. They function as a liaison between local churches and MDC leadership, upholding unity, accountability, and ministry excellence.

**Key Duties:**

- Offer spiritual and administrative oversight to churches in the assigned district.
- Visit and counsel pastors, offering support, mentorship, and guidance.
- Coordinate district events, fellowships, and leadership meetings.
- Promote and monitor church growth, discipleship, and community outreach.
- Ensure local churches comply with MDC reporting, doctrinal standards, and council directives.
- Collaborate with the Suffragan Bishop on pastoral appointments and district affairs.
- Represent the district at MDC Advisory Board meetings and report outcomes.

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**ARTICLE XVII – QUALIFICATIONS AND ROLE OF SUFFRAGAN BISHOPS**

**Qualifications for Elevation to the Office of Suffragan Bishop**

Candidates for elevation to the office of Suffragan Bishop within the MDC must fulfill the following:

1. **Vacancy Requirement:** An existing vacancy in the office of Suffragan Bishop must be present.
2. **Biblical Qualifications:** Must adhere to the standards in 1 Timothy 3:1–7 and Titus 1:6–9.
3. **Ordination and Experience:**
  - Must be at least 35 years of age.
  - Must be an ordained pastor with a minimum of three (3) years in that role.
  - Must have at least 10 years of active service in PAW-ordained ministry.
  - Must be pastoring a congregation of no fewer than 30 adult members.
4. **Exceptional Consideration:** A District Elder serving under a bishop with at least 600 members may be considered.
5. **Educational and Leadership Formation:**
  - Completion of the PAW Transformational Leadership Program.
  - Completion of the MDC Diversity, Equity, and Inclusion Program.
  - Minimum of six (6) annual credit hours in theology from an accredited college.
6. **Doctrinal and Ministerial Proficiency:**
  - Strong biblical teaching and preaching capabilities.
  - Demonstrated leadership, administrative, and pastoral care skills.
  - Familiarity with PAW and MDC Bylaws.
7. **Financial and Organizational Support:**
  - Submission of two (2) out of three (3) annual MDC Church Reports.
  - Fulfillment of all 5th Sunday Jurisdictional Assessments.
  - Registration in at least two (2) of the last three MDC Council Sessions.
8. **Good Standing:** Must be an active pastor in good standing and an engaged MDC member.

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**Job Description: Suffragan Bishop**

**Title:** Suffragan Bishop

**Classification:** Appointed Episcopal Leadership Role

**Reports To:** Diocesan Bishop

**Summary of Responsibilities:**

The Suffragan Bishop serves as a senior ecclesiastical officer who assists the Diocesan Bishop in providing pastoral, administrative, and liturgical leadership within the jurisdiction. The Suffragan Bishop supports clergy development, facilitates church oversight, and helps implement the spiritual and organizational vision of the MDC.

**Key Duties:**

- Provide spiritual oversight and pastoral care to District Elders and pastors under their episcopal supervision.

- Preside over ordinations, confirmations, and other ecclesiastical rites as directed by the Diocesan.
  - Represent the Diocesan in churches and jurisdictions as assigned.
  - Serve as a member of the Advisory Board and offer counsel on doctrinal and administrative matters.
  - Support strategic planning, conflict resolution, and church development within assigned areas.
  - Promote and uphold doctrinal fidelity and organizational excellence across the district.
  - Mentor emerging clergy and encourage theological and leadership development.
-

## **ARTICLE XVI – ACTIVE CHURCHES**

An **Active Church** is defined as a congregation that fulfills the following criteria:

1. **Legal and Ecclesiastical Compliance:**
  - The church operates in accordance with the established laws and policies of the Midwestern District Council (MDC).
2. **PAW Membership and Geographic Location:**
  - The church is a member of the Pentecostal Assemblies of the World, Inc. (P.A.W.) and is located within the geographical boundaries of the 12th Episcopal District.
  - The church must remain in good standing with the P.A.W. and adhere to its doctrine and governance.
3. **Recognition by the Council:**
  - The church has been formally fellowshipped into the MDC according to the established procedures of both the P.A.W. and the MDC.

### **New Church Formation Process:**

- When a minister or member of an Active Church seeks to organize a new congregation under the MDC, the following steps must be taken:
  - The individual's current pastor must present the minister to the **Advisory Board** for consideration.
  - A formal application, using the designated Council forms, must be submitted to the **Council Secretary**.
  - The Secretary will read the application before the Advisory Board for evaluation.
  - If approved, the minister will be assigned a **District Elder**, who will assist in the process of organizing the new church.
  - If the application is not approved, the individual will be referred back to their pastor for further training and development.

### **Equal Rights and Privileges:**

All Active Churches associated with the MDC shall enjoy equal rights and privileges regardless of size, location, pastoral leadership, or other distinguishing characteristics.

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## **ARTICLE XVII – AFFILIATE CHURCHES**

An **Affiliate Church** is defined as:

- A congregation of like faith that is **not a member of the P.A.W.** or is a former MDC church that has been **removed from active status.**
- These churches and their members may participate in **fellowship activities** and **worship services** sponsored by the MDC.

### **Limitations:**

- Affiliate Churches are not granted the full rights and privileges afforded to Active Churches.
  - Their involvement is limited strictly to **fellowship and worship participation** within the MDC.
-

## ARTICLE XVIII – MEMBERSHIP STATUS

### Section 1: General Membership Eligibility

Membership in the **Midwestern District Council (MDC)** shall be extended to individuals who meet the following criteria:

1. Hold **active membership in good standing** with a recognized member church of the Council.
2. Affirm and uphold the **Apostolic faith**, in accordance with the doctrinal teachings and spiritual tenets of the MDC.

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### Section 2: Statement of Inclusivity

The Council affirms the biblical principle that **salvation is available to all**, and may be obtained through the experience of the “new birth” as outlined in **Acts Chapter 2**.

Membership shall not be denied or restricted based on:

- Race
- Gender
- Nationality
- Creed
- Prior religious affiliation
- Background

The MDC is committed to fostering a spiritually inclusive and diverse community, reflective of the love and acceptance taught in Scripture.

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### Section 3: Evidence of Membership

Membership in the Council shall be evidenced by the following:

- **Timely payment** of registration fees, as established and periodically updated by the **MDC Board of Directors**.
- **Presentation of an official MDC membership badge** during Council sessions.

*Note: For current fee structure and policies, please refer to the official **Schedule of Council Registration Fees**.*

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## Section 4: Lifetime Membership and Free Registration Policy

### 4.1 Eligibility Criteria

An individual may be considered for **Lifetime Membership**, which includes complimentary **All-Auxiliary registration privileges**, upon satisfying the following criteria:

- A minimum of **15 years of continuous, active participation** in the MDC.
- Documented attendance at a minimum of **nine (9) Council Sessions** within the last **three (3) years**.
- Demonstrated **significant leadership service** within the Council. Acceptable roles include, but are not limited to:
  - General Officer
  - Auxiliary Director
  - District Elder
  - Committee Chair
  - Auxiliary President
- No active ecclesiastical discipline or violation of MDC or **Pentecostal Assemblies of the World (P.A.W.)** doctrines and ethical standards.

### 4.2 Nomination Process

A nomination for Lifetime Membership may be initiated by any of the following:

- The **Diocesan Bishop**
- The **Council Chairman**
- The **Executive Committee**
- The **Board of Directors**

All nominations must include:

- A **written statement** outlining the nominee's service contributions to the MDC.
- A **verified letter of good standing** from the nominee's local church or jurisdictional leadership.
- A **certified registration history**, provided by the **General Secretary**.

### 4.3 Approval Process

- Each nomination will undergo formal **review by the Executive Committee**.
- Final approval is subject to the decision of the **Board of Directors**, with the **consent and confirmation of the Diocesan**.

## ARTICLE XIX – VOTING AND NOMINATIONS

### Section 1: General Voting Procedures

All matters about the Midwestern District Council (MDC), unless otherwise specified in the Constitution or Bylaws, shall be determined by a **majority vote** of eligible members present at the time of the vote.

#### Eligibility for Voting:

Only members in **good standing**—those who have maintained active registration and financial compliance with the Council—are permitted to vote. Specifically, in the case of a **general election**, a voting member must have been a **registered participant** in each of the **three (3) most recent General Council Sessions** (April, July, and November) immediately preceding the election.

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### Section 2: Nomination Eligibility

To qualify as a candidate for **general elected office**, nominees must have been registered attendees of **both the July and November Council Sessions** in the calendar year preceding the election.

#### Example:

To appear on the **April 2025 ballot**, a nominee must have registered for the **July 2024** and **November 2024** sessions.

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### Section 3: Voting Eligibility

To cast a vote in a **July general election**, a member must meet the following registration criteria:

- Registered for the **November session** of the prior year.
- Registered for the **April session** of the election year.

#### Example:

To vote in the **July 2025 election**, a member must have been registered for **November 2024** and **April 2025** sessions.

## **ARTICLE XX – AMENDMENTS**

The provisions of this Constitution may be altered, repealed, amended, or otherwise revised, or a new Constitution may be drafted, during any duly convened **Annual Council Session**.

### **Notice of Intent**

To initiate such changes, written notice must be issued by the **General Secretary** and mailed to all **District Pastors** no fewer than **sixty (60) days** prior to the commencement of the Council Session at which the proposed changes will be considered. This notice must include:

- The specific constitutional provision(s) to be amended or repealed.
- The exact language of the proposed change(s).

### **Ratification Requirement**

No amendment shall be valid or enforceable unless it receives an **affirmative vote of at least three-fourths (¾)** of the **eligible voting members** of the Council present during the vote.

Voting eligibility shall be determined in accordance with the criteria outlined in **Article XIX – Voting and Nominations**.

### **Effect of Rejection**

Should the proposed amendment fail to receive the required vote for ratification, it shall be deemed **null and void**, with no further force or effect.

## **ARTICLE XXI – DISSOLUTION**

In the event of the formal dissolution of the **Midwestern District Council**, all corporate assets shall be **liquidated**. Proceeds from such liquidation shall be distributed among the **active, associated churches** of the Council.

### **Priority of Obligations**

Prior to any distribution of assets:

- All outstanding **debts and financial obligations** of the Council shall be satisfied in full. Only after full debt resolution shall the remaining funds be equitably distributed.

**ARTICLE XXII – MISCELLANEOUS PROVISIONS**

**Fiscal Year**

The fiscal year of the **Midwestern District Council** shall conclude on **August 31** of each calendar year. The new fiscal year shall begin on **September 1** and continue through **August 31** of the following year.

## **BY-LAWS**

### **General Council Financial Assessments and Obligations**

#### **Section 1 – Bishop and Chairman Travel Support**

Offerings shall be received during each MDC Council session to defray the travel expenses of the Bishop and Chairman to and from the General Convention of the Pentecostal Assemblies of the World (P.A.W.). If offerings are insufficient, the balance shall be supplemented from the Council's General Treasury.

#### **Section 2 – Diocesan Offering**

A designated offering for the Diocesan shall be received on Friday night of each General Council Session.

#### **Section 3 – Travel Reimbursement for Council Officials**

When on official Council business as authorized by the Chairman or Diocesan, the Diocesan, Suffragan Bishops, District Elders, General Secretary, and General Treasurer shall be reimbursed for mileage in accordance with P.A.W. travel policies, upon submission of appropriate receipts.

#### **Section 4 – Honorariums for Visiting Leaders**

When a Suffragan Bishop or District Elder is invited to minister at a church, a generous love offering shall be received by the host church and presented to the guest.

#### **Section 5 – Hospitality for Council Officers**

During each Council Session, meals shall be provided for the Bishops, Suffragan Bishops, District Elders, General Officers of the body, and their spouses, when present.

#### **Section 6 – Hosting Church Offering**

A nightly offering shall be collected during each General Council Session in support of the Hosting Church, excluding Friday night, which is reserved for the Bishop's offering.

#### **Section 7 – Council Registration Fees**

All members attending a Council Session shall pay a registration fee as determined by the Council.

#### **Section 8 – Discounted Registration**

Senior citizens aged 62 and older, and students up to age 22 who are not self-supporting, may register at half the established Council registration fee.

#### **Section 9 – Voting Privileges and Registration**

Only members who have registered are eligible to vote or participate in Council business.

#### **Section 10 – Delinquency and Inactive Status**

Members delinquent in dues for one year shall be placed on the inactive list upon formal notification.

#### **Section 11 – Reinstatement Process**

Members who have failed to register must pay outstanding dues to regain voting rights. Appeals may be submitted to the Advisory Board for special consideration.

#### **Section 12 – Honorariums for General Officers**

General Officers and support staff shall receive honorariums per Council Session as follows:

- Chairman: \$750
- 1st Vice-Chairman: \$600
- 2nd Vice-Chairman: \$450
- General Secretary: \$550
- Assistant General Secretary: \$450
- General Treasurer: \$550
- Assistant General Treasurer: \$450

Administrative staff honorariums shall be determined by the Executive Staff.

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### **Church Obligations to the Council**

#### **Section 1 – Local Church Functions**

MDC churches may hold local functions on Auxiliary special days, except when the Council mandates church closures.

#### **Section 2 – Activity Restrictions During Council Sessions**

Churches may not conduct regular services during Council Sessions, except for special ministries (e.g., funerals, media broadcasts). Churches located more than 50 miles from the Council site are exempt from

this restriction.

### **Section 3 – Definition of a Church**

A church is recognized as an MDC organization if it is led by a certified P.A.W. minister and has at least one member and an active worship community.

### **Section 4 – Inactive Church Status**

A church may be placed on the Inactive List for:

- Failing to file Church Reports for three consecutive Councils.
- Neglecting to pay required assessments.
- Other signs of inactivity.

### **Section 5 – Reading of Church Reports**

Church reports shall be presented at the end of the business meeting agenda. Only the pastor's name, the five-dollar (\$5) contribution, and total report amount shall be read aloud.

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## **Financial Assessments for Churches**

### **Section 1 – Council-Specific Financial Assessments**

The following assessments apply exclusively to MDC obligations and exclude P.A.W. fees or licensing costs:

- Churches with 100 members or fewer: \$500 annually (half due in July).
  - Churches with more than 100 members: \$5 per member annually (half due in November, half in July).
- 

## **Council Assistance for Churches**

### **Section 1 – Fellowship Support for Evangelism**

Funds collected via fellowship paper receipts (\$10 per recipient) shall be designated for Church Extension and Evangelism.

### **Section 2 – Emergency Assistance Fund**

To build a financial base for supporting emergency needs (e.g., building repairs, maintenance), churches shall collect a one-time \$12 assessment per member. Funds are submitted to the District Elder, who reports them to the Financial Committee for deposit into an interest-bearing account.

Applications for assistance must be reviewed by a screening committee appointed by the Diocesan and/or Chairman. Approved requests may receive loan guarantees backed by the MDC surety fund. Emergency repayment assistance may be authorized upon timely notice (within five days of due date).

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## **Church Membership and Active Standing**

### **Section 1 – Application Process**

New churches seeking affiliation with the MDC must submit an application endorsed by a recommending pastor. Upon Diocesan approval, the application is reviewed by the Advisory Board and presented to the Council.

### **Section 2 – Managing Inactive Churches**

- Inactive churches are referred to their assigned Suffragan Bishop.
  - The Suffragan Bishop investigates and reports findings to the Advisory Board, including any recommendations.
  - Removal from active status requires the Suffragan Bishop's recommendation and approval by the Advisory Board.
- 

## **Pastors**

### **Section 1 – Diocesan-Led Training**

The pastors of the MDC encourage the Diocesan to conduct monthly pastoral training and biblical teaching sessions. These breakfasts, typically held on the third Saturday of each month, are organized by the General Secretary under the Diocesan's direction.

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## **Auxiliaries**

### **Section 1 – Auxiliary Establishment**

No group shall be considered an official Auxiliary until ratified by the electorate. A written proposal must include:

- Purpose and contribution to the Council.
- Impact on existing auxiliaries.
- List of organizers from at least three active churches.

Upon ratification, the Diocesan shall appoint a Director. Before any activity begins, the new Auxiliary must submit proposed By-Laws to the Advisory Board for approval or revision.

### **Section 2 – Governance and Compliance**

All auxiliaries must comply with the Council's Constitution and By-Laws. No auxiliary may enact policies or actions that contradict these governing documents.

### **Section 3 – Financial Reporting**

Auxiliaries must maintain accurate financial records, which are Council property. These records shall be reported annually by the General Treasurer during the Annual Council Session.

## **AUXILIARY LAWS**

### **Section 1 – Limitation on Elected Offices**

No individual shall hold more than one (1) elected office within any auxiliary of the Midwestern District Council.

*(Effective April 1990)*

### **Section 2 – Annual Budget Submission**

All auxiliaries are required to submit a written annual budget to the General Secretary no later than one (1) month prior to the Annual Council Session. Auxiliaries that fail to meet this deadline shall be granted a grace period of no more than seven (7) days to complete their submission.

### **Section 3 – Non-Compliance Penalty**

Any auxiliary that fails to submit its annual budget within the specified timeframe shall have its funds impounded by the Council until compliance is achieved.

*(Effective July 1989)*

### **Section 4 – Annual Financial Reporting**

Each auxiliary must submit its annual financial report on the first day of the General Business Session during the Annual Council Session.

*(Effective July 15, 1988)*

### **Section 5 – Annual Program Reporting**

Auxiliaries are required to submit an annual program plan using the official form provided by the General Secretary. This report must be submitted during the Annual Council Session and is subject to approval by both the Diocesan and the Chairman.

*(Effective April 1984)*

## **ARTICLE XXIII – AUXILIARY DIRECTORS**

### **Section 1 – Appointment of Auxiliary Directors**

Auxiliary Directors shall be appointed by the Diocesan Bishop. While Auxiliary Presidents may submit up to two (2) recommendations for consideration, the final appointment authority rests solely with the Diocesan. Directors serve at the discretion of the Diocesan and hold an indefinite term.

### **Section 2 – Reporting Requirements**

Auxiliary Directors are responsible for delivering their own reports during official Council sessions. No substitutes shall be permitted to present on their behalf.

*(Effective July 1990)*

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#### **Job Description: Auxiliary Director**

**Title:** Auxiliary Director

**Classification:** Appointed Ministry Leader

**Reports To:** Diocesan Bishop

**Term:** Indefinite – Serves at the discretion of the Diocesan

#### **Role Summary:**

The Auxiliary Director serves as the primary leader and coordinator for one or more volunteer-led auxiliaries within the Midwestern District Council. This position ensures that each auxiliary operates in alignment with the mission, vision, and strategic goals of the Council. The Director provides spiritual leadership, administrative oversight, and strategic direction to promote effective ministry, growth, and collaboration across auxiliary programs.

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#### **Key Responsibilities:**

##### **1. Strategic Planning and Vision Alignment**

- Develop and execute long-term and short-term strategic plans for the assigned auxiliary.
- Ensure all auxiliary initiatives support the mission and goals of the Midwestern District Council (M.D.C.) and Pentecostal Assemblies of the World (P.A.W.).

##### **2. Ministry Coordination and Support**

- Coordinate programming, schedules, and reporting for all auxiliary functions and events.
- Provide leadership, training, and support to auxiliary officers and committee members.
- Monitor progress and effectiveness of programs and adjust strategies as needed.

##### **3. Volunteer Management**

- Recruit, train, and retain volunteers within the auxiliary ministry.
- Foster an inclusive and supportive environment where volunteers feel equipped and empowered to serve.

##### **4. Resource and Budget Oversight**

- Work within the budget allocated to the auxiliary by the Council.
- Oversee proper use of resources and ensure fiscal responsibility.
- Submit annual budget proposals and financial reports in accordance with M.D.C. guidelines.

##### **5. Communication and Collaboration**

- Serve as the liaison between the auxiliary and Council leadership.
- Ensure timely submission of annual reports, program plans, and financial documentation to the General Secretary.
- Facilitate coordination and cooperation with other auxiliaries and church departments.

##### **6. Event Planning and Execution**

- Oversee planning and execution of all auxiliary-sponsored events, conferences, and outreach initiatives.
- Ensure logistical and programmatic excellence while promoting engagement and spiritual enrichment.

## 7. Ministry Growth and Innovation

- Identify emerging ministry opportunities and propose new initiatives to enhance auxiliary impact.
- Conduct evaluations to improve the reach and effectiveness of programs.

## 8. Spiritual Leadership

- Model Christian leadership through prayer, teaching, and mentorship.
- Encourage spiritual growth among auxiliary members and promote unity in service.

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### Skills and Qualifications:

- **Leadership & Team Building:** Proven ability to lead teams and coordinate large-scale initiatives.
- **Strategic Planning:** Experience in setting goals and implementing action plans.
- **Organizational Skills:** Excellent time management, planning, and record-keeping abilities.
- **Communication:** Strong written and verbal communication; comfortable presenting before large groups.
- **Church Ministry Experience:** In-depth understanding of church auxiliaries and their role within church governance.
- **Spiritual Maturity:** Demonstrated commitment to Apostolic doctrine, personal integrity, and servant leadership.
- **Volunteer Management:** Skilled in developing and motivating volunteer teams.

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The Auxiliary Director plays a vital role in equipping the body of Christ through organized ministry efforts. By leading with excellence, fostering growth, and ensuring faithful stewardship, Auxiliary Directors contribute significantly to the mission and vitality of the Midwestern District Council.

### **Auxiliary Financial Procedures**

In accordance with the Pentecostal Assemblies of the World, Inc. (P.A.W.) 1990 General Convention (St. Louis, Missouri, August 6, 1990), the following financial procedures are established for all auxiliaries and entities operating within the Midwestern District Council (M.D.C.), P.A.W. These procedures will remain in effect until superseded by a formal manual issued by the parent organization.

#### **Section 1: Centralized Financial Management**

Effective July 8, 1991, all separate auxiliary checking accounts are eliminated. The following procedures shall govern financial operations:

- **Funds Transfer:** All auxiliary funds—current and incoming—must be remitted in full to the M.D.C. General Treasurer. A Council Receipt (Exhibit C) will be issued for all transactions.
- **Current Session Receipts:** All funds collected during a Council session must be counted, recorded, and immediately submitted to the General Treasurer. A Council Receipt will be provided.
- **Petty Cash Provisioning:**
  - Petty cash may be issued at the end of the Council session, provided the auxiliary has met all financial obligations.
  - A maximum of \$300 may be retained as petty cash.
  - A request for replenishment must include a full accounting of expenditures.
  - An additional \$300 will be held in reserve from the auxiliary's account to support timely petty cash replenishment.
- **Recordkeeping:** Each auxiliary's Treasurer and Secretary shall maintain independent financial records and periodically reconcile with the General Treasurer's records.

### **Auxiliary Practical Procedures**

1. **Voucher Submission:** All expenditures require a completed Council Voucher presented to the General Treasurer. A check will be issued, including in cases involving cash expenses.
2. **Voucher Authorization:** Vouchers must bear signatures from:
  - (1) President or Chairman
  - (2) Secretary or Assistant Secretary
  - (3) TreasurerIncomplete or unsigned vouchers will not be processed.
3. **Support Fund Deposits:** Auxiliaries may deposit funds with the General Treasurer during Council sessions. However, all checks will be issued in one consolidated batch, where feasible.

#### **Approved by:**

District Elder Jesse L. Watts, General Treasurer

**Date Approved:** July 12, 1991, reaffirmed in 1996

## **Auxiliary Programming for Councils**

### **Section 1: Speaker Approval**

Before contacting any individual to speak at an auxiliary's Council program, the auxiliary must obtain approval from the prospective speaker's pastor.

**(Adopted: November 1998)**

### **Section 2: Evening Service Speakers**

Auxiliaries seeking to schedule a speaker for an evening Council service must submit the names of three (3) proposed speakers to the Pulpit Committee. One (1) speaker will be selected from the submitted names. Speaker submissions must be made within thirty (30) days following the current Council session, in preparation for the next session.

**(Adopted: November 1983)**

Additionally, auxiliaries are required to:

- Submit their complete program schedules to the General Secretary no later than six (6) weeks prior to the Council session.
- Include the names of proposed speakers for Pulpit Committee review and approval.

**Recommendation:** Council pastors are encouraged to serve as evening speakers as often as possible. Therefore, auxiliaries are urged to prioritize the nomination of Council pastors for these roles.

*Note: The above procedures are operational guidelines, not binding laws of the Council.*

### **Section 3: Auxiliary Meeting Times**

Auxiliaries shall convene during Council sessions at the times designated by the General Council.

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## **Auxiliary Rules for Order**

### **Section 1: Disciplinary Authority**

If an auxiliary commits repeated infractions of the Midwestern District Council's laws or regulations, the Diocesan or Council Chairman may remove the auxiliary's President or any involved elected officers from office. This removal shall take effect immediately upon verification of the infractions.

Any resulting vacancies shall be filled in accordance with the procedures outlined in the M.D.C. Constitution and Bylaws.

**(Adopted: April 5, 1991)**

## **General Council Policies and Procedures**

### **Section 1: Speaker Presentation Timing**

Evening speakers scheduled during Council sessions shall be presented no later than 9:00 p.m., and in no case later than 9:15 p.m.

**(Adopted: November 1989)**

### **Section 2: Reserved Parking**

Reserved parking shall be provided for:

- Bishops
- Council Chairman
- M.D.C. Executive Officers

**(Ongoing practice)**

### **Section 3: Council Planning Committee**

A Council Planning Committee shall be appointed by the Chairman to plan locations and facilities for upcoming Council sessions.

### **Section 4: Regular Council Sessions**

The M.D.C. shall convene three (3) sessions annually:

- **Annual Session (July):** Begins the first Tuesday after the July 4th holiday and continues through Saturday.
- **November Session:** Begins the first Wednesday and ends Saturday.
- **April Session:** Begins the second Thursday, except when Good Friday falls within that week—in which case, the session begins the following Thursday.

### **Section 5: Diocesan Travel Reimbursement**

When Council meetings are held at locations requiring travel, the Council shall cover the Bishop's expenses, including:

- Lodging
- Transportation
- Meals

### **Section 6: Historian Appointment**

The Council shall appoint a Historian to maintain records of events of historical value. The appointment shall be made by the Chairman.

### **Section 7: Diocesan Bishop's Annual Address**

The Bishop of the Diocese may deliver an Annual Address during the July session. No other speakers shall be scheduled during this time.

### **Section 8: Bible Class Sessions**

The Executive Board may, at its discretion, schedule Bible Class sessions during the Council.

**(Adopted: April 3, 1996)**

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## **Council Registration**

### **Section 9: Registration Fee**

- **General Council Registration:** \$10.00 per registrant  
*(Approved by vote of the House)*

### **Section 10: Musicians and Honorarium**

- The Council shall appoint Ministers of Music to assign musicians for evening services.
- Musicians shall receive an honorarium of \$50.00 per night service.
- The Minister of Music shall be appointed by the Chairman; the honorarium is set by the M.D.C. Executive Board.

### **Section 11: Publicity Committee**

- A Publicity Committee shall promote Council events and activities.
- This committee shall be appointed by and operate under the direction of the Council Chairman.

**(Adopted: April 1997)**

### **Section 12: District Choir**

- A choir, known as the **Midwestern District Choir**, may be formed to provide special music during Council sessions.
- The choir shall operate under the supervision of the Bishop of the Diocese.

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**Full Registration Fee Schedule**

<b>Auxiliary/Department</b>	<b>Fee</b>
<b>Choir</b>	\$5.00
<b>Ministerial Alliance</b>	\$5.00
<b>Missionary &amp; Christian Women</b>	\$5.00
<b>Pentecostal Young People's Union (P.Y.P.U.)</b>	\$5.00
<b>Ministers' Wives &amp; Widows</b>	\$5.00
<b>Men's Ministry</b>	\$5.00
<b>Health Professionals</b>	\$5.00
<b>Ushers</b>	\$5.00
<b>Christian Education</b>	\$5.00
<b>Church Extension</b>	\$5.00
<b>International Missions Department</b>	\$5.00
<b>Singles' Ministry</b>	\$5.00
<b>General Council Registration</b>	\$10.00
<b>Total Full Registration</b>	<b>\$70.00</b>

*Note: Full registration includes one General Council registration and participation in each auxiliary at the listed rates.*

## **Convention Delegates**

### **Section 1: Official Council Representation at the P.A.W. Convention**

In accordance with P.A.W. policy, the Midwestern District Council (M.D.C.) shall send one (1) delegate to the annual Pentecostal Assemblies of the World, Inc. (P.A.W.) Convention.

- If the Council Chairman is a Suffragan Bishop or District Elder, they shall serve as the official delegate.
- If the Chairman does not hold either title, he may appoint a Suffragan Bishop or District Elder to serve as the Council's delegate.

**(Adopted: June 1999)**

### **Section 2: Delegate Job Description Development**

The M.D.C. Executive Board shall develop the job description and responsibilities for the official delegate to the P.A.W. Convention.

**(Adopted: April 1996)**

### **Section 3: Responsibilities of the Convention Delegate**

The duties of the M.D.C. delegate to the P.A.W. Convention shall include:

- a. Attend all applicable business meetings and sessions that concern the M.D.C.
- b. Observe all aspects of the Convention and prepare a comprehensive report for the General Council Secretary.
- c. Submit any official reports or documentation from the General Council to the P.A.W. Convention.
- d. Purchase necessary P.A.W. publications, including Minute Books and Ministerial Manuals, for dissemination among M.D.C. leadership.
- e. Collect all Convention-related materials, including printed and digital documentation.
- f. Deliver all collected materials to the M.D.C. General Office no later than ten (10) days after returning from the Convention.
- g. Present an oral report during the next business session of the M.D.C. Council following the Convention.

**(Adopted: July 1995)**

### **Section 4: Delegate Expense Committee**

A three-person committee, consisting of the Chairman, General Secretary, and General Treasurer, shall determine the delegate's expense allowance. This amount shall align with Council-approved budgetary guidelines.

**(Adopted: July 1995)**

### **Section 5: Authorized Delegate Expenses**

The Council shall provide the following for the official delegate:

- a. **Airfare:** Based on affordable market rates.
- b. **Hotel Accommodations:** For the duration of required participation.
- c. **Meals:** Adequate daily food allowance.
- d. **Registration Fees:** Inclusive of all mandatory Convention fees.
- e. **Incidentals:** \$25.00 per day for miscellaneous expenses.

**(Adopted: July 1994)**

### **Section 6: Chairman's Convention Budget**

The Council Chairman shall receive an identical budget as the official delegate to attend the P.A.W. Convention.

**(Adopted: July 1994)**

### **Section 7: Chairman's Expenses**

All expenses related to the Chairman's attendance at the P.A.W. Convention shall be paid from the Midwestern District Council Treasury.

**(Adopted: November 1989)**

## **Suffragan Bishops, District Elders, and Jurisdictions**

### **Section 1: District Elder Seniority**

The seniority of District Elders shall be determined by the Diocesan Bishop.

**(Adopted: February 1994)**

### **Section 2: Appointment and Oversight**

- The office of **Suffragan Bishop** is to be recommended by the Diocesan and ratified by the P.A.W. They serve as assistants to the Diocesan and receive jurisdictional assignments from the Diocesan Bishop.
- The office of **District Elder** is to be recommended by the Diocesan and ratified by the Council. District Elders shall also receive assignments directly from the Diocesan.

**(Adopted: July 1992)**

### **Section 3: Jurisdictional Boundaries**

Jurisdictional boundaries within the M.D.C. shall be established by the Diocesan Bishop and must receive the Diocesan's approval.

**(Adopted: July 1992)**

### **Section 4: Suffragan Bishop Honorariums**

When a Suffragan Bishop is invited to serve in his official capacity at a local church, the host church shall provide a liberal love offering in recognition of his service.

**(Adopted: November 1993)**

### **Section 5: Jurisdictional Sundays**

The fifth Sunday of each calendar year shall be observed as **Jurisdictional Sunday**. On this day:

- Each Suffragan Bishop shall preside over a joint service with the churches within his assigned jurisdiction.
- Further procedural and scheduling details will be developed at a later time.

**(Adopted: July 1992)**

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### **Section 6: Statement on the Determination of Church Jurisdictions**

Church jurisdictions within the Midwestern District Council (M.D.C.) of the Pentecostal Assemblies of the World, Inc. are determined based on:

- **Geographic region**
- **Ecclesiastical structure**
- **Governing principles of the M.D.C. Constitution and Bylaws**

These jurisdictions serve as administrative units that provide pastoral oversight, maintain organizational unity, and ensure spiritual care across the Council.

#### **Jurisdictional Delineation**

Each of the six jurisdictions (1 through 6) is defined by major transportation corridors and regional boundaries (e.g., Interstates I-70, I-170, I-270, I-44), as well as state lines. Churches are assigned based on:

- Proximity to metropolitan and rural centers
- Community affiliation and accessibility
- Fairness and balance in pastoral representation

#### **Episcopal Oversight**

Jurisdictional Bishops (Suffragan Bishops) are responsible for the teaching, sanctification, and governance of churches within their respective regions. They serve under the overarching authority of the Diocesan Bishop, who may exercise broad ecclesiastical oversight similar to that of a Metropolitan or Archbishop.

This structure reflects apostolic and ecclesial tradition, balancing historical precedent with pastoral effectiveness and demographic sensitivity.

## **Ministerial Credentials**

### **Section 1: Fellowship Certificate Fee**

The cost for a Fellowship Certificate shall be ten dollars (\$10.00).

**(Adopted: July 1990)**

### **Section 2: Licensing and Ordination Committee**

- A Licensing and Ordination Committee shall be appointed at the beginning of the business session during a Council and shall serve until the same time in the following year.

**(Standing policy)**

### **Section 3: Application for Ordination**

- Candidates seeking ordination must submit their application in the **November session** in order to be considered for ordination during the **July Annual Session**.

**(Adopted: November 1984, reaffirmed April 1985, November 1985, November 2007)**

- A step-by-step manual outlining licensing procedures through the M.D.C. was presented on **May 13, 1998**.

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## **Rules for Governing Credentials**

### **Section 1: Fellowship Certificate Eligibility**

To qualify for a Fellowship Certificate, the applicant must:

1. Be filled with the Holy Ghost for at least **two (2) years**.
2. Submit answers to the following pastoral questionnaire, signed by their Pastor:
  - How long have you had the baptism of the Holy Ghost?
  - When and where did you receive the baptism of the Holy Ghost?
  - When and where were you baptized in Jesus' Name?
  - Have you been tried for sin since receiving the Holy Ghost?
  - Were you found guilty? Explain.
  - Do you attend church regularly?
  - Do you pay your tithes?
3. Be recommended by their Pastor and demonstrate loyalty to their Pastor and local church.

This questionnaire shall serve as the official application form for Fellowship Papers.

### **Section 2: Fellowship Renewal**

Any individual who fails to renew their Fellowship Certificate within three (3) months of expiration, without just cause, shall be considered out of fellowship.

### **Section 3: Eligibility for Un-Ordained Minister License**

After holding Fellowship Papers for at least one (1) year and being found without delinquency, a Minister may apply for the **Un-Ordained Minister License** if they meet the following requirements (per P.A.W. Minute Book, Article VII):

- a. Be at least **21 years of age**.
- b. Have received the **baptism of the Holy Ghost** (per Acts 2:4, 2:38; 10:44–48; 19:1–6) at least two (2) years prior.
- c. Have faithfully served in a local assembly for at least one (1) year and present a signed application from the Pastor.
- d. Submit a **Ministerial Introduction Course** completion certificate from Aeon Bible College.
- e. Demonstrate the ability to conduct religious services.
- f. Be capable of officiating marriage ceremonies, funeral services, and communion.
- g. Successfully pass the written **Ministerial Examination** administered during the Council session.
- h. Pay the annual license fee of **fifty dollars (\$50.00)**.

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## **Licensure and Ordination**

### **Section 1: Governing Authority**

All ministerial credentials, licenses, and ordinations shall adhere to the rules and procedures outlined in the current **Minute Book of the Pentecostal Assemblies of the World, Inc.**

**(Adopted: May 1995)**

**Section 2: Ordination License Fee**

The fee for an Ordination License is **seventy dollars (\$70.00)** and must be renewed annually during the District Council.

**Section 3: Ordination Ceremony**

Once an applicant has successfully completed the ordination process, the **Ordination Ceremony** shall be conducted during the **July Annual Session** of the District Council.

**Section 4: Exceptions**

Ministers transferring from another organization may be exempted from certain steps of the process, based on their prior standing and affiliation.

**Section 5: Transfer from Non-Apostolic Organizations**

Ministers transferring from organizations **not recognized as apostolic** must complete all requirements listed in the P.A.W. Minute Book, including the **Aenon Bible College course** requirement.

**Section 6: Final Determination**

The **Diocesan Bishop** shall make the final judgment as to whether an outside organization has a long-standing, credible apostolic history suitable for credential transfer.

## Committees

### Section 1: Standing Committees and Terms of Service

The Midwestern District Council (M.D.C.) shall maintain the following standing committees:

- **Four-Year Terms:**
  - Resolution Committee
  - Licensing and Ordination Committee
- **One-Year Terms:**
  - Baptism and Altar Workers Committee
  - Pulpit Committee
  - Budget and Finance Committee

All standing committees shall be appointed during the **November Council session** following the General Election.

---

### Section 2: Resolutions Committee

#### **Purpose:**

The Resolutions Committee serves as the reviewing and drafting body for all formal resolutions submitted to the M.D.C. Its role is to ensure that proposed resolutions are aligned with church governance, clear in language, and suitable for Council-wide discussion and decision-making.

#### **Job Description:**

- **Receive and Review:** Accept resolutions from church members, auxiliaries, or committees and evaluate for purpose, clarity, and alignment with Council policy.
- **Ensure Clarity:** Edit and refine resolutions for precision and comprehensibility.
- **Consult with Authors:** Collaborate with authors to clarify intent or consolidate similar proposals.
- **Governance Review:** Confirm consistency with church doctrine, the M.D.C. Constitution, and P.A.W. policies.
- **Presentation:** Prepare and present resolutions to the General Council during business sessions.
- **Education:** Inform church members about the resolution process and how to submit proposals.

#### **Qualifications:**

- Commitment to the church's mission and governing documents
  - Strong communication and critical thinking skills
  - Ability to work collaboratively, objectively, and with confidentiality
- 

### Section 3: Licensing and Ordination Committee

#### **Purpose:**

This committee oversees all credentialing processes for ministers and religious workers, including licensing, ordination, and the issuance of fellowship certificates.

#### **Job Description:**

- **Develop Credentialing Policies:** Establish and regularly update the criteria and procedures for licensure and ordination.
- **Review Applications:** Assess the qualifications, doctrinal integrity, and ministerial readiness of each applicant.
- **Conduct Examinations:** Facilitate interviews and written/oral exams to evaluate theological competence and pastoral fitness.
- **Credential Issuance:** Recommend candidates for licensing/ordination and maintain accurate records.
- **Transfers and Disciplinary Review:** Supervise credential transfers from other organizations and address disciplinary matters involving credentialed individuals.
- **Clergy Support:** Assist ministers with credential maintenance, church placement, and pastoral development.

**Qualifications:**

- Spiritual maturity and pastoral experience
- Strong understanding of church doctrine and governance
- Objectivity, discretion, and ethical integrity
- Experience in ministry and personnel evaluation

*The Chair of this committee must be fully knowledgeable of all P.A.W. credentialing laws.*

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**Section 4: Baptism and Altar Workers Committee****Purpose:**

This committee assists with all aspects of baptismal preparation and execution during M.D.C. Council sessions, ensuring a reverent and well-coordinated experience for all baptismal candidates.

**Job Description:**

- **Preparation:** Ensure the baptismal area is clean, supplied with robes, towels, and other materials.
- **Candidate Support:** Help candidates with pre- and post-baptism needs, including dressing and entry/exit assistance.
- **Coordination:** Collaborate with the pastor and church office to schedule baptisms and maintain orderly communication.
- **Logistics:** Fill and drain baptismal pools as needed, and coordinate with custodial or facilities staff.
- **Communication and Records:** Provide candidates with information, forms, and record baptismal details accurately.
- **Ongoing Support:** Help candidates integrate into church membership following baptism.

**Committee Structure:**

Must include at least one (1) representative from the **host church**.

---

**Section 5: Budget and Finance Committee****Purpose:**

The Budget and Finance Committee safeguards the financial integrity of the M.D.C., oversees its fiscal planning, and ensures compliance with stewardship responsibilities.

**Job Description:****1. Budget Development and Monitoring:**

- Gather financial input from departments and auxiliaries
- Prepare and manage the annual operating budget
- Monitor and compare actual performance to budget projections
- Recommend adjustments as necessary

**2. Financial Oversight:**

- Supervise the General Treasurer and Financial Secretary
- Develop internal controls and financial accountability procedures
- Oversee fundraising strategies
- Manage investment decisions and monitor risk
- Ensure legal and regulatory compliance

**3. Reporting and Transparency:**

- Prepare and present financial reports to the Council and Executive Board
- Communicate financial updates to members in a clear and responsible manner

**4. Policy Development and Risk Management:**

- Draft and recommend financial policies (e.g., for contributions, spending, and audits)
- Review insurance coverage and legal liabilities
- Provide informed recommendations to church leadership

**Qualifications:**

- Financial expertise (accounting, auditing, or nonprofit finance)
- Commitment to ethical stewardship and the church's mission

- Integrity and confidentiality in all fiscal matters
  - Ability to communicate financial data to diverse audiences
- 

### **Section 6: Pulpit Committee**

*Previously detailed.* For quick reference:

#### **Purpose:**

Responsible for selecting, vetting, and recommending qualified conference and service speakers who align with the church's mission and theological standards.

#### **Key Duties:**

- Define event goals and themes
- Research, evaluate, and vet speakers
- Assess theological alignment, presentation quality, and audience relevance
- Recommend candidates for approval
- Coordinate with leadership and other committees for a seamless engagement

## Rules of Discipline

### Section 1: Authorization for Ministry Activities

No member of the M.D.C. or affiliated churches shall conduct any meeting, event, or gathering—regardless of personal inspiration or zeal—without first receiving approval from their Pastor or the appropriate church authority.

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### Section 2: Fellowship with Disfellowshipped Individuals

All M.D.C. pastors are strongly discouraged from engaging in fellowship with any minister who has been disfellowshipped by the M.D.C., until full reconciliation and restoration have occurred through proper channels.

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### Section 3: Consequences of Non-Compliance

Any credentialed member who:

- Refuses to abide by the M.D.C. rules,
  - Withdraws from Council fellowship due to disagreement with its regulations, shall be denied pulpit fellowship in any M.D.C.-affiliated church until an appropriate apology and restoration process is completed.
- 

### Section 4: Spiritual Qualification for Council Participation

Only individuals who have received the baptism of the Holy Ghost shall be allowed to minister or participate on Council programs—except in explicitly approved, exceptional cases.

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### Section 5: Parliamentary Procedure

All business meetings of the Council shall be governed by **Robert's Rules of Order**, as administered by the Chairman, to ensure fairness, order, and decorum.

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### Section 6: Notification of Charges and Due Process

When an accusation is brought against a member, the following procedures must be followed:

- The accused's **Pastor shall be notified** before a formal trial proceeds.
- The accused has the right:
  - To be notified with **adequate time** for defense preparation.
  - To confront their accuser(s) and challenge any member of the committee for cause.
  - To **two (2) peremptory challenges** in a five-member trial committee.

If the accused is absent without justification after proper notification, the trial may proceed in their absence.

If witnesses are unavailable to attend, the **Bishop may appoint a discreet Council member** to collect written testimonies.

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### Section 7: Private Admonition and Escalation

If a member displays improper behavior, temperament, or disobedience:

- **Initial Step:** Private reproof by the Bishop or a designated leader. If the individual acknowledges fault and commits to amend, no further action is needed.
  - **Escalation:** If unresolved, the Chairman shall bring **two or three trusted members** to counsel the offender.
  - **Final Step:** If no repentance is demonstrated, the individual may be **suspended from fellowship**.
- 

### Section 8: Doctrinal Integrity

Any member who promotes doctrine contrary to the Articles of Faith of the M.D.C. shall be:

- Reproved privately by the Bishop or Chairman.
  - If they persist, they shall be suspended from membership to preserve doctrinal unity.
-

### **Section 9: Disputes Between Members**

If a dispute arises between M.D.C. members over debts or other unresolved matters:

- The issue shall be referred to an **arbitration panel** of three (3) members:
    - One selected by each disputing party.
    - A third chosen by the first two arbitrators.
  - If dissatisfied, either party may appeal to the Bishop for a **second arbitration**.
  - The second arbitration decision shall be **final**.
  - Refusal to accept this ruling will render the party **out of order** and subject to suspension.
- 

### **Section 10: Conflicts of Interest and Misconduct**

If any Pastor is aware of an individual who is exploiting churches or circulating harmful behavior:

- The Pastor shall **report the matter to the Diocesan or Chairman**.
  - The Diocesan/Chairman shall determine the appropriate disciplinary action.
- 

### **Section 11: Prohibited Entertainment During Council Sessions**

No outside entertainment events sponsored by M.D.C. members shall conflict with or detract from the spiritual and functional purposes of Council sessions.

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### **Section 12: Church Relocation Notification**

All M.D.C. churches must notify the Diocesan Bishop before relocating their church from one site to another.

## **Trials of Members**

### **Section 1: Pastoral Trials and Moral Oversight**

The **Diocesan Bishop** has full discretion in determining whether a trial is warranted for a pastor within the Midwestern District Council, in accordance with the P.A.W. Minute Book (1996, p. 54), which states: “The Bishops, Suffragan Bishops, and District Elders shall be responsible for the moral condition of the Diocese.”

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### **Section 2: Member Trials – Due Process Requirements**

When a formal charge is brought against any Council member, the following procedures shall apply:

#### **a. Notice of Charges and Preparation Time**

- A written copy of all charges and specifications must be delivered to the accused with sufficient time to prepare a defense.
- The accused has the right to confront their accuser(s) in person.

#### **b. Committee Composition and Challenges**

- The accused may exercise **unlimited challenge for cause** regarding committee members.
- The **presiding officer** shall determine the validity of any such challenge.
- The accused also has the right to **two (2) peremptory challenges** in a five-member trial committee (or proportionally for larger panels).

#### **c. Trial Leadership and Records**

- The trial shall be presided over by the **Chairman, Bishop**, or a duly appointed representative.
- A **secretary shall be appointed** to document proceedings and maintain a record of all evidence and rulings.
- Upon approval, the trial minutes shall be signed by both the presiding officer and the secretary.

#### **d. Absence of the Accused**

If the accused fails to attend the trial without valid reason after receiving due notice, the trial shall proceed **as if the accused were present**.

#### **e. Witness Unavailability**

If necessary witnesses are unable to attend, the Bishop shall appoint a **discreet member** to collect written statements in accordance with due process.

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### **Section 3: Misconduct and Reproof Procedures**

When a member displays **inappropriate temper, speech, or conduct** in violation of Council order and discipline:

#### **Step 1: Private Admonition**

- The Bishop or an appointed leader shall issue private reproof.
- If the individual acknowledges wrongdoing and pledges amendment, the matter is considered resolved.

#### **Step 2: Group Admonition**

- If the individual does not repent, the Chairman shall take **two or three faithful Council members** to meet with the individual for correction and reconciliation.

#### **Step 3: Suspension**

- If there is continued defiance or lack of repentance, the individual shall be suspended from fellowship.
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### **Section 4: Doctrinal Deviance**

Any member who promotes teachings contrary to the **Articles of Faith** of the M.D.C.:

- Shall be **reproved** by the Bishop or Chairman.
  - If the behavior continues, the member shall be **suspended** from active membership.
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### **Section 5: Conflict Resolution Between Members**

#### **a. Arbitration Panel Formation**

When disputes arise (e.g., financial disagreements or other matters), and resolution between parties proves difficult, the presiding officer shall refer the matter to an **arbitration panel** consisting of:

- One arbitrator selected by each party, and
- A third arbitrator selected jointly by the first two.

#### **b. Appeal and Final Judgment**

If either party is dissatisfied with the first arbitration decision:

- They may request a **second arbitration**, presided over by the **Diocesan Bishop**.
- The second panel's decision shall be **final**.
- Any party refusing to comply with this ruling shall be considered **out of order** and may be **suspended** from the M.D.C.

### **Amendments and New Laws**

#### **Section 1: Council Planning Committee**

A **Council Planning Committee** shall be established with the purpose of organizing future Council sessions, locations, and programming.

- The **Chairman of the Council** shall serve as Committee Chair.
- The **General Secretary** shall serve as an automatic member.
- Additional members shall be appointed by the Chairman.

**(Adopted: June 1999)**

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#### **Section 2: Auxiliary Delegate Policy**

The following protocol shall govern auxiliary representation at the P.A.W. Summer Convention:

- The **current auxiliary President** in office at the time of the M.D.C. Annual Session shall serve as the delegate for that year's Convention.
- The **newly elected President** will begin their term of Convention representation at the **following year's** Summer Convention.

**(Adopted: June 1998)**

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#### **Section 3: Ordained Minister Badge System**

- All **ordained ministers** shall receive a badge.
- Badges shall be distributed by the General Secretary's Office **upon registration** at each Council session.

**(Adopted: June 1998)**

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#### **Section 4: Business Meeting Documentation**

- All **M.D.C. business meetings** must be **audio recorded** to ensure the accuracy of minutes and Council records.

**(Adopted: June 1998)**

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#### **Section 5: Clergy Licensing Restriction**

- **Non-preachers** are **not eligible** to hold ministerial licenses under the authority of the M.D.C.
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#### **Section 6: 2007 Council Planning Committee Appointments**

The following individuals were appointed in **November 2007** to serve on the Council Planning Committee:

- **Chairman:** Elder Oscar Houston
- Suffragan Bishop John H. Pettiford
- Suffragan Bishop Gregory Wells, Sr.
- Evangelist Barbara Cole (General Secretary)

### **Overview**

The **Council Planning Committee**, appointed by the **Diocesan Bishop**, is responsible for researching, planning, developing, and proposing programs and initiatives that support the mission, vision, and operational effectiveness of the Midwestern District Council (M.D.C.). This committee ensures that each Council session and related programming is spiritually enriching, logistically sound, and missionally aligned.

The committee works in **collaboration with the Director of Programming and the M.D.C. Chairman**, and all final plans and recommendations are subject to **approval by the Diocesan Bishop**.

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### **Responsibilities of Committee Members**

#### **1. Meeting Participation**

- Attend and actively participate in committee meetings.
- Engage in strategic discussions and contribute to decision-making related to the planning of Council events and programming.

#### **2. Mission Alignment and Vision Support**

- Understand the purpose and scope of the M.D.C.'s mission.
- Ensure that all programming initiatives support the spiritual, educational, and organizational goals of the Council.

#### **3. Program Development and Implementation**

- Research, develop, and propose detailed plans for Council sessions, events, and special programs.
- Coordinate with the Director of Programming and M.D.C. Chairman on proposed ideas, timelines, and logistics.

#### **4. Execution and Task Completion**

- Assume responsibility for individual assignments and follow through on planning-related duties.
- Support the smooth execution of programs through logistical support, communication, and problem-solving.

#### **5. Communication and Representation**

- Communicate clearly with other committee members and church leaders.
- Represent the committee's collective decisions and respect confidentiality when engaging with the broader Council body.

#### **6. Financial Stewardship (When Applicable)**

- Assist with budgeting for Council events or initiatives when required.
- Ensure that funds are used responsibly and in accordance with Council policies.

#### **7. Spiritual Integrity and Prayerful Leadership**

- Maintain a personal life of spiritual growth and integrity.
  - Engage in prayer and theological reflection as part of the planning process.
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### **Desired Skills and Attributes**

- **Commitment to the Council's mission and values**
  - **Organizational and planning expertise**
  - **Collaborative spirit and ability to work in teams**
  - **Strong written and verbal communication skills**
  - **Adaptability, problem-solving, and attention to detail**
  - **Spiritual maturity and emotional intelligence**
  - **Confidentiality and ethical decision-making**
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### **Time Commitment and Expectations**

- Members should commit to regular planning meetings (e.g., monthly or as needed).

- Additional time may be required for research, program development, and assigned responsibilities.
- Committee members are expected to pray for spiritual guidance, support a positive team environment, and remain open to continuous learning.

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### Summary

The Council Planning Committee plays a strategic and spiritual role in the life of the M.D.C. Through collaboration with the **Director of Programming** and the **Chairman**, and with final **approval by the Diocesan Bishop**, the committee ensures that all Council programming reflects excellence, purpose, and alignment with the Council’s apostolic mission.

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### Section 7: Ministerial Retreat Committee

A **Ministerial Retreat Committee** shall be formed to plan the location, agenda, and facilities for the M.D.C. Ministerial Retreat.

- This Committee shall work **independently of** the Pulpit Committee.
- Current members:
  - **Chairman:** Suffragan Bishop Gregory Wells
  - Pastor Illona Dickson
  - Elder Larry Baylor

**(Adopted: June 1999)**

### Overview

The **Ministerial Retreat Committee** is appointed by the **Diocesan Bishop** and is responsible for planning, organizing, and executing a spiritually enriching retreat for the ministerial staff of the Midwestern District Council. The committee’s purpose is to support the broader mission of the Council by promoting spiritual growth, leadership development, fellowship, and personal renewal among ministers.

This retreat serves as a vital platform for ministers to engage in collective worship, theological reflection, practical ministry development, and interpersonal connection.

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### Responsibilities

#### 1. Establishing Purpose and Theme

Collaborate with the Diocesan and other ecclesiastical leaders to define the retreat’s objectives and select a spiritually relevant theme aligned with the Council’s mission and current ministerial needs.

#### 2. Retreat Planning and Logistics

Oversee all logistical aspects of the retreat, including:

- Venue selection and reservation
- Scheduling of sessions and activities
- Speaker selection (if applicable)
- Meal planning and accommodations
- Participant cost structure and travel coordination

#### 3. Program and Curriculum Development

Design a program that blends scriptural enrichment, leadership training, and personal reflection.

This includes:

- Selecting impactful content and presenters
- Organizing interactive group sessions and devotionals
- Ensuring a balance of rest, worship, and ministerial engagement

#### 4. Promotion and Communication

Develop and disseminate promotional materials (e.g., flyers, emails, church bulletins, social

- media posts) to inform and encourage participation.
5. **Registration and Participant Management**  
Implement and manage a system for registration, fee collection, and tracking participant data with professionalism and confidentiality.
  6. **Attendee Support and Hospitality**  
Create a welcoming, spiritually uplifting environment by:
    - Providing onsite support
    - Responding to participant needs and questions
    - Promoting inclusiveness and unity among attendees
  7. **Budget and Financial Oversight**  
Develop and manage the retreat's operating budget, including:
    - Estimating and tracking expenses
    - Negotiating with vendors
    - Ensuring fiscal integrity and stewardship of Council funds
  8. **Team Collaboration and Communication**  
Work collaboratively with fellow committee members, the Diocesan, retreat facilitators, and other relevant staff to ensure smooth execution and unified goals.
  9. **Post-Retreat Evaluation**  
Gather attendee feedback and conduct a comprehensive review of the retreat's outcomes. Identify successes and opportunities for improvement to enhance future retreats.
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### **Desired Skills and Characteristics**

Committee members should demonstrate:

- Strong organizational and planning abilities
  - Excellent communication and interpersonal skills
  - Capacity to collaborate within a team-based environment
  - Adaptability and creative problem-solving
  - Attention to detail and commitment to excellence
  - Spiritual maturity and a servant-leader mindset
  - Integrity and discretion when handling sensitive information
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### **Section 8: Authorization for New Work – Jurisdiction 1**

- Jurisdiction 1 is authorized to begin a **new ministry work** in **Jefferson City, Missouri**, with the **full support** of the M.D.C.  
**(Adopted: June 1999)**
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### **Section 9: Midwestern Council Women's Auxiliary (MCWA) Convention**

- The annual **MCWA Convention** shall be held during the **third week of October** each year.

## Special Notices

### Section 1: Notice of Intent to Amend the Constitution – Executive Committee Membership

The Midwestern District Council hereby gives formal notification of its intent to amend **Constitutional Article II** to include the following change:

- The **Assistant General Secretary** and **Assistant General Treasurer** shall become **official members** of the Executive Committee.

**(Notice issued: June 1998)**

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### Section 2: Notice of Intent to Amend Article XII – Council Sessions

By order of the **Diocesan Bishop**, this notice serves to inform all pastors of the Council of the proposed amendment to **Article XII** of the Constitution, specifically regarding Council session scheduling.

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### Proposed Amendment to Article XII – Council Session Scheduling

#### Current Language:

"The Council shall convene tri-annually at locations decided by the electorate; such meetings shall take place during the months of April, July, and November.

The location of the succeeding Council shall be decided at current sessions.

The July session shall convene on the second Monday; the November session shall convene on the first Wednesday; the April session shall convene on the first Monday.

All Council sessions shall continue through Saturday night.

In the event a called meeting is necessary between or during Council sessions, such meeting shall be called by the Diocesan or Chairman only.

During all meetings, except regularly scheduled Council sessions, a quorum shall be required for the consideration of any Council business. Such quorum shall be one-third of the Pastors of the Council."

#### Proposed Revision:

"The Council shall continue to meet **three (3) times per year**, but shall have **flexibility in scheduling** based on the discretion of the Council and its leadership.

These sessions may be held in **June**, **November**, and a **Ministerial Retreat** in **April**, or as otherwise directed by the governing body, in order to reflect current Council needs and scheduling realities."

#### Purpose:

To allow for more flexible scheduling while remaining compliant with constitutional intent.

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## Miscellaneous Laws

### Section 1: Evangelical Teachers' Training Association (ETA) Certification

- M.D.C. churches with qualified personnel may **administer ETA courses** within their local congregations.

**(Adopted: November 1989)**

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### Section 2: Discontinuation of Friday Afternoon Bible Class

- The Bible Class previously scheduled from **2:00 p.m. to 4:00 p.m. on Fridays** during Council sessions has been **discontinued**.

**(Adopted: April 3, 1996)**

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### Section 3: International Missions Department Petty Cash Allowance

- The **International Missions Department** is authorized to retain a **petty cash balance of up to \$400.00**, exceeding the general auxiliary limit of \$100.00.

**(Adopted: July 1992)**

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### Section 4: World Plaza Remodeling Project Support

- The Council shall remit a **monthly payment**, as designated by the P.A.W., to support the **World**

**Plaza remodeling project.  
(Adopted: July 1997)**

**Credentialing Guidelines Overview**

The following table summarizes key pathways and requirements for Fellowship Certificates, Licensure, and Ordination under the authority of the Midwestern District Council (M.D.C.) in alignment with the Pentecostal Assemblies of the World, Inc. (P.A.W.):

<b>Credential Type</b>	<b>Requirements</b>	<b>Fee</b>	<b>Renewal</b>
<b>Fellowship Certificate</b>	- Filled with Holy Ghost $\geq$ 2 years - Pastoral recommendation - Questionnaire completion	\$10.00	Annually
<b>Un-Ordained Minister License</b>	- Hold Fellowship Cert. $\geq$ 1 year - Age $\geq$ 21 - Aeonon course - Ministerial exam	\$50.00	Annually
<b>Ordained Minister</b>	- Meet PAW licensing requirements - P.A.W. doctrinal and credential compliance - July Ordination Ceremony	\$70.00	Annually at Council
<b>Transfer Credentials</b>	- Aeonon course (if from non-recognized org.) - Final judgment by Diocesan on validity	Varies	Upon transfer

All candidates are required to demonstrate doctrinal alignment, spiritual maturity, and ministry readiness. Written and oral examinations are administered at Council sessions. Pastors, District Elders, and the Licensing and Ordination Committee oversee evaluation and recommendation.

**Committee Summary Table**

<b>Committee Name</b>	<b>Term Length</b>	<b>Primary Function</b>	<b>Special Notes</b>
<b>Resolutions Committee</b>	3 Years	Review, edit, and present resolutions; ensure alignment with bylaws and doctrine	Collaborates with resolution authors; reports to General Council
<b>Licensing &amp; Ordination Committee</b>	3 Years	Manage credentialing process; evaluate candidates; oversee exams and ordinations	Chair must know P.A.W. credential laws; maintains clergy database
<b>Baptism &amp; Altar Workers Committee</b>	1 Year	Coordinate baptisms during Council; assist candidates and host church teams	Must include 1 host church representative
<b>Pulpit Committee</b>	1 Year	Select conference and Bible Class speakers; approve auxiliary speaker recommendations	Includes Diocesan, Chairman, Secretary, MCWA President, Host Pastor
<b>Budget &amp; Finance Committee</b>	1 Year	Develop and monitor Council budgets; oversee compliance, reporting, and financial policies	Members should have financial acumen; supports Treasurer & Executive Board
<b>Council Planning Committee</b>	Ongoing	Plan locations and logistics for future Council sessions	Chaired by the Council Chairman; includes General Secretary and appointees
<b>Ministerial Retreat Committee</b>	Ongoing	Organize annual retreat for ministers; select site, agenda, and speakers	Operates independently of Pulpit Committee