

## **BY-LAW 10 MINISTERIAL CREDENTIALS**

### **10.1 GRADES**

There shall be the following categories of credentials:

- Ordained
- Licensed Minister
- Recognition Of Ministry
- Church Related

The following categories of credentials are still held but are no longer being issued:

- Ministerial License For Women (issued prior to 1985)
- Deaconess (issued prior to 1996)

A letter of recommendation for the calendar year may be issued by the district executive if circumstances would indicate this to be advisable.

### **10.2 QUALIFICATIONS**

The General Executive shall appoint a Credential Standards Committee (By-Law 8.1.2) to set the standards for credentials in The Pentecostal Assemblies of Canada, including but not limited to academic standards.

All applicants for credentials shall have a personal experience of salvation and shall have received the baptism in the Holy Spirit with the initial evidence of speaking in other tongues, and shall subscribe to *The Statement of Fundamental and Essential Truths* of The Pentecostal Assemblies of Canada.

Credential holders shall be expected to maintain biblical standards of holiness, guarding their lives against conformity to the world in appearance, in selfish ambition, in carnal attitudes and evil associations, and always, as ministers of the gospel of Jesus Christ, shall seek to conform to the positive virtues of love, mercy, and forgiveness as taught by the Lord.

Credential holders shall be expected to refrain from "acts of the sinful nature: sexual immorality, impurity and debauchery, idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like" (Galatians 5:19-21 NIV). Sexual immorality shall be interpreted to mean common-law marital relationships, premarital and extramarital sexual relationships (1 Corinthians 6:15-18; 7:1-2; 1 Thessalonians 4:3-8; Hebrews 13:4), and all forms of homosexual activity, along with other practices deemed inexcusable for Christian conduct, and which place a person under God's judgment (Romans 1:26-2:11).

**10.2.1** An applicant who has never been married and who wishes to marry a divorced person whose former spouse is still living, or who has been divorced and remarried with a former spouse still living, or who is currently married to a spouse who has a former spouse still living, may qualify for credentials when the following conditions exist:

**10.2.1.1** The former spouse, of either the credential applicant or of the applicant's current spouse, has committed *porneia* as defined in the *General Constitution and By-Laws* Article 5.9.1 and determined by one or more of the following means:

**10.2.1.1.1** A district hearing committee has found the former credentialed spouse guilty in the process of dealing with charges related to *porneia*.

**10.2.1.1.2** A secular court has found the former spouse guilty of a legal offense related to sexual misconduct which may be interpreted by a credential committee of The Pentecostal Assemblies of Canada as *porneia*.

**10.2.1.1.3** A certificate of marriage, or other legal marital status documents, provides evidence that the former spouse has remarried subsequent to the divorce from the credential applicant or the applicant's current spouse.

**10.2.1.1.4** Evidence demonstrates that the former spouse has been a partner in a common law marriage, as defined by provincial or federal legislation, subsequent to the divorce from the credential applicant or the applicant's current spouse.

**10.2.1.1.5** If the previous means of evidence are not available, consideration may be given to an affidavit witnessed by two signators, or a notary public or commissioner of oaths, affirming that the applicant's former spouse has committed *porneia*.

**10.2.1.2** A minimum period of five years has elapsed since the later date of the following events:

**10.2.1.2.1** The date the current marriage took place.

**10.2.1.2.2** The date the former spouse committed *porneia* as determined by one (1) or more of the means listed above in By-Law 10.2.1.1.

**10.2.1.2.3** The individual has provided acceptable evidence in an application form, personal interview, and through the testimony of references to the National Credentials Review Committee that he/she is currently a partner in a marriage relationship where faithfulness has been clearly demonstrated for a minimum period of five (5) years.

## **10.2.2 ORDAINED CREDENTIAL**

### **10.2.2.1 QUALIFICATIONS FOR ORDINATION**

#### **10.2.2.1.1 TIME REQUIREMENT**

The time required to apply for ordination, with the licensed minister credential shall be a minimum of two full and continuous years of ministry. Applicants who are engaged in part-time ministry which involves at least 20 hours of active ministerial responsibility per week shall be eligible for ordination after four years or the equivalent of a minimum of two full years of continuous ministry. If, in the opinion of the district credential committee proven ministry would benefit by further review, the time requirement for approval of the ordination credential may be extended.

#### **10.2.2.1.2 A PROVEN MINISTRY**

A proven ministry shall be understood to mean that the candidate has clear evidence of the following:

**10.2.2.1.2.1** The call of God.

**10.2.2.1.2.2** The operation of the ministry gifts according to Ephesians 4:11,12. Provision shall also be made for specialized ministries such as music, Christian education, and visitation.

**10.2.2.1.2.3** Discipline and maturity in personal life and preaching ministry. Preaching shall be defined to mean the preparation and delivery of a sermon, other than teaching in a Sunday school.

**10.2.2.1.2.4** The manifestation of genuine spiritual concern for all people.

#### **10.2.2.1.3 MINISTRY APPOINTMENT**

The granting of this credential shall be conditional upon the applicant currently holding an appointment in ministry as provided in By-Law 10.2.4.1.2.

#### **10.2.2.1.4 PRE-ORDINATION TRAINING**

Candidates for ordination shall participate in the pre-ordination training program of the district in which their credentials are held.

### **10.2.2.2 EXCEPTIONS FOR ORDINATION**

**10.2.2.2.1** Whereas there may be a legitimate need to consider an exception from qualification for this credential, such exception may be granted only by the Superintendents Committee upon application from the district or branch conference executive.

**10.2.2.2.2** If the applicant for ordination has not fulfilled the time requirement by not more than 30 days, but has fulfilled all other requirements, at the discretion of the Credentials Standards Committee the applicant may be recommended to the district conference for ordination.

**10.2.2.2.3** Ministers from cultural or minority language groups who hold an ordained credential with another Pentecostal fellowship may be considered for ordination status by the Superintendents Committee on the recommendation of the district executive.

**10.2.2.3 CONFERENCE PRIVILEGES**

Ordained credential holders shall be entitled to district and General Conference privileges.

**10.2.3 MINISTERIAL LICENSE FOR WOMEN CREDENTIAL**

This credential is no longer being issued. Women holding this certificate may continue to have it renewed annually according to the regulations respecting all credential renewals, and shall continue to have all general and district conference privileges, together with all other benefits attendant thereto.

**10.2.4 LICENSED MINISTER CREDENTIAL**

**10.2.4.1 QUALIFICATIONS FOR LICENSED MINISTER**

**10.2.4.1.1 MINISTRY PREPARATION REQUIREMENT**

Graduation from a recognized Bible college or seminary program, or a distance education/correspondence program, which meets the requirements of the Credentials Standards Committee.

**10.2.4.1.2 MINISTRY APPOINTMENT**

The granting of this credential shall be conditional upon the applicant's receiving an appointment in ministry as follows:

**10.2.4.1.2.1** appointment in accordance with local church policy or congregational election to the pastoral staff of a local church of The Pentecostal Assemblies of Canada; or

**10.2.4.1.2.2** faculty or leadership appointment by the board or administrative committee of a Bible college or seminary of The Pentecostal Assemblies of Canada; or

**10.2.4.1.2.3** exclusive, management level appointment by the district executive; or

**10.2.4.1.2.4** exclusive, management level appointment at the International Office; or

**10.2.4.1.2.5** chaplaincy appointment or itinerant ministry approved by the district executive; or

**10.2.4.1.2.6** exclusive, management level ministry position with a district approved organization.

**10.2.4.1.3 TIME REQUIREMENT**

The applicant shall be engaged in a ministry appointment, responsible for pastoral, evangelistic, church administrative, or related spiritual ministries, which involves a minimum of 20 hours of active ministerial responsibility per week.

**10.2.4.2 EXCEPTIONS**

**10.2.4.2.1** A minister with the Recognition of Ministry Credential who has had a proven ministry in a full-time capacity for a minimum of 10 years and has completed the required minimum core credentialing courses may be recommended to the Superintendents Committee for Licensed Minister Credential leading to ordination without further approval by the Superintendents Committee upon an appropriate application to and approval by the district executive.

**10.2.4.2.2** Ministers from aboriginal, cultural or minority language groups who have a proven ministry and have held the Recognition of Ministry Credential for three years may be reclassified to Licensed Minister Credential when it is determined by the district credentials committee that language deficiency restricts the minister from completing the approved academic programs required for credentials and there is no alternative academic program available in the language of the minister. The basic qualifications

shall consist of the evidence of a proven ministry and the three-year period of full and continuous ministry.

**10.2.4.2.3** Whereas there may be a legitimate need to consider an exception from qualification for this credential, such exception may be granted only by the Superintendents Committee upon application from the district or branch conference executive.

#### **10.2.4.3 EXEMPTIONS**

In recognizing that the evident call of God may rest upon candidates for the ministry who are unable to fulfill the educational requirements as previously outlined, the following policy and procedure may be applied by a district executive in granting exemption.

Candidates who are 30 years of age or more who have not secured a high school diploma or the acceptable equivalent for admission to an approved Bible college level education program, or who are 45 years of age or more and who have the recommendation of their home church pastor, and who provide evidence of involvement in Christian service in their home church, and who show promise of capable ministerial service to an interviewing committee established by a district or conference executive, such person(s) may be approved for enrollment in a special program approved by the Superintendents Committee and upon completion may qualify for a Licensed Minister Credential.

#### **10.2.4.3.1 CONFERENCE PRIVILEGES**

Licensed Minister Credential holders shall be entitled to district conference privileges.

#### **10.2.5 DEACONESS CREDENTIAL**

This credential is no longer being issued. Women holding this credential may continue to have it renewed annually upon being engaged in preaching, or in church visitation ministry, or as an active partner with their husbands in ministry, and shall continue to have all district conference privileges, together with all other benefits attendant thereto.

#### **10.2.6 RECOGNITION OF MINISTRY CREDENTIAL**

##### **10.2.6.1 QUALIFICATION FOR RECOGNITION OF MINISTRY CREDENTIAL**

**10.2.6.1.1 MINISTRY PREPARATION REQUIREMENT** - Recognition of Ministry Credential may be granted to persons who have completed the required credentialing courses from the ministerial course of studies which have been approved by the General Executive.

**10.2.6.1.2 MINISTRY APPOINTMENT** - The granting of this credential shall be conditional upon the applicant's receiving an appointment in ministry as follows:

**10.2.6.1.2.1** appointment in accordance with local church policy or congregational election to the pastoral staff of a local church of The Pentecostal Assemblies of Canada; or

**10.2.6.1.2.2** faculty or leadership appointment by the board or administrative committee of a Bible college or seminary of The Pentecostal Assemblies of Canada, or

**10.2.6.1.2.3** exclusive, management level appointment by the district executive; or

**10.2.6.1.2.4** exclusive, management level appointment at the International Office; or

**10.2.6.1.2.5** chaplaincy appointment or itinerant ministry approved by the district executive; or

**10.2.6.1.2.6** exclusive, management level ministry position with a district approved organization.

**10.2.6.1.3 TIME REQUIREMENT** - The applicant shall be engaged in a ministry appointment, responsible for pastoral, evangelistic, church administrative, or related spiritual ministries, which involves a minimum of 20 hours of active ministry responsibility per week.

##### **10.2.6.2 EXCEPTIONS**

**10.2.6.2.1** Persons who hold the Church Related Credential for five or more years of proven pastoral ministry may, upon an appropriate application to and approval by the district executive, be granted the Recognition of Ministry Credential. This exception shall be granted only when the applicant has completed the required courses approved by the Superintendents Committee and has some other pertinent professional qualification. This credential exception shall be granted only to those 30 years of age or older.

**10.2.6.2.2** This credential may also be granted to a minister of proven character from an aboriginal, cultural or minority language group, who gives indication of leadership qualities and the call of God, who is active in the ministry and has not been able to complete the required academic program leading to a credential because of language deficiency and the absence of an alternative academic program available in the language of the applicant.

**10.2.6.2.3** Whereas there may be a legitimate need to consider an exception from qualification for this credential, such exception may be granted only by the Superintendents Committee upon application from the district or branch conference executive.

**10.2.6.2.4** When a credential holder who does not meet the academic qualifications required for the Recognition of Ministry credential holds the position of a Senior Pastor, the district shall request an exemption to reclassify the credential holder to the Recognition of Ministry credential. This shall be effective for the length of time the credential holder fills the ministry position of a Senior Pastor.

The credential holder shall be reclassified to Church Related when they cease to hold the position of Senior Pastor for which the exemption was granted.

**10.2.6.3 CONFERENCE PRIVILEGES** - Recognition of Ministry credential holders shall be entitled to district conference privileges

## **10.2.7 CHURCH RELATED CREDENTIAL**

### **10.2.7.1 QUALIFICATIONS FOR CHURCH RELATED CREDENTIAL**

**10.2.7.1.1 MINISTRY PREPARATION REQUIREMENT** - Persons who serve in ministry positions, other than senior pastor, and who do not have the academic qualifications required for the Recognition of Ministry Credential may be granted the Church Related Credential.

**10.2.7.1.2 MINISTRY APPOINTMENT** - The granting of this credential shall be conditional upon the applicant receiving an appointment in ministry as follows:

**10.2.7.1.2.1** appointment in accordance with local church policy or congregational election to the pastoral staff of a local church of The Pentecostal Assemblies of Canada; or

**10.2.7.1.2.2** faculty or leadership appointment by the board or administrative committee of a Bible college or seminary of The Pentecostal Assemblies of Canada; or

**10.2.7.1.2.3** exclusive, management level appointment by the district executive; or

**10.2.7.1.2.4** exclusive, management level appointment at the International Office; or

**10.2.7.1.2.5** chaplaincy appointment or itinerant ministry approved by the district executive; or

**10.2.7.1.2.6** exclusive, management level ministry position with a district approved organization.

**10.2.7.1.3 TIME REQUIREMENT** - The applicant shall be engaged in a ministry appointment, responsible for pastoral, evangelistic, church administrative, or related spiritual ministries, which involves a minimum of 20 hours of active ministry responsibility per week.

**10.2.7.1.4 MISSIONARY APPOINTMENT** - This credential is required for anyone who is not qualified for other credentials but is being considered for appointment by the Missions Operations Committee. The candidate must apply to the district for a Church Related Credential which shall be in effect until the end of the missionary assignment and appropriate itineration.

#### **10.2.7.2 EXCEPTIONS**

**10.2.7.2.1** This credential may be granted to those who are active partners with their credentialed spouses in ministry.

**10.2.7.2.2** This credential shall be granted to applicants meeting the academic qualifications for other grades of credentials but desire an entry level credential to fulfill a ministry gift of evangelism. Following the first calendar year when the preaching requirement for maintaining credentials is met in a recognized itinerant ministry setting, the credential shall be upgraded to Licensed Minister Credential or Recognition of Ministry Credential depending on the qualifications of the applicant.

**10.2.7.2.3** This credential may also be granted to lay people of proven character who have preaching or specialized ministry opportunities outside their local church and who are not engaged in full-time ministry or are in charge of an assembly. To qualify for and maintain this credential exception requires a minimum of 12 preaching engagements per year. Such persons must be members of a local assembly affiliated with The Pentecostal Assemblies of Canada and have the recommendation of their pastor.

**10.2.7.2.4** Whereas there may be a legitimate need to consider an exception from qualification for this credential, such exception may be granted only by the Superintendents Committee upon application from the district or branch conference executive.

#### **10.2.7.3 CREDENTIAL LIMITATIONS**

**10.2.7.3.1** This credential is limited in that it does not provide district conference privileges, except in districts whose constitutions have been amended to permit conference privileges. When the holder of this credential is married to a credential holder who has district conference privileges, the holder shall also have district conference privileges.

**10.2.7.3.2** Holders of this credential shall not be eligible for appointment to district conference as a lay delegate.

#### **10.2.8 PROVISIONAL CREDENTIALS**

A credential holder who qualifies for Ordained Credential, Licensed Minister Credential or Recognition of Ministry Credential, and who is newly transferred into The Pentecostal Assemblies of Canada as provided in By-Law 10.4.2.5, or whose credential has been reinstated under By-Law 10.7.4, shall be classified as provisional credential status. Credential holders with provisional status under By-Law 10.4.2.5 and By-Law 10.7.4 shall have their credentials reviewed by the district executive after one year, prior to issuance of regular credential status. Credential holders with provisional status shall not have the privilege of General Conference or district conference participation, but shall be eligible for all other benefits of The Pentecostal Assemblies of Canada.

#### **10.3 ISSUING OF CREDENTIALS**

**10.3.1** The National Credentials Committee shall issue the approved credentials.

**10.3.2** All initial applications for credentials, except those which relate to divorce and remarriage issues, must be made on a completed application form to be submitted to the district conference credentials committee for district conference approval.

**10.3.3** Initial applications for credentials by individuals who have been divorced and remarried, or by credential holders of other organizations who have been divorced and remarried and wish to transfer their credentials, shall complete the special application form to be submitted to the National Credentials Review Committee.

**10.3.4** The National Credentials Committee shall issue credentials to only those recommended and approved by the district executive and district conference, or by the National Credentials Review Committee and ratified by the appropriate district conference, and who have complied with General Conference requirements.

**10.3.5** All ministers must hold their credentials with the district in which they reside, except if the pastor's residence is across a district boundary from the congregation they serve, in which case the location of the church is the determining factor. Exceptions may be made only with the approval of the Superintendents Committee. Credential holders working at the International Office may choose their own district affiliation; and members of Bible college faculties may hold credentials in any of the sponsoring districts of the school. Credential holders who are 60 years of age or older and have retired from active full-time ministry may hold their credentials in any district within the fellowship, regardless of residence. Ordained ministers on full-time study leave as provided in By-Law 10.5.11.3 may retain their credentials in their home district.

#### **10.3.6 MISSIONARY APPOINTMENTS**

Persons under appointment by the Missions Operations Committee shall have their credentials transferred to the department of the International Office responsible for international missions, but they shall continue to have voting privileges in their credentialing district.

Missionary applicants who hold no district credentials shall obtain such from their home district before missionary appointment is granted by the Missions Operations Committee

Missionaries eligible for a change in their grade of credential shall make application to the Missions Operations Committee for reclassification. Any exceptions shall be referred to the Superintendents Committee.

Applicants for short-term missionary appointment of one year or more, and having no other credential, must have a Church Related credential from their home district before receiving Missions Operations Committee appointment.

**10.3.7** Applicants whose credentials have been resigned, non-renewed or dismissed and who are now applying for reinstatement with The Pentecostal Assemblies of Canada must make application through the last district with which they were associated. If the credential has been dismissed a new application must be completed. Upon receipt of a completed application from a former credential holder living in another district, if the district executive of the former district perceives no reason why the applicant may not be approved, the application may be forwarded to the superintendent of the district in which the applicant resides for processing and interview.

### **10.4 TRANSFERS**

#### **10.4.1 TRANSFERS OUT TO OTHER PENTECOSTAL ASSEMBLIES OF CANADA DISTRICTS OR FELLOWSHIPS**

**10.4.1.1** When credential holders move from one district to another in Canada, their credential shall automatically be transferred to the office of the district of his/her new appointment. The transfer shall be mailed to the International Office, and the records shall be adjusted accordingly.

**10.4.1.2** When credential holders move out of Canada or to Newfoundland, they should apply for a transfer of credentials.

**10.4.1.3** When credential holders receive appointment by the department of the International Office responsible for international missions, their credential shall automatically be transferred from the district to the International Office.

#### **10.4.2 TRANSFERS INTO A DISTRICT OF THE PENTECOSTAL ASSEMBLIES OF CANADA**

**10.4.2.1** When a missionary returns to Canada with the intention of remaining in Canada, their credential shall automatically be transferred to the district of their residence, and the department of the International Office responsible for international missions shall be authorized to grant a transfer in keeping with the credential held by the missionary.

**10.4.2.2** Credential holders transferring in from one of The Pentecostal Assemblies of Canada districts shall be accepted by another of The Pentecostal Assemblies of Canada districts when they fulfill constitutional requirements for active credentials.

**10.4.2.3** When a former credential holder of The Pentecostal Assemblies of Canada has formerly engaged in ministry outside of The Pentecostal Assemblies of Canada, he or she shall have their credential approved for transfer to the current district upon a letter of reference from the last district in The Pentecostal Assemblies of Canada with which they held their credential.

Where a minister transferring in has previously held a valid The Pentecostal Assemblies of Canada credential within 36 months prior to the date of the requested transfer in, he may be exempt from completing the initial application for credentials, and shall instead complete a declaration that he has read and agrees to abide by the provisions of By-Law 10 and the *Statement of Fundamental and Essential Truths*.

**10.4.2.4** Ministers from other church organizations who have been divorced and remarried and who wish to transfer to The Pentecostal Assemblies of Canada shall complete the special application form to be submitted to the National Credentials Review Committee. Approved applicants for transfer shall be referred to the district executive for further processing.

**10.4.2.5** All ministers transferring shall complete the required courses of study and The Pentecostal Assemblies of Canada *Application for Ministerial Credentials* for our records, including the credential exam and academic transcripts, and a letter of reference from their current church organization. Before receiving credentials they shall allow a copy of their former credentials and, if applicable, their ordination certificate, to be made available for the files of The Pentecostal Assemblies of Canada. Credential holders accepted for transfer from other church organizations shall have a provisional credential status for one year before credential transfer is confirmed.

**10.4.2.6** An inactive credential holder may be transferred to a new district by action of the home district.

## **10.5 CREDENTIAL REGULATIONS**

**10.5.1** Credential qualifications required to receive a ministerial credential, as outlined in By-Law 10.2, are also the basis for retaining a ministerial credential.

**10.5.2** A credential holder with The Pentecostal Assemblies of Canada may hold concurrent credentials with another organization(s) only upon the recommendation of the district executive and approval of the Superintendents Committee.

**10.5.3** Current credentials are issued only to credential holders approved by the district and who have sent the completed annual questionnaire to the International Office, together with the required fee. The annual assessment for credentials shall be set by the Superintendents Committee.

**10.5.4** In the event of the announced desire of credential holders to resign their credentials or not renew their credentials, their resignation of credentials shall be approved or the credential shall not be renewed provided that there are no allegations of wrongdoing. In the event that there are allegations that indicate that disciplinary action may be required, an investigation shall be initiated in accordance with By-Law 10.6.6.

**10.5.5** A credential holder who is divorced with a former spouse still living and who wishes to retain credentials may be declared eligible to remarry when the following conditions exist:

**10.5.5.1** The credential holder did not contribute to a divorce by having committed *porneia*.

**10.5.5.2** The former spouse has committed *porneia* as defined in The Pentecostal Assemblies of Canada *General Constitution and By-Laws* Article 5.9.1 and determined by one (1) or more of the following means:

**10.5.5.2.1** A district hearing committee of The Pentecostal Assemblies of Canada has found the former credentialed spouse guilty in the process of dealing with charges related to *porneia*.

- 10.5.5.2.2** A secular court has found the former spouse guilty of a legal offense related to sexual misconduct which may be interpreted by a credential committee of The Pentecostal Assemblies of Canada as *porneia*.
  - 10.5.5.2.3** A certificate of marriage, or other legal marital status documents, provides evidence that the former spouse has remarried subsequent to the divorce from the credential holder.
  - 10.5.5.2.4** Evidence demonstrates that the former spouse has been a partner in a common law marriage, as defined by provincial or federal legislation, subsequent to the divorce from the credential holder.
  - 10.5.5.2.5** If the previous means of evidence are not available, consideration may be given to an affidavit witnessed by two signators, or a notary public or commissioner of oaths, affirming that the applicant's former spouse has committed *porneia*.
- 10.5.5.3** A minimum period of five years has elapsed since the later date of the following events:
- 10.5.5.3.1** The date of the credential holder's divorce.
  - 10.5.5.3.2** The date the former spouse committed *porneia* as determined by one or more of the means listed above in By-Law 10.5.5.2.
- 10.5.5.4** The credential holder has provided acceptable evidence in an application form, personal interview, and through the testimony of references to the National Credentials Review Committee that he/she has clearly demonstrated exemplary Christian character and morality for the prior five (5) year period.
- 10.5.6** Should a credential holder who has never been married wish to marry a divorced person whose former spouse is still living, the conditions in By-Law 10.5.5 shall apply to the divorced person.
- 10.5.7** Ministers may decline to officiate at a wedding ceremony which is not in harmony with their personal beliefs and convictions.
- 10.5.8** No minister may perform any wedding ceremony in which either party has been divorced and the former spouse is still living, except in instances in which, after proper investigation, the minister has determined and is satisfied that the following conditions exist, or where the minister has received an affidavit from the person who has a living former spouse, duly witnessed by two signators, or a notary public or commissioner of oaths, that declares the conditions listed below have been fulfilled:
- 10.5.8.1** all reasonable efforts at reconciliation with the former partner have been exhausted; and
  - 10.5.8.2** there has been sexual immorality on the part of a former partner or a former partner has remarried; and
  - 10.5.8.3** there is repentance for any personal failures that may have contributed to the breakup of the previous marriage; and
  - 10.5.8.4** a legal divorce has been obtained.
- 10.5.9** It is recommended that credential holders do not invite into the church or community for official public preaching, teaching, or evangelistic ministries any person or persons who are divorced and remarried and have a living former spouse or who are married to such a person, unless such person holds ministerial credentials with a religious organization recognized by The Pentecostal Assemblies of Canada.
- 10.5.10** No credential holder shall knowingly invite into the church or community for official public preaching, teaching, or evangelistic ministries any person or persons whose credentials are under suspension or who have had their credentials dismissed in accordance with By-Law 10.6.2. Any violation of this regulation shall result in a review of the matter by the district executive, and disciplinary actions shall be taken as deemed warranted.
- 10.5.11** In order to maintain active standing:

- 10.5.11.1** Ordained ministers, with fewer than 30 years of credentialed ministry or who are under 60 years of age, who serve as senior pastors or itinerant ministers, must preach at least 15 times a year.
- 10.5.11.2** Licensed Ministers and persons holding a Ministerial License for Women Credential, who serve as senior pastors or itinerant ministers, must preach at least 10 times a year.
- 10.5.11.3** Credential holders who are engaged in national, district, or local church administrative work, or are members of a Bible college staff, or duly appointed chaplains, or are registered as full-time students in furtherance of their education (maximum three years), or are engaged in specialized ministries, which include music, counseling, and ministries that focus on particular age, gender, interest, or cultural groups must fulfill their duties in accordance with the terms of their appointment.
- 10.5.11.4** Credential holders serving in non-Pentecostal Assemblies of Canada ministries maintain their credentials by fulfilling the responsibilities assigned by the boards of their respective organizations.
- 10.5.11.5** A credential holder with Recognition of Ministry Credential or Church Related Credential must be actively engaged in ministerial functions and hold a ministerial position that is recognized by the district executive in order to maintain active standing.
- 10.5.11.6** A district executive shall allow appropriate time before inactivating a credential for those in transition between pastorates or ministry positions and who are actively seeking placement.
- 10.5.11.7** District executives, at their discretion, are authorized to review the circumstances of any credential holder who is currently engaged in full-time or part-time secular work and if, in the opinion of the district executive, there is evidence that the individual is not engaged primarily in Christian ministry or does not meet the minimum preaching requirement for retention of active standing, the name of such a person shall be placed on the district inactive list.
- 10.5.11.8** After a period of two years, a credential holder whose name is on the inactive list shall have their credential non-renewed unless the credential holder has had a continuous credentialed ministry of 15 years or more, in which case the person may remain indefinitely on the inactive list. All credential holders whose credentials are inactivated shall fill out the annual renewal questionnaire and submit the annual fee required to stay on the inactive list. Otherwise their credentials shall be non-renewed.
- 10.5.11.9** In that an inactive status is still a valid credential with The Pentecostal Assemblies of Canada, all who are so classified shall be obligated to abide by the *Statement of Fundamental and Essential Truths* and be subject to the *General Constitution and By-Laws* in order to maintain good standing.
- 10.5.11.10** Credential holders whose names appear on the inactive list or who are under suspension shall not have the privilege of General Conference or district conference participation, but may retain other benefits of The Pentecostal Assemblies of Canada such as pension and insurance. Exceptions for those on the inactive list may be made by the Superintendents Committee in session for persons who have held credentials for 30 years or more.
- 10.5.11.11** An inactive credential may be reactivated upon a written request by the credential holder and approval by the district executive subject to updating of current files and an interview by the district executive if the credential has been inactive for more than three years.
- 10.5.11.12** Credential holders under suspension shall complete the annual Credential Renewal Application in accordance with the provision of By-Law 10.5.12.
- 10.5.11.13** Senior pastors shall complete the Annual Church Life Report as a mandatory part of their Annual Credentials Renewal Application.
- 10.5.11.14** Credential holders over 60 years of age who are retired may retain their credentials by regular renewal of credentials and payment of the annual fee. Those 65 years of age and

over and not employed in active ministry are not required to submit annual credential fees, but are required to complete the annual questionnaire.

**10.5.11.15** Credential holders on permanent disability may retain active credentials with regular conference privileges provided the credentials are renewed. Credential holders on permanent disability are not required to submit annual credential fees with the application for annual renewal of credentials.

**10.5.11.16** Credential holders on maternity/paternity leave may retain active credentials with regular conference privileges provided the credentials are renewed. However, time spent on maternity/paternity leave will not be included in the time requirement for ordination.

**10.5.12** Should a credential holder fail to renew their credential by the annual credential renewal date, the Assistant Superintendent for Fellowship Services shall inform the individual by letter that if the credential is not renewed within 60 days, it shall be deemed non-renewed as of that date. A copy of the letter shall be sent to the District Superintendent. If the credential is not renewed within 60 days the Assistant Superintendent for Fellowship Services shall notify the District Superintendent, and the credential in question shall be non-renewed.

**10.5.13** The annual Credential Renewal Application shall call for a contribution to the Ministers Assistance Fund. The minimum amount shall be as recommended from time to time by the General Executive. The Ministers Assistance Fund shall provide emergency relief for credential holders upon request by the District Superintendent to the Executive Officers Committee who shall administer the fund and its distribution.

**10.5.14** All initial applicants for credentials shall present a completed criminal record check from the appropriate legal authorities. Successful applicants for credentials shall not have a criminal record of sexual child abuse.

**10.5.15** All credential holders shall regularly attend one of The Pentecostal Assemblies of Canada churches, except by specific application to and approval of the district executive.

## **10.6 DISCIPLINE**

### **10.6.1 THE NATURE AND PURPOSES OF DISCIPLINE**

Discipline is an application of scriptural principles that guide conduct and lifestyle. The aims of discipline are that God may be honored, that the purity and welfare of the ministry may be maintained, and that those under discipline may be brought to repentance and restoration.

Discipline is to be administered for the restoration of the minister, while fully providing for the protection and advancement of the spiritual welfare of our local assemblies. It is to be redemptive in nature as well as corrective, and is to be exercised as under a dispensation of both justice and mercy. The following actions shall be preceded only after all other avenues of Christian counsel and admonition have been attempted.

### **10.6.2 CAUSES OF DISCIPLINARY ACTION**

Violation of principles as stated in this *General Constitution and By-Laws* may give just cause for disciplinary action by the district executive committee. Without limiting the generality of the foregoing, among such causes for action shall be:

#### **10.6.2.1**

**10.6.2.1.1** Any moral failure involving sexual misconduct or sexual deviation (including but not limited to adultery, homosexuality, incest and sexual assault).

**10.6.2.1.2** Any moral failure of a sexual nature (including but not limited to improper contact with the opposite sex, sexual harassment, pornography, and any sexual conduct unbecoming a minister).

**10.6.2.2** Any moral or ethical failure other than sexual misconduct or any conduct unbecoming to a credential holder (including but not limited to deception, fraud, theft, assault, the use of tobacco and the non-medical use of mood altering substances).

- 10.6.2.3 General inefficiency in Pentecostal ministry.
- 10.6.2.4 The propagation of doctrines and practices contrary to those set forth in the *Statement of Fundamental and Essential Truths* of The Pentecostal Assemblies of Canada.
- 10.6.2.5 A contentious or non-cooperative spirit.
- 10.6.2.6 An assumption of dictatorial authority.
- 10.6.2.7 An arbitrary rejection of district (or Missions Operations Committee in the case of missionaries) counsel.
- 10.6.2.8 The mismanagement of personal or church finances which brings reproach upon the cause.
- 10.6.2.9 Violations of The Pentecostal Assemblies of Canada Ministers Code of Ethics and generally accepted ministerial courtesy.
- 10.6.2.10 Any proven act or conduct which after a full investigation of the evidence is determined to be in violation of By-Law 10.2 qualifications.
- 10.6.2.11 Officiating at a marriage ceremony contrary to By-Law 10.5.8.

Notwithstanding the above, when more than 10 years have elapsed from an occurrence which is the cause for disciplinary action, a district executive may determine after investigation that no discipline be administered when, in view of all the circumstances, it would appear that such discipline would serve only as being punitive in nature rather than rehabilitative. In the event that discipline is deemed appropriate, it would be the prerogative of the district executive to consider reducing the normal disciplinary action associated with the offense.

### 10.6.3 DISTRICT INITIATIVE

Credential holders are responsible to the executive of the district in which their credentials are held. Occasions sometimes arise which make it necessary to deal with credential holders who have reached a point at which, in the opinion of the district executive, endorsement can no longer be given. District executive committees, which have the authority to ordain ministers and to recommend them for credentials, also have the right to carry out disciplinary procedures arising from causes cited in By-Law 10.6.2.

Credential holders who have missionary status are subject to similar review and decision by the Missions Operations Committee.

If allegations are brought against a district superintendent in accordance with By-Law 10.6.2, the matter shall be referred to the General Superintendent who shall oversee the disciplinary procedures as outlined in the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

If allegations are brought against a member of a district executive that in the opinion of the District Superintendent would be a conflict of interest if processed by the district executive, or would be more appropriately expedited by a body other than the district executive, the District Superintendent shall refer the matter to the Assistant Superintendent for Fellowship Services who shall oversee the disciplinary procedures as outlined in *the General Constitution and By-Laws* of The Pentecostal Assemblies of Canada.

No charge shall proceed from allegations where the investigation determines that the allegation has arisen from the proper performance of duty by persons carrying out discipline procedures of By-Law 10, or church disciplinary or resolution of conflict procedures provided for in By-Law 12, By-Law 14, or the *Local Church Constitution*.

If the alleged offense occurred in the credential holder's home district (the one in which the credential holder currently holds credentials), the District Superintendent, or the District Superintendent's appointee, and another credential holder appointed by the District Superintendent shall investigate the alleged offense and take appropriate action.

The district executive shall be the hearing committee. In the event that the district executive finds itself compromised in any manner, or appears to lack impartiality, it shall have the right to appoint a substitute committee composed of ordained ministers with at least five years experience in that district, to hear charges against a credential holder.

Should the alleged offense have occurred in a district other than the credential holder's current district, the District Superintendent of the district in which the offence took place shall conduct disciplinary procedures as outlined in By-Law 10 with the following provisions:

- 10.6.3.1** The official allegations must be reported and charges registered with the credential holder's current district.
- 10.6.3.2** Based on the nature of the charges the superintendent of the credential holder's current district shall have the right to determine restriction of ministerial activities until the allegations have been resolved.
- 10.6.3.3** The District Superintendent of the district in which the offence occurred shall act as the officiating church officer on behalf of the credential holder's current district.
- 10.6.3.4** The District Superintendent of the credential holder's current district shall have the right to have two members of the current district executive present should the procedures warrant a hearing.
- 10.6.3.5** If the verdict of the hearing is guilty as charged, then the current district shall take appropriate credential action as determined by the hearing committee.
- 10.6.3.6** The hearing files, including the minutes and decisions of the hearing committee, record of the actual charges, and written letters of confession shall be held in the credential holder's current district.
- 10.6.3.7** If the verdict of the hearing is guilty as charged and a restoration program is deemed appropriate, the credential holder's current district shall have responsibility for the restoration program.
- 10.6.3.8** The current district has the responsibility to assess the appropriateness of credential reinstatement.

Should the alleged offense have occurred prior to the time the person so charged became a credential holder with The Pentecostal Assemblies of Canada or any other recognized religious body, the district executive would not proceed with such a case, unless legal charges were laid, in which case By-Law 10.6.7 shall apply.

#### **10.6.4 REPORTS, RUMOURS, OR COMPLAINTS**

Should there be reports, rumours or complaints, written or unwritten, which appear to be persistent and serious concerning the credential holder and/or immediate family which have become publicly known and/or pose a detriment to the ministry of the individual, church, or fellowship, then the District Superintendent and another executive member, shall use their judgment to discuss the matter with the credential holder. The District Superintendent shall exercise discretion concerning whether or not to commence an official investigation.

If, after due consideration of reports, rumours or complaints, it is determined that a formal allegation should be made, the said allegation shall be prepared as directed by the District Superintendent.

#### **10.6.5 STATEMENT OF CONDUCT**

Should a credential holder admit to or confess to a wrongdoing or misconduct such as should require disciplinary action, then the District Superintendent shall require a signed statement detailing the conduct by the credential holder. Notwithstanding the receipt of a signed confession of wrongdoing, the District Superintendent may also exercise discretion concerning whether or not to commence an official investigation and shall have the right to determine restriction of ministerial activities.

- 10.6.5.1** The executive shall be presented with the signed statement and shall hear any further details of the matter as presented by and at the discretion of the District Superintendent.

- 10.6.5.2 The person making the statement, and the spouse, shall be requested to be in attendance, but a failure or refusal to appear shall not prevent the matter from being presented to and acted upon by the district executive.
- 10.6.5.3 The District Superintendent shall have a restoration program ready for approval if the credential holder has requested such.
- 10.6.5.4 The district executive shall decide on the appropriate course of disciplinary action.
- 10.6.5.5 Due consideration shall be given to a confession made voluntarily.

In the absence of such a signed statement, a disciplinary hearing shall be called, assuming that sufficient evidence is available for such a hearing.

#### **10.6.6 INVESTIGATION OF ALLEGATIONS**

Written and signed reports of alleged violations under By-Law 10.6.2 shall be investigated. The District Superintendent, or the District Superintendent's appointee, and another credential holder appointed by the District Superintendent of the district in which the alleged offense is reported to have occurred shall make an investigation, having in mind that it is their responsibility to safeguard the minister, the church, and the fellowship. This shall be done to determine the credibility of the allegations.

- 10.6.6.1 Written and signed allegations shall be filed with the district office describing the alleged violations.
- 10.6.6.2 The person(s) making the allegation shall be interviewed in order to ascertain the facts in the case and the reasons underlying the allegations.
- 10.6.6.3 The accused credential holder(s) shall be given an opportunity to be interviewed to discuss the allegation.
  - 10.6.6.3.1 The credential holder shall receive a copy of the allegation.
  - 10.6.6.3.2 Upon being informed of the allegation, an accused credential holder shall be granted the opportunity to make a statement with regard to the allegation.
- 10.6.6.4 Should a credential holder, when presented with the allegations, admit to or confess a wrongdoing that requires disciplinary action, the procedures provided in By-Law 10.6.5 shall be followed.
- 10.6.6.5 Should a credential holder, against whom allegations have been filed, refuse to be interviewed by the investigators, a copy of the written allegations must be sent to the credential holder by registered mail or hand delivered to the individual.
- 10.6.6.6 An investigation is not to determine the guilt or innocence of the credential holder. The investigators shall consider the available testimony and determine if there is sufficient evidence to convene a disciplinary hearing. A minimum of two witnesses are required to proceed to charges being laid. The investigators shall seek to assemble all relevant facts, evidence and testimony to present to the disciplinary hearing.
- 10.6.6.7 The ministry may be subject to restrictions during the investigation, at the discretion of the District Superintendent, on the basis of the evidence at hand and the nature of the alleged offense.
- 10.6.6.8 During the course of an investigation, the investigators shall be careful to observe the principles of natural justice.
- 10.6.6.9 Under no circumstances should the credential holder contact, either directly or indirectly, the person making the allegation. Failure to adhere to this requirement shall result in disciplinary action pursuant to By-Law 10.6.2.7.

#### **10.6.7 LEGAL CHARGES**

**10.6.7.1** Where a credential holder has been legally charged under the Criminal Code:

**10.6.7.1.1** No disciplinary action shall be taken until the legal charges, including appeal, have been officially dismissed or dealt with by the courts, except in cases where the district executive decides to proceed with charges arising from By-Law 10.6.2 and the credential holder signs a waiver permitting the district to initiate ecclesiastical disciplinary procedures.

**10.6.7.1.2** At the conclusion of the court proceedings the District Superintendent shall initiate investigation procedures based on charges arising from By-Law 10.6.2.

**10.6.7.1.3** Continuing ministry may be subject to restriction during the time of the legal proceedings at the discretion of the District Superintendent.

**10.6.7.1.4** In the event ministry is restricted, the credential holder charged under the *Criminal Code* shall continue to receive remuneration for a maximum of three months.

**10.6.7.2** When a credential holder is under investigation by the legal authorities for alleged offences under the criminal code, which have yet to result in official legal charges, the District Superintendent shall proceed with an investigation of the allegations. If, during the course of the district investigation, legal charges are laid, then By-Law 10.6.7.1 shall apply.

**10.6.7.3** When a credential holder has allegations made against him or her that could be a violation of the Criminal Code:

**10.6.7.3.1** The District Superintendent shall proceed with an investigation of the matter to determine the validity of the allegations.

**10.6.7.3.2** If the investigation indicates sufficient evidence to proceed with disciplinary action, the investigating officers shall use their discretion in reporting the matter to the legal authorities, unless formal reporting is required by law.

**10.6.7.3.3** Should the allegations against the credential holder be one of a violation that is required by law to be reported (including but not limited to offenses against minors), the district investigators shall report the offender to the appropriate legal authorities. The district investigators shall be guided in their own investigation pursuant to By-Law 10.6.2 and By-Law 10.6.7.1-2.

**10.6.7.3.4** In the event ministry is restricted, the credential holder charged under the *Criminal Code* shall continue to receive remuneration for a maximum of three months.

## **10.6.8 CIVIL SUITS**

If a credential holder is charged or sued in a civil suit, the District Superintendent shall have the right to investigate and determine if the district should proceed with charges.

## **10.6.9 PREPARATION AND FILING OF CHARGES**

Charges shall be considered in a disciplinary hearing only when they have been made in writing, dated and signed by the complainants or by the investigating officers.

If, after due investigation of allegations, it is determined that charges should be laid, formal charges shall be prepared and filed in the district office. The investigators shall have the right and responsibility to make written charges if the complainant refuses, and if there is sufficient evidence to present a reasonable case for a hearing. The laying of formal charges is not to be considered as a personal indication of belief in the guilt of the accused by the investigators. It is a procedural matter to deal with evidence at hand.

The person against whom charges have been filed shall be informed in writing of the charges made according to By-Law 10.6.2, including a signed copy of the charges; either by registered mail or personally by the investigating committee at least 15 days before being called to appear before the hearing committee. The disciplinary hearing should take place, if possible, in the locality of the alleged offense or offenses to facilitate access to as many witnesses as possible.

Being officially notified of the charges, the credential holder may be relieved of ministerial activities and provision for a pulpit supply shall be made by the District Superintendent or representative.

A credential holder shall have the right, however, to receive salary and housing benefits or salary and use of the parsonage, until disposition of the charges has been formally made.

Such hearing shall take place within 40 days of formal charges being delivered, or the entire proceeding shall be rescinded, including any limitation of ministry.

The date of the hearing may be extended beyond the 40-day period upon the request of either the credential holder or the District Superintendent if both parties agree in writing to the time extension.

The date of the hearing may be extended for unusual circumstances such as the illness of one of the parties or of a significant witness, certified by a district approved medical authority, or an act of God; upon a request made by one of the parties to the District Superintendent or the District Superintendent's designate who shall set a date for the hearing.

#### **10.6.10 DISPOSITION OF ALLEGATIONS**

**10.6.10.1** If the investigators conclude under the terms of By-Law 10.6.6 that insufficient reason exists for a hearing, then the matter shall be dropped.

**10.6.10.2** The complainant and the credential holder shall be informed in writing that the investigation has been concluded and there is insufficient evidence to lay charges.

**10.6.10.3** There shall be no record of the investigation transferred with the file of the complaine if he leaves the district.

**10.6.10.4** The District Superintendent, or the District Superintendent's appointee, may seek to counsel all parties involved towards reconciliation in their relationships and to bring to an end any continuation of rumours or conflicts related to the matter.

#### **10.6.11 DISCIPLINARY HEARING**

Upon the laying of charges by either the complainant or the investigators, the District Superintendent shall arrange for a disciplinary hearing.

The credential holder shall be required to appear at the hearing.

However, if the credential holder refuses to attend the hearing or fails to appear for reasons of willful neglect, the hearing shall proceed.

If the credential holder has chosen not to attend the hearing, then the credential holder will not be eligible to appeal the decision rendered.

##### **10.6.11.1 THE CHAIR**

The District Superintendent may appoint a member of the district executive or a member of the substitute committee to chair the hearing committee. In any case it shall not be chaired by either of the investigators.

The Chair of the hearing committee shall prepare an agenda and arrange for all matters of the hearing.

The Chair shall appoint a recording secretary who is not necessarily a member of the hearing committee.

##### **10.6.11.2 THE ROLE OF INVESTIGATORS**

**10.6.11.2.1** The investigators shall bring a report to the hearing and offer evidence as discovered during the investigation procedures.

**10.6.11.2.2** They shall not be present or participate when the verdict is being considered.

- 10.6.11.2.3** No evidence or counsel regarding the evidence shall be given by the investigators or accusers in the absence of the accused credential holder, unless he or she has failed to or has refused to appear at the hearing.
- 10.6.11.2.4** If the District Superintendent does not serve on the investigation committee, the District Superintendent shall have the right to be present as an observer and a resource person. The District Superintendent shall not be present or participate when the verdict is being considered.
- 10.6.11.3** Legal counsel shall not be present at the disciplinary hearing
- 10.6.11.4 CREDENTIAL HOLDER'S SUPPORT**  
The credential holder shall have the right to have another credential holder or spouse present for support, but not as an active participant in the hearing process.
- 10.6.11.5** The agenda and proceedings shall provide sufficient opportunity for the investigators and complainee to speak, offer evidence, cross-examine, present witnesses, and to make a summation statement. The hearing committee shall also have the opportunity to ask questions of the investigators, complainant and complainee and the witnesses. The hearing committee shall not become involved in debating with the parties involved, or in any way conduct or appear to conduct themselves, as prosecuting or defending the complainant or complainee. It shall be the role of the hearing committee to question and make inquiry of the participants and to seek to have all the facts, evidence and testimony duly presented and examined to ensure an objective decision.
- 10.6.11.6** The verdict shall be made by secret ballot in the absence of investigators and complainant and complainee. At least a two-thirds majority vote shall be required to determine guilt.
- 10.6.11.7** If it has been determined that guilt has been established, discipline shall be administered prayerfully and in the fear of God, in accordance with the Scriptures, and as set forth in the *General Constitution and By-Laws* of this ecclesiastical body.
- 10.6.11.8** If, in the opinion of the hearing committee, evidence indicates that the credential holder is innocent of the charge actually laid, but guilty of a related offense, an appropriate verdict may be rendered.
- 10.6.11.9** If, in the opinion of the hearing committee, the evidence heard indicates a not guilty verdict with regard to the charge actually laid, but there is evidence of an offense in another area, then new charges shall be prepared, signed and delivered to the individual so charged, and a new hearing scheduled with a substitute hearing committee.
- 10.6.11.10 ANNOUNCEMENT OF THE VERDICT**
- 10.6.11.10.1** The verdict shall be communicated to the District Superintendent and placed in the minutes of the district executive noting the charge only by reference to the specific section of the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada By-Law 10.6.2.
- 10.6.11.10.2** The District Superintendent shall communicate the verdict in writing to the credential holder, including the right and process of appeal if eligible, and to the complainant and to any other appropriate person within 10 days. The written statement to the credential holder must be sent by registered mail.
- 10.6.11.10.3** If the accused is found guilty, the credential holder shall be informed in writing that credentials are suspended until restoration and reinstatement have been completed, subject to the appeal process.
- 10.6.11.10.4** If a guilty verdict is reached, the individual shall be informed in writing of the right and process of appeal.
- 10.6.11.10.5** If the verdict is one of not guilty, then no record of the hearing shall leave the district office in the case of a transfer of the credential holder from the district.

**10.6.11.10.6** If a credential holder confesses to a wrongdoing or is found guilty by a hearing committee, then the District Superintendent should use discretion as to whether a public announcement needs to be made to state the cause of discipline (using the specific words of the *General Constitution and By-Laws*) to the appropriate people. A statement of disciplinary action taken shall be communicated in writing to the local church board where applicable.

#### **10.6.12 DETERMINATION OF DISCIPLINE**

**10.6.12.1** It shall be the responsibility of the district executive to determine whether the circumstances of the case merit probation, suspension, or dismissal. The district executive shall weigh decisions on:

**10.6.12.1.1** the basis of the offence itself;

**10.6.12.1.2** the manner and thoroughness of repentance;

**10.6.12.1.3** the attitude of the offending credential holder toward the discipline;

**10.6.12.1.4** the manifested willingness to cooperate;

**10.6.12.1.5** the requirements of the *General Constitution and By-Laws*.

**10.6.12.2** If the verdict is guilty, the credential shall be suspended immediately unless it is determined to be a minor violation. Ministry employment may also be terminated.

**10.6.12.2.1** If, in the opinion of the district executive, restoration is feasible, a restoration program shall be provided.

**10.6.12.2.2** If restoration is feasible, the credential holder shall have up to one year to apply for the restoration program; otherwise credentials shall be dismissed.

**10.6.12.2.3** If at any time the district executive determines that restoration is not feasible, the credential holder shall be dismissed.

**10.6.12.3** If a credential holder has confessed to or has been found guilty by a hearing committee of an infraction not meriting suspension, the district executive may deal with the infraction by reprimand and/or counseling and/or restriction of ministry for a probationary period.

#### **10.6.13 REPORTING DISCIPLINARY ACTION TO THE INTERNATIONAL OFFICE**

The names of persons suspended shall be forwarded to the office of the Assistant Superintendent for Fellowship Services who shall report the same to the General Executive. Suspensions shall not be reported in any published lists of credential status. Disciplinary procedures resulting in dismissal shall not be reported until the opportunity for appeal shall have lapsed.

#### **10.6.14 RIGHT OF APPEAL**

An appeal of the decision of the hearing committee shall be made in the following manner.

The credential holder shall make such a request in writing to the Assistant Superintendent for Fellowship Services of The Pentecostal Assemblies of Canada.

**10.6.14.1** The written request must specifically state the nature, purpose and reason for the appeal based on the process or the judgment of the district hearing committee.

**10.6.14.2** The appeal committee shall base the appeal hearing on the reason for appeal stated by the credential holder.

**10.6.14.3** New evidence shall not be a reason for the appeal, nor shall new evidence be accepted at the appeal hearing.

**10.6.14.4** The appeal committee has the responsibility to review the judgment of the district hearing committee and the adherence to the constitutional process.

**10.6.14.5** If the constitution has not been followed in minor matters that did not adversely affect due process in arriving at a just and fair verdict, the appeal committee shall uphold the judgment of the hearing committee and issue a written statement of correction to the district.

**10.6.14.6** The appeal committee may overturn the decision of the district hearing committee if the judgment is deemed inappropriate or the failure to follow constitutional guidelines has hindered due process. This request for appeal must be received by the Assistant Superintendent for Fellowship Services by registered mail within 40 days of the verdict of the hearing committee. The General Executive or the Executive Officers Committee as their representatives shall appoint five ordained ministers, two of whom shall be members of the General Executive and none of whom shall have been part of the original proceedings. The appeal shall be conducted within 60 days of receiving the request for an appeal, and 30 days notice shall be given for the date and place of the appeal.

The accused credential holder shall be present at this appeal, but if there is neglect or a refusal to attend the appeal, it shall not proceed and there shall be no further right of appeal.

The District Superintendent shall appoint one member of the hearing committee and one member of the investigating committee to represent the district. The District Superintendent, by virtue of office, has the right to be present at the appeal hearing.

Legal counsel shall not be present at the appeal.

The credential holder shall have the right to have another credential holder or spouse present for support but not as an active participant in the appeal hearing process.

The verdict of this appeal committee shall be final.

The Assistant Superintendent for Fellowship Services shall communicate the verdict of the appeal committee to the credential holder making the appeal and to the District Superintendent by registered mail within 10 days. If the appeal committee has upheld the appeal of the credential holder, the District Superintendent shall inform the complainants who submitted the original allegation of the appeal committee's decision within 30 days of the appeal hearing.

If the credential holder has chosen to not attend the hearing, then the credential holder will not be eligible to appeal the decision that has been rendered.

#### **10.6.15 NEW EVIDENCE**

If at any time during the process of disciplinary action new allegations are made, the District Superintendent shall review them and consider a new investigation and the process of further disciplinary procedures according to By-Law 10 of the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada. If at any time during the disciplinary process new and substantive evidence is available that would support the credential holder and could overturn the decision of the hearing committee of the district, the district investigating officers shall review the evidence, and if there is substance to the new information that could affect the outcome of the hearing, the district investigating committee shall call for a new hearing by the district hearing committee. If the district investigators judge the new evidence to be insufficient to warrant a new hearing, the credential holder has the right to request the appeal committee to review the new evidence and determine if the district shall hold a new hearing. If the new evidence occurs after the appeal board has made a final decision, then the district shall be responsible to hear the new evidence according to the *General Constitution and By-Laws*.

#### **10.6.16 RESTORATION**

An effort should be made to lead the offending credential holder through a program of restoration, administered in brotherly love and kindness. The following provisions for restoration shall apply:

##### **10.6.16.1 ELIGIBILITY FOR RESTORATION**

Participants in the restoration program are required to make application in writing and provide an admission of guilt in reference to an offence(s) noted in By-Law 10.6.2.

When the hearing process results in a suspension of a credential, the credential holder must make application for the restoration program within one year of the date of the disciplinary hearing or shall be dismissed.

If at any time the district executive determines that restoration is not feasible, the credential holder shall be dismissed.

In the event a credential holder who has been dismissed shall later show repentance and indicate a desire for reinstatement, the credential holder shall, upon obtaining the approval of the district executive, have the credential reinstated in suspended form and enter the prescribed restoration program, with the provision that the credential holder shall not be eligible for full reinstatement until the requirements of the program have been satisfactorily completed.

#### **10.6.16.2 BASIS AND PERIOD OF TIME**

For those found to have violated any of the principles in By-Law 10.6.2, the district executive shall determine the period of restoration.

The restoration period begins upon the approval of an application for restoration.

The period of restoration shall be not less than one year. When the violation involves adultery, it shall be for a minimum period of two years. When the violation involves sexual deviation, including but not limited to homosexuality, incest and sexual assault, it shall be for a minimum period of four years. The district executive shall determine the length of the restorative period required. The district executive shall have authority to extend the restoration period to ensure satisfactory completion of the restoration program.

The maximum number of restorations that a credential holder may be offered shall be two. A credential holder may be offered only one restoration for violations requiring a suspension of two years or more.

There shall be no reinstatement of credentials for those who are found guilty of sexual child abuse.

#### **10.6.16.3 PROCEDURE AND REQUIREMENTS**

The following procedure shall be used by the district executive in determining the specific requirements leading to restoration for the individual credential holder.

##### **10.6.16.3.1 SUSPENSION**

The credential holder shall be considered to be under suspension during the entire period of restoration. The suspended person must continue to reside within the district, unless otherwise approved by the district executive.

There must be absolutely no ministry for the first half of the restoration period. For the remainder of restoration, ministerial involvement shall be at the discretion of the supervisor appointed by the district executive. Ministry involvement during the term of suspension shall not include "preaching" and shall be confined to the church of the supervising pastor. The credential holder shall not be eligible for any appointed or paid ministry staff position until the suspended credential is fully reinstated.

In situations when a credential holder offers a voluntary statement concerning inappropriate conduct which results in disciplinary action, and when the credential holder demonstrates significant personal spiritual growth during the restoration period, the district executive may appeal to the General Executive for permission to shorten the period of discipline.

##### **10.6.16.3.2 SUPERVISOR'S REPORTS**

The credential holder under restoration shall report monthly to the supervisor approved by the district executive, and to the District Superintendent.

#### **10.6.16.3.3 CLASSIFIED INFORMATION**

The hearing committee reports and supporting documents shall be preserved for future reference in the files of the district. All records of offenses shall be destroyed seven years after the person has had the credentials reinstated with The Pentecostal Assemblies of Canada.

#### **10.6.16.3.4 COMPLETION OF RESTORATION**

When the restoration period is satisfactorily completed in the view of the district executive, the credential holder shall be invited to make application for the reinstatement of the credentials.

#### **10.6.16.3.5 TERMS SUBJECT TO DISTRICT DISCRETION**

The terms of restoration, as stated above, shall be administered at the discretion of the district executive.

#### **10.6.16.3.6 MINISTERIAL BENEFITS NOT FORFEITED**

During the period of restoration, the minister shall continue to be eligible for benefits such as the ministers' group insurance and ministers' Pension Fund.

### **10.6.17 DISCIPLINARY RECORDS**

**10.6.17.1** If the verdict is one of guilt, then the minutes of the hearing and any other relevant documents shall be maintained by the district in a confidential file for seven years after reinstatement has occurred at which time they shall be destroyed. The district shall keep a record of the disciplinary decisions in the official minutes of the district executive.

**10.6.17.2** If the verdict is one of guilt and reinstatement does not occur, the files shall be kept by the district indefinitely.

**10.6.17.3** If the decision of the district disciplinary hearing is appealed to the General Executive, the International Office shall keep a record of the appeal process for seven years following restoration and indefinitely if reinstatement does not occur.

### **10.7 REINSTATEMENT OF CREDENTIALS**

**10.7.1** Persons who have had their credentials suspended and are seeking reinstatement shall make application in writing to the district executive. If, in the opinion of the district executive, the restoration program has been satisfactorily completed, then the district executive shall recommend the reinstatement of credentials to the Superintendents Committee for approval.

**10.7.2** Persons applying for reinstatement may, at the discretion of the Superintendents Committee, be requested to appear and answer questions in person.

**10.7.3** The decision of the Superintendents Committee shall be final and binding.

**10.7.4** Reinstatement of credentials, if granted, shall be issued with provisional status for one year and reviewed by the district executive after that period, with a report being forwarded to the Assistant Superintendent for Fellowship Services.

### **10.8 MINISTERS AND CHURCH RELATIONSHIP**

**10.8.1** Where a pastor has claim for personal funds against church property, such claim, to be valid, must have the approval of the congregation or district executive in writing.

**10.8.2** A pastor shall not hold title to church property.

**10.8.3** A pastor or pastor's spouse shall not act as treasurer for a congregation duly set in order.

EXCEPTION: Where a pastor is temporarily authorized by the district executive, they shall give an account to the executive.

### **10.9 MINISTERIAL RELATIONSHIPS**

## **10.9.1 DISTRICT MINISTERIAL RELATIONSHIPS**

**10.9.1.1** The district executive, upon a recommendation of the District Superintendent, may appoint a coordinator of ministry relationships whose role shall be to facilitate harmonious relationships among credential holders in The Pentecostal Assemblies of Canada.

**10.9.1.2** This person shall serve under and be accountable to the District Superintendent and the district executive.

### **10.9.1.3 DISTRICT MINISTERIAL RELATIONSHIPS COORDINATOR**

The ministry relationships coordinator shall, in consultation with, and at the request of the District Superintendent, mediate disagreements and conflicts among credential holders that do not involve matters relating to allegations, charges or the suspension of credentials.

**10.9.1.3.1** The ministry relationships coordinator shall hear and receive written submissions reflecting conflict or broken relationships among credential holders and shall interact with the credential holder(s).

**10.9.1.3.2** The ministry relationships coordinator shall act as intermediary to address and resolve conflict or difficulty among credential holders when it is deemed appropriate.

**10.9.1.3.3** The ministry relationships coordinator shall have the right to initiate contact with credential holders when a discord is of such seriousness as to bring discredit to the church, the ministry, the Body of Christ, or another credential holder.

**10.9.1.3.4** If a credential holder refuses to participate in a reconciliation process then the ministry relationships coordinator has the right to refer the matter to the District Superintendent for appropriate action according to By-Law 10.6.2.7.

**10.9.1.3.5** The purpose of the mediation is to bring reconciliation and resolution among credential holders.

**10.9.1.3.6** The ministerial relationships coordinator shall, at the request of the District Superintendent, serve the credential holder who has been charged according to By-Law 10.6.2, as a resource with reference to the constitutional privileges and responsibilities of The Pentecostal Assemblies of Canada.

## **10.9.2 NATIONAL MINISTERIAL RELATIONSHIPS**

**10.9.2.1** The General Executive, upon a recommendation of the Executive Officers Committee, may appoint a national coordinator of ministerial relationships, whose role shall be to facilitate harmonious relationships among credential holders and district or national executives in The Pentecostal Assemblies of Canada.

**10.9.2.2** This person shall serve under and be accountable to the Assistant Superintendent for Fellowship Services and the General Executive.

### **10.9.2.3 NATIONAL MINISTERIAL RELATIONSHIPS COORDINATOR**

The National Ministerial Relationships Coordinator shall, in consultation with and at the request of the Assistant Superintendent for Fellowship Services, mediate disagreements and conflicts between and among credential holders and district and national executives that do not involve matters relating to allegations, charges or the suspension of credentials.

**10.9.2.3.1** The National Ministerial Relationships Coordinator shall hear and receive written submissions reflecting conflict or broken relationships between and among credential holders and shall interact with the credential holder(s).

**10.9.2.3.2** The National Ministerial Relationships Coordinator shall act as intermediary to address and resolve conflict or difficulty between credential holders when it is deemed appropriate.

**10.9.2.3.3** The National Ministerial Relationships Coordinator shall have the right to initiate contact with credential holders when a discord is of such seriousness as to bring discredit to the church, the ministry, the Body of Christ, or another credential holder.

**10.9.2.3.4** If a credential holder refuses to participate in a reconciliation process then the National Ministerial Relationships Coordinator has the right to refer the matter to the District Superintendent for appropriate action according to By-Law 10.6.2.7.

**10.9.2.3.5** If the District Superintendent refuses to participate in a reconciliation process, then the National Ministerial Relationships Coordinator has the right to refer the matter to the Assistant Superintendent for Fellowship Services, who shall assume the authority for appropriate action according to By-Law 10.6.2.7.

**10.9.2.3.6** The purpose of the mediation is to bring reconciliation and resolution between and among credential holders and district and national executives.

#### **10.9.2.4 INTERNATIONAL MISSIONS MINISTERIAL RELATIONSHIPS**

The National Ministerial Relationships Coordinator shall, in consultation with and at the request of the Assistant Superintendent for Fellowship Services, mediate disagreements and conflicts between and among credential holders serving as missionaries either on the field or on furlough and other credential holders and district and national executives that do not involve matters relating to allegations, charges or the suspension of credentials.

**10.9.2.4.1** The National Ministerial Relationships Coordinator shall hear and receive written submissions reflecting conflict or broken relationships involving missionaries and credential holders and shall interact with the missionary (missionaries) and credential holder(s).

**10.9.2.4.2** The National Ministerial Relationships Coordinator shall act as intermediary to address and resolve conflict or difficulty between missionaries when it is deemed appropriate.

**10.9.2.4.3** The National Ministerial Relationships Coordinator shall have the right to initiate contact with missionaries and credential holders when a discord is of such seriousness as to bring discredit to the church, the ministry, the Body of Christ, or another credential holder.

**10.9.2.4.4** If a credential holder refuses to participate in a reconciliation process then the National Ministerial Relationships Coordinator has the right to refer the matter to the Assistant Superintendent for Fellowship Services and the home District Superintendent for appropriate action according to By-Law 10.6.2.7 and the Missions Personnel Policy Manual.

**10.9.2.4.5** The purpose of the mediation is to bring reconciliation and resolution between and among credential holders and district and national executives.

#### **10.10 CEREMONIES AND ORDINANCES**

Ministers holding credentials with The Pentecostal Assemblies of Canada are permitted to conduct the various ceremonies and ordinances in accordance with the customs and practices of The Pentecostal Assemblies of Canada and the laws of their province.

**10.10.1** Ordained ministers are permitted to solemnize marriages if they are registered with the government.

EXCEPTIONS: Those who hold Ministerial License for Women Credential, Licensed Minister Credential, or Recognition of Ministry Credential may, under special circumstances, be granted the right to solemnize marriage according to the Provincial Marriage Act. Such people:

**10.10.1.1** must obtain authorization from the district executive,

**10.10.1.2** must be in charge of a congregation, and

**10.10.1.3** must be registered with the appropriate provincial or territorial government.

- 10.10.2** Dedication of children, water baptism, communion and services of Christian burial may be conducted by the credential holder according to the customs and practices of The Pentecostal Assemblies of Canada.

**10.11 CORPORATIONS AND NON-PROFIT ORGANIZATIONS**

Credential holders wishing to establish a corporation and register as a non-profit organization must apply initially to their district executive requesting permission for consideration by the General Executive. The application to the district executive shall be made in writing at least 30 days prior to its session. Final approval from the district executive in session must be received before proceeding with an application to the government.

Final approval from the General Executive in session must be received before proceeding with an application to the government.

Such applications receiving favorable consideration and those presently in existence must operate under the following guidelines.

- 10.11.1** The organization must be directed in harmony with the provisions of the *General Constitution and By-Laws* of The Pentecostal Assemblies of Canada and the district constitution and by-laws of the district in which the individual holds credentials.
- 10.11.2** The organization must submit to the district executive an audited annual financial statement.
- 10.11.3** The members of the board of directors must either be appointed or approved by the district executive. If the board is approved by the district executive, then it shall appoint a representative of the district executive to the board. The board of directors shall be comprised of not fewer than five members, not more than one of whom may be related to the credential holder.
- 10.11.4** Approval of an application does not imply that local assemblies of The Pentecostal Assemblies of Canada are under any obligation to open their doors to the organization.
- 10.11.5** Any involvement of the organization in overseas ministries or mission projects must be in harmony with the Missions Partnership Agreement as approved by the General Executive.

**10.12 THE MINISTER OF NON-PENTECOSTAL ASSEMBLIES OF CANADA CHURCHES OR OTHER ORGANIZATIONS**

- 10.12.1** To pastor a non-Pentecostal Assemblies of Canada church, with remote or no affiliation possibilities, a credential holder shall have their credentials inactivated. If the credential holder should desire to return, he or she may have the privilege of applying for reactivation.
- 10.12.2** To pastor a non-Pentecostal Assemblies of Canada church with affiliation possibilities, a credential holder must have district executive approval and be under district jurisdiction. The credential holder would have permission to pastor such church for a period of not more than five years, with a possible extension granted by the district executive, and must use the credential holder's influence to secure the affiliation of the church with The Pentecostal Assemblies of Canada.
- 10.12.3** To become involved with any other Christian organization not directly sponsored by The Pentecostal Assemblies of Canada, the credential holder may retain credentials if association and all relevant factors have been processed and approved by the district executive of the district with which a credential holder's holds current credentials.

The following are the criteria by which the determination shall be made by the district executive:

- 10.12.3.1** There must be evidence that such ministry benefits the Church of Christ and does not conflict with the Mission Statement of The Pentecostal Assemblies of Canada.
- 10.12.3.2** The governing board of the approved ministry must be open to representation from The Pentecostal Assemblies of Canada.

**10.12.3.3** The credential holder must be in full compliance with the district and national requirements relative to constitution, finances and active cooperation in district programs.

**10.12.3.4** The credential holder must have membership in and be supporting a local Pentecostal Assemblies of Canada church, except by application to and approval of the district executive.

**10.12.4** In cases where a credential holder is serving in an official capacity with an organization or an individual disapproved by the General Executive, that credential holder shall resign their association with the organization or the individual within a period of 90 days from the time at which the General Executive notifies the credential holder of its determination of the status of the organization or individual. Otherwise, the credential holder shall be referred to the district executive for appropriate action.

### **10.13 THE CREDENTIAL HOLDER SERVING WITH OTHER MISSION ORGANIZATIONS**

**10.13.1** Credential holders serving with an international Christian organization not directly sponsored by The Pentecostal Assemblies of Canada and who reside outside of Canada for one year or more, shall hold credentials with the international missions department if their association and all relevant factors have been processed and approved by the Missions Operations Committee of The Pentecostal Assemblies of Canada international missions department.

The following are the criteria by which the determination shall be made by the Missions Operations Committee:

**10.13.1.1** There must be evidence that such ministry benefits the Church of Christ and does not conflict with the Mission Statement of The Pentecostal Assemblies of Canada.

**10.13.1.2** The governing board of the approved mission agency must be open to representation from The Pentecostal Assemblies of Canada.

**10.13.1.3** The credential holder must have membership and maintain relational connection with a local Pentecostal Assemblies of Canada church, except by application to and approval of the Missions Operations Committee.

**10.13.1.4** The credential holder must be in full compliance with the respective regional and national requirements relative to constitution, finances, policy and active cooperation in regional programs.

**10.13.2** In cases where a credential holder is serving in an official capacity with an organization or an individual disapproved by the General Executive, that credential holder shall resign their association with the organization or the individual within a period of 90 days from the time at which the General Executive notifies the credential holder of its determination of the status of the organization or individual. Otherwise, the credential holder shall be referred to the Missions Operations Committee for appropriate action.

### **10.14 THE OFFICIAL MINISTERIAL LIST**

**10.14.1** A list of all credential holders shall be issued at least every two years.

**10.14.2** This list is issued for the use of The Pentecostal Assemblies of Canada credential holders. Giving the list to outsiders is strictly forbidden. Exceptions may be made only at the discretion of the Executive Officers Committee.

**10.14.3** The published Official Directory shall include the following classifications: active, retired, and grade of credential.

**10.14.4** Additions, deletions and changes in ministerial status shall be published at the discretion of the Superintendents Committee.