

# Minister's Alliance Manual



## *The International Board Of Presbyters*

*District Elder Marcus R. McCoy, Sr., Chairman  
Elder Clifford Smith, Minister's Alliance Director*

**P.R.O.P.H.E.T**  
**Presbyters Receiving Ongoing Professional  
Help and Ecclesiastical Training**

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## **Minister's Alliance Director**



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## OFFICE OF THE CHAIRMAN

CHURCH OF OUR LORD JESUS CHRIST  
OF THE APOSTOLIC FAITH, INC.



## INTERNATIONAL BOARD OF PRESBYTERS

[www.IBOPCOOLJC.ORG](http://www.IBOPCOOLJC.ORG)

"Keeping Presbyters Informed, Inspired, and Involved"

*And no man taketh this honour unto himself,  
but he that is called of God, as was Aaron.  
Hebrews 5:4*

Praise the Lord Kingdom Prophets,

Greetings in the wonderful name of our soon coming King, Lord Jesus Christ. As chosen vessels of the King we have and the awesome honor and task of declaring God's plan for Kingdom living to a fallen humanity. Fellow prophet Jeremiah writes:

*4 Then the word of the LORD came unto me, saying,*

*5 Before I formed thee in the belly I knew thee; and before thou camest forth out of the womb I sanctified thee, and I ordained thee a prophet unto the nations.*

*6 Then said I, Ah, Lord GOD! behold, I cannot speak: for I am a child.*

*7 But the LORD said unto me, Say not, I am a child: for thou shalt go to all that I shall send*

*thee, and whatsoever I command thee thou shalt speak.*

*8 Be not afraid of their faces: for I am with thee to deliver thee, saith the LORD.*

*9 Then the LORD put forth his hand, and touched my mouth. And the LORD said unto me, Behold, I have put my words in thy mouth.*

*10 See, I have this day set thee over the nations and over the kingdoms, to root out, and to pull down, and to destroy, and to throw down, to build, and to plant. (Jeremiah 1:4-10)*

As your elected Chairman, I have sought and received of the Lord instructions to prepare His prophets for Kingdom work. Using the word of God as guidance, I have entitled this initiative, **P.R.O.P.H.E.T.** (**P**resbyters **R**eceiving **O**ngoing **P**rofessional **H**elp and **E**cclasiastical **T**raining).

A biblically relevant prophet is a dedicated servant leader who is a spokesman for God, and who accurately communicates God's message courageously to God's chosen people. A prophet must be constantly prepared for ministry. His service and training are perpetual.

The International Board of Presbyters (IBOP), under my administration is committed to providing professional help and ministry training for each presbyter on a continual basis. We will achieve this enormous task by keeping Presbyters, **INFORMED, INSPIRED AND INVOLVED.** I enthusiastically, solicit your comment, suggestions, prayers and support, as

my staff and I, in this season of change, fulfills our assignment.

This **MINISTER'S ALLIANCE MANUAL** is the first of four planned manuals under the P.R.O.P.H.E.T. Initiative

The plan of action that the Lord gave me is a comprehensive and inclusive initiative for the International Board of Presbyters. Full implementation of the plan required the establishing of four standing committees and appointing Directors for each.

The four established standing committees and appointed Directors are:

- ✓ District Elder's Senate  
Director: District Elder David Smith, SC  
Secretary: District Elder Ira McCloud, FL
- ✓ Pastor's Coalition  
Director: Elder Clifton Daniels, NC  
Secretary: Elder Clinton Harris, NC
- ✓ Elder's Council  
Director: Elder Michael Fields, DC  
Secretary: Elder Jack Williams, TN
- ✓ Minister's Alliance  
Director: Elder Clifford Smith, SC  
Secretary: Elder Mark Sanders, NY

The Committees primary function is to assess, chronicle and present the individual and corporate

concerns of their constituency to the International Board of Presbyters.

During our July 2008 Holy Convocation each director was tasked with developing a manual for their respective committee. The developed manuals will become part of the comprehensive IBOP Manual developed by our sixth Chairman, District Elder Mark E. Jones.

Special thanks to Elder Clifford Smith who enthusiastically embraced the vision and pursued the vision by developing this manual. His commitment to excellence is eternally appreciated and should be emulated.

Please pray for me and the IBOP incessantly, that we will remain in the center of God's will as we do our best to represent you and your interests.

Your Servant for His Sake,

District Elder M.R. McCoy, Sr.  
Chairman

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## 1. Preface

In these last days, the church represents Christ to the world, following his preaching and example by working to heal all the effects of the fall, thereby manifesting the redemptive kingdom of God.

The call to Christian Ministry is the highest call a person can have upon his life. As such, this Minister's Manual is an attempt to address some of the concerns that today's Minister of The Church of our Lord Jesus Christ may have in fulfilling his role.

Let us begin by examining the charge given to Timothy.

### 2 Timothy 4:1-5

*I charge thee therefore before God, and the Lord Jesus Christ, who shall judge the quick and the dead at his appearing and his kingdom;*

*Preach the word; be instant in season, out of season; reprove, rebuke, exhort with all longsuffering and doctrine.*

*For the time will come when they will not endure sound doctrine; but after their own lusts shall they heap to themselves teachers, having itching ears;*

*And they shall turn away their ears from the truth, and shall be turned unto fables.*



*But watch thou in all things, endure afflictions, do the work of an evangelist, make full proof of thy ministry.*

Paul in 2 Timothy 4:1-5 gives the minister five imperatives to biblical ministry. “In the presence of God and of Christ Jesus, who will judge the living and the dead, and in view of his appearing and his kingdom, I give you this charge: Preach the Word; be prepared in season and out of season; correct, rebuke and encourage--with great patience and careful instruction.”

Paul encourages ministers to *preach the Word*. This is the basis for everything you do in the ministry. Always preach the Word in your life. The good news is the message of the birth, life, death, burial, and resurrection of Jesus Christ. Your ministry is to take the good news and relate it to life.

Paul encouraged ministers to *be prepared*. The nature of good ministry is study. You are committing to a life of preparation. Much of your work will be done in the study. God works mightily through his Holy Spirit as you spend time developing lessons and sermons. This task takes discipline, “in season and out of season.”

Paul encouraged ministers to *correct*. This is a law term for cross-examination. Your task is to cross-examine the culture in which we live. God’s Word never changes, but the culture does change. Determine the best ways to present that Word to this culture.

Paul encouraged ministers to *rebuke*. In the early church this world involved moral error. Ethics count in God’s economy. Integrity must be at the center of everything you do.

Paul encouraged ministers to *exhort*. There are two ideas here: encourage and urge. It is your responsibility to encourage the church and urge her to faithfulness. At the same time, you are to encourage the culture to examine the claims of Jesus and urge people to make decisions in accordance with his will.

This is the nature of biblical ministry.

## 2. The Call to Ministry

Our Presider, Apostle Matthew Norwood gives this advice in his book, “The Call of God to the Christian Ministry”. My advice to anyone considering the ministry today is “if you can keep from preaching, then don’t preach.” This advice is given because if God Almighty has truly laid His hand upon you to preach His Word, all the demons in hell cannot keep you from doing so. There is something about “*the call*” that try as you may, you cannot ignore it.

The Apostle Paul taught in 1 Corinthians 9:16;

*“For though I preach the gospel, I have nothing to glory of: for necessity is laid upon me; yea, woe is unto me, if I preach not the gospel!”*

Most brothers believe in the idea of Christian vocation. By this they mean that the literal translation of the word vocation, which means “*calling*”, is appropriate to whatever work we do. We believe that God calls us to use our talents given us in some way that will glorify God and contribute to the betterment of the world in which we live.

The Christian ministry is a special type of calling. For some it may come in a sudden and dramatic fashion, such as God’s call to Samuel in the night or Paul’s experience on the road to Damascus.

So important is our response to the call that we need to test ourselves. All ministers must confess, and be convicted of a call to the gospel ministry of Jesus Christ. The internal call of the God to the ministry as confessed by the minister must be confirmed by the church community. This is usually done by the Pastor who acts on behalf of Christ, the local church community, and the Church of Our Lord Jesus Christ of the Apostolic Faith, Inc.

An examination process follows the confession of a call to the ministry by the local pastor. If in the Pastor's judgment the minister is called of God, then he begins his training.

The church is not obligated to accept everyone's confession of a call to the ministry. Scripture warns us:

*“Do not ordain anyone hastily, and do not participate in the sins of others; keep yourself pure”  
(1 Tim. 5:22 NRSV)*

This speaks to the ordaining of men to the office of the ministry, which ought not to be done rashly and inconsiderately, and before due trial made of their gifts and graces, their abilities and qualifications for it.

It is the responsibility of the pastor to examine and confirm the call of the minister by assessing him in areas such as: his teachability, spirit, attitude, moral integrity, the anointing of the Holy Spirit, areas that need special attention, and the area of future ministry service

.

It is important that every minister who is called to the ministry begin his training as soon as his Pastor confirms his call to the ministry. To accomplish this, the following two (2) publications should be acquired from The Church of Our Lord Jesus Christ of the Apostolic Faith, Inc. 2081 Adam C. Powell Jr. Blvd. New York, NY 10027.

- 1. Official Catechism For Ordination Of Ministers**
- 2. The Path To Ordination**

The words of the late Peter Marshall aptly describe the call to the ministry.

By what right does a man stand before his fellows, Bible in hand, and claim their attention... because he is obeying a “tap on the shoulder.” Because God has whispered to him in the ear and conscripted him for the glorious company of those voices crying in the wilderness of life. The preacher is conscious of being called, as we say, and that means that he is responding to an inward urge that could not be resisted... - an urge that grew into a conviction that that only by obeying could he ever find that joy and satisfaction of a life lived according to the plan of God.

### **3. Qualifications of the Minister**

#### **3.1. Qualifications**

Doctrine is as vital to the Church as breath is to the body. Each is independent upon the other. Among men, religions are numerous. All have a doctrine that insures the preservation of individual faith. All doctrine are regulated guidelines and are necessary, if any religious dogma hopes to perpetuate itself.

As members of the body of Christ, ministers are to be in full accord with doctrine and teaching of The Discipline Book of The Church of our Lord Jesus Christ of the Apostolic Faith Inc.

3.1.1.1. In accordance with this profession, ministers are to take their rule of conduct the Word of God (Galatians 6:16) and shall conform outwardly as well as inwardly in their daily walk and conversation to its simple teachings.

3.1.1.2. Exhorters and Licentiates shall be subject to the authority of the Pastor of the Church which holds their membership. The local Pastor is to train, develop, mentor, and evaluate the spiritual development of the minister.

If discord or insubordination arises and cannot be settled by the Pastor, grievance

procedures as set forth in the Book of Discipline should be consulted.

3.1.1.3. No Homosexuals shall be licensed or ordained in the Church of Our Lord Jesus Christ of the Apostolic Faith, Inc.

3.1.1.4. All ministers must have the one baptism as prescribed in Acts 2:4, 38; Acts 10:44; Acts 19:6, and believe in, teach, and preach the same.

3.1.1.5. No minister shall receive credentials that has divorced his wife and remarried. Neither shall any person receive ordination or license who is married to a divorced person.

## **3.2. Exhorter's License**

This is the time to be convinced that your call to the ministry was a biblical concept. Paul stated the case well in Ephesians 4:11–13. “It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ.” God has gifted us to minister for him. Throughout history he has used his leaders in ministry to serve him. He chose

Abraham to leave his homeland to go to a new land and to become a new people. Abraham's ministry for God began in a small way but produced big benefits. He led the Hebrew people in performing God's works of service. All ministry traces to this event in history.

3.2.1.1. Exhorters should avail themselves to the local Pastor for service in the house of God.

This is a time of learning. Service to God's people will provide much needed experience. Shadow the Pastor to learn service structure, care for the house of God and for the people of God. Seek out opportunities for service.

3.2.1.2. Exhorters should be actively involved in Sunday School and/or ABYPU activities at the Regional/ Diocese/ Local levels.

3.2.1.3. Exhorters should be supporters of the Missionary and Women's Council Departments availing themselves for service as needed.

3.2.1.4. Exhorters should set established times for prayer and meditation.



- 3.2.1.5. Exhorters must be faithful in paying their tithes and offerings and teaching the same.
- 3.2.1.6. Exhorters should work to effectively express themselves orally and in writing.
- 3.2.1.7. Exhorters are to give due diligence and make effort to discharge the duties of the ministerial office as to meet the divine approbation of 2 Timothy 2:15, "Study to shew thyself approved unto God, a workman that needeth not to be ashamed, rightly dividing the word of truth.'

### **3.3. Local License**

It is the consistent New Testament teaching that the work of ministers is "for the perfecting of the saints, for the edifying of the body of Christ" (Eph. 4:12). The minister is called of God to a position of responsibility rather than privilege.

There are two passages in the New Testament which are of especial importance in this connection, I Cor. 12:28 and Eph. 4:11-12. From the former we gather that included in the ministries exercised in the early church were those of apostleship, prophecy, teaching, miracles, gifts of healings, helps, governments, diversities of tongues (possibly also interpretations, vs. 30). The latter adds

evangelists and pastors. In every case these appear to be the direct gift of God to the church. Both passages seem to say this, and this is confirmed elsewhere in the case of some of the people mentioned. Thus in Gal. 1:1 Paul insists that his apostolate was in no sense from man. He entirely excludes the possibility of his receiving it by ordination. We are to think, then, of a group of men directly inspired by the Holy Spirit to perform various functions within the church by way of building up the saints in the body of Christ.

3.3.1.1. The Licensed minister should demonstrate the ability in administration and program coordination in the church.

- a) Attend and teach Sunday School
- b) Attend, teach, and direct ABYPU activities
- c) Attend and teach Bible Studies
- d) Plan, attend, and direct prayer services
- e) Attend, plan, and direct various worship services

3.3.1.2. The licensed minister should possess a demonstrable knowledge of church by-laws and procedures.

3.3.1.3. Licensed ministers should be capable of conducting religious services.

3.3.1.4. Licensed ministers should seek training through:

- a) The Church of Christ Bible Institute
- b) The W. L. Bonner College
- c) The Church of Christ Bible Institute Distance Learning Curriculum

### **3.4. Ordained Elder**

3.4.1.1. Ministers desiring ordination should have successfully negotiated and demonstrated the considerations for both Exhorter and Licensed ministers.

3.4.1.2. All ministers applying for ordination must hold a local license as a prerequisite. The Exhorter's license may be waived by Pastoral recommendation or by the Diocesan Bishop.

3.4.1.3. Academic requirements must be prior to a minister's ordination.

3.4.1.4. Academic training requirements maybe obtained and completed by attendance in defined courses of study at the following:

- a) The Church of Christ Bible Institute
- b) The W. L. Bonner College
- c) The Church of Christ Bible Institute Distance Learning Curriculum

3.4.1.5. Ordination may be had and given by three or more Bishops or Elders, members of the General Annual Convocation, after the candidate has met the requirements.

3.4.1.6. If it is impossible for the candidate to attend the Convocation, the inability on the part of the candidate is to be certified by the Pastor of the congregation to which he belongs. This certification must be forwarded, by the Pastor, to the Board of Apostles for appropriate action, considering also the recommendation of the Regional Apostle and Diocesan Bishop.

## **4. Codes of Ethics**

### **The Minister's Code**

#### **Preamble**

As a minister of Jesus Christ, called by God to proclaim the gospel and gifted by the Holy Ghost, I dedicate myself to conduct my ministry according to the ethical guidelines and principles set forth in this code of ethics, in order that my ministry be acceptable to God, my service be beneficial to the Church Of Our Lord Jesus Christ of the Apostolic Faith Inc., and my life be a witness to the world.

#### **Responsibilities to Self**

1. I will maintain my physical and emotional health through regular exercise, good eating habits, and the proper care of my body.
2. I will nurture my devotional life through a regular time of prayer, reading of the Scriptures, and meditation.
3. I will continue to grow intellectually through personal study, comprehensive reading, and attending growth conferences.
4. I will manage my time well by properly balancing personal obligations, church duties, and family responsibilities.
5. I will be honest and responsible in my finances by paying all debts on time, never seeking special gratuities or privileges, giving generously to worthwhile causes, and living an Apostolic lifestyle.

6. I will be truthful in my speech, never plagiarizing another's work, exaggerating the facts, misusing personal experiences, or communicating gossip.
7. I will seek to be Christlike in attitude and action toward all persons regardless of race, social class, religious beliefs, or position of influence within the church and community.

### **Responsibilities to Family**

1. I will be fair to every member of my family, giving them the time, love, and consideration they need.
2. I will understand the unique role of my spouse, recognizing her primary responsibility is as marital partner and parent to the children, and secondarily as church worker.
3. I will regard my children as a gift from God and seek to meet their individual needs without imposing undue expectations upon them.

### **Responsibilities to the Congregation**

1. I will seek to be a servant-minister of the church by following the example of Christ in faith, love, wisdom, courage, and integrity.
2. I will faithfully discharge my time and energies as minister through proper work habits and reasonable schedules.
3. In my administrative assignments and duties, I will be impartial and fair to all.
4. In my preaching responsibilities, I will give adequate time to prayer and preparation, so that

- my presentation will be biblically based, theologically correct, and clearly communicated.
5. In my ministerial counseling, I will maintain strict confidentiality, except in cases where disclosure is necessary to prevent harm to persons and/or is required by law.
  6. In my evangelistic responsibilities, I will seek to lead persons to salvation and to church membership without manipulating converts, proselytizing members of other churches, or demeaning other religious faiths.
  7. In my visitation and counseling practices, I will never be alone with a person of another sex unless another church member is present nearby.
  8. In leaving a congregation, I will seek to strengthen the church through proper timing, verbal affirmation, and an appropriate closure of my ministry.

### **Responsibilities to Colleagues**

1. I will endeavor to relate to all ministers, especially those with whom I serve in my church, as partners in the work of God, respecting their ministry and cooperating with them.
2. I will seek to serve my Pastor and minister colleagues and their families with counsel, support, and personal assistance.
3. I will refuse to treat other ministers as competition in order to gain a church, receive an honor, or achieve statistical success.
4. I will refrain from speaking disparagingly about the person or work of any other minister.

5. I will be thoughtful and respectful to all ministers and will support and love my pastor.
6. I will be honest and kind in my recommendations of other ministers to church positions or other inquiries.
7. If aware of serious misconduct by a minister, I will contact my Pastor and initiate reporting as stated in The Discipline Book.

### **Responsibility to the Community**

1. I will consider my primary responsibility is to be a minister of my congregation and will never neglect ministerial duties in order to serve in the community.
2. I will accept reasonable responsibilities for community service, recognizing the minister has a public ministry.
3. I will support public morality in the community through responsible prophetic witness and social action.
4. I will obey the laws of my government unless they require my disobedience to the law of God.
5. I will practice Christian citizenship without engaging in partisan politics or political activities that are unethical, unbiblical, or unwise.

### **Responsibilities to Church of Our Lord Jesus Christ of the Apostolic Faith Inc.**

1. I will love, support and cooperate with the Church Of Our Lord Jesus Christ of the Apostolic Faith Inc. of which I am a part, recognizing the



debt I owe for its contribution to my life, my ministry, and my church.

2. I will work to improve the Church Of Our Lord Jesus Christ of the Apostolic Faith Inc. in its efforts to expand and extend the kingdom of God.

## 5. MINISTERIAL EVALUATION FORM

**This tool is designed to aid the minister in self examination.**

Examine yourselves, whether ye be in the faith; prove your own selves. Know ye not your own selves, how that Jesus Christ is in you, except ye be reprobates?  
(2 Corinthians 13:5)

After evaluating your self, have a ministry partner evaluate you and compare results.

NAME OF MINISTER \_\_\_\_\_

Please rate each area between one and five as follows:

5 = Excellent  
4 = Good  
3 = Average  
2 = Below Average  
1 = Poor  
N = Do Not Know  
N/A = Does Not Apply

### **Spiritual Leadership**

\_\_\_\_\_ articulating a personal faith

\_\_\_\_\_ helping people develop their spiritual life

\_\_\_\_\_ evidencing a personal devotional life

## **Worship leadership**

\_\_\_\_\_overall worship leadership (prayers, meditations, communion service, etc.)

\_\_\_\_\_ sermons

\_\_\_\_\_ special worship events (baptisms, child dedications, etc.)

\_\_\_\_\_ special services (weddings, funerals, etc.)

## **Pastoral care (Assists with)**

\_\_\_\_\_visitation and contacts (home, hospital, bereaved)

\_\_\_\_\_counseling

\_\_\_\_\_support and encouragement

## **Teaching - Sunday School, ABYPU, Brotherhood, Missionaries**

\_\_\_\_\_adult

\_\_\_\_\_children & youth

\_\_\_\_\_support for the total Christian Education program of Church

## **Evangelism & Membership Growth**

\_\_\_\_\_ follow-up visitation with new members & visitors

\_\_\_\_\_ provide leadership & inspiration to the congregation for evangelistic effort

## **Stewardship**

\_\_\_\_\_ provides leadership & inspiration to the congregation for individual & corporate stewardship & growth

## **Outreach**

\_\_\_\_\_ provide leadership & inspiration to the congregation for the outreach ministries of the church

## **National, Regional, & Diocese Involvement**

\_\_\_\_\_ supports COOLJC identity & work

\_\_\_\_\_ promotes relationships

\_\_\_\_\_ participates in National, Regional, and Diocese functions

## **Administrative Leadership**

\_\_\_\_\_initiative

\_\_\_\_\_administrative skills

\_\_\_\_\_development of Church

\_\_\_\_\_supervision of Associate Minister(s)

\_\_\_\_\_delegation

\_\_\_\_\_fiscal responsibility

\_\_\_\_\_selection & training of congregational leaders

\_\_\_\_\_work under stress

\_\_\_\_\_task completion

\_\_\_\_\_long range planning

\_\_\_\_\_conflict resolution

## **Program development**

\_\_\_\_\_planning

\_\_\_\_\_implementation

\_\_\_\_\_evaluation

## **Leadership**

- \_\_\_\_\_ good motivator
- \_\_\_\_\_ inspirational leadership to the congregation
- \_\_\_\_\_ continuing education & self improvement efforts
- \_\_\_\_\_ innovative approaches to church programming
- \_\_\_\_\_ adapts to changing life in church & culture

## **Personal Traits**

- \_\_\_\_\_ creative
- \_\_\_\_\_ responds well to constructive criticism

## **Effective communication skills:**

- \_\_\_\_\_ oral
- \_\_\_\_\_ written
- \_\_\_\_\_ listening
- \_\_\_\_\_ dependable
- \_\_\_\_\_ flexible/adaptable

**Relates and works well with:**

\_\_\_\_\_ congregation

\_\_\_\_\_ congregational leaders

\_\_\_\_\_ colleagues

\_\_\_\_\_ staff

\_\_\_\_\_ high moral & ethical standards

\_\_\_\_\_ enthusiastic

\_\_\_\_\_ strong work ethic

\_\_\_\_\_ self confident

\_\_\_\_\_ good judgment

\_\_\_\_\_ warm & approachable

**Overall Performance**\_\_\_\_\_

**General Comments:**

## 6. Religious Services

Ordained Elders must be capable of conducting and officiating at religious services (Wedding, Funerals, Communion, Baptism, Blessings, Dedications, etc. The following submissions are outlines of religious services that a minister should be familiar with.

***\* Ministerial participation and direction is at the sole discretion of the local Pastor. The Church of Our Lord Jesus Christ limits Weddings and Funerals to Ordained Ministers.***

### 6.1. Marriage Ceremony

- 6.1.1. Consult The Discipline Book of The Church of Our Lord Jesus Christ, “The Solemnization Of Marriage”

**Simple Wedding Service** By: John E. Wasem

#### **Introduction and Giving Away of the Bride**

*Minister:* “Of all the relationships known among people, the most precious and perfect of all is that of husband and wife. It is therefore fitting that we should be gathered here in the sight of God to witness the vows of this man and this woman and by our presence and especially our prayers to bless their union. Who gives this woman to be the bride of this man?”

*Father of the Bride (or person in this role):* “I do” or “Her mother and I” or “Her family and I.”



## The Exchange of the Vows

*Minister:* “In the beginning, God saw that it was not good for man to be alone. So out of his wisdom and love, he gave to him a woman, to be his companion in a union so intimate and tender that they were to be regarded no longer as two, but as one flesh. Since this is of God, it must not be looked upon lightly. Therefore, I shall ask you to turn and face one another join your hands as you exchange your vows of marriage.”

*Minister:* “G\_\_\_\_\_, do you take B\_\_\_\_\_, whose hands you hold, to be your lawfully wedded wife, pledging before God and these witnesses to be unto her ever faithful, devoted, and true?”

*Groom:* “I do.”

*Minister:* “And will you sustain her in sickness and in health, in times of poverty if they should come, as well as in prosperity?”

*Groom:* “I will.”

*Minister:* “And so long as you shall both live, will you keep yourself unto her, and unto her alone?”

*Groom:* “I will.”

*Minister:* “B\_\_\_\_\_, do you take G\_\_\_\_\_, whose hands you hold, to be your lawfully wedded husband, pledging before God and these people who love you to be unto him ever faithful, devoted, and true?”

*Bride:* “I do.”

*Minister:* “And will you sustain him in sickness and in health, in times of poverty if they should come as well as in prosperity?”

*Bride:* “I will.”

*Minister:* “And so long as you shall both live, will you keep yourself unto him, and unto him alone?”

*Bride:* “I will.”

### **Exchange of Rings**

*Minister:* “Do you wish to seal these vows with the exchange of rings?”

*Bride and Groom in unison:* “We do.”

*Placing it upon her finger, the groom repeats as he is led by the Minister the following words of dedication.*

*Groom:* “B\_\_\_\_\_, with this ring I thee wed, and with all my heart’s affections I thee endow, in the name of the Father, the Son, and the Holy Spirit. Amen.”

*Bride responds:* “G\_\_\_\_\_, I accept this ring as a token of the vow which you have made.”

*Placing it upon his finger and holding it there, the bride repeats her words of dedication after the minister.*

*Bride:* “G\_\_\_\_\_, with this ring I thee wed, and with all my heart’s affection I thee endow, in the name of the Father, the Son, and the Holy Spirit.”

*Groom:* “B\_\_\_\_\_, I accept this ring as a token of the vow which you have made.”

*Minister:* “Because you have here in the sight of God and in the presence of this company, made your vows unto one another until death do you part, as a minister of the gospel of Jesus Christ, and according to the laws of the state of \_\_\_\_\_, I now pronounce you husband and wife. ‘What God hath joined together, let no one or nothing separate.’ Let us pray.”

## **Prayer**

### **Presentation of Bride and Groom**

*Minister:* “Ladies and gentlemen, I have the honor and the pleasure to present to you for the very first time, Mr. and Mrs. \_\_\_\_\_.”

## **6.2. Funeral**

6.2.1. Consult The Discipline Book of The Church of Our Lord Jesus Christ, “Burial Ceremony”

### **6.2.2. Conducting the Funeral**

By: E. Ray Jones

The funeral service is usually held at one of several places: the church building, the funeral home, the graveside or crematorium. The funeral director may pick up the family members at their home and bring them to the location of the funeral. The minister will meet the family at that place. If the funeral is being conducted at the church building, the director will ordinarily have the body there at least an hour beforehand.

The funeral should not vary greatly whether it is at the church building or the funeral home. A suggested order follows:

A word of welcome on behalf of the family

Obituary

Scripture and prayer

Solo (if desired)

Scripture and meditation

Prayer and/or a song

The minister will inform the funeral director as to how he will conclude the service. When that is done, he should be seated. The

funeral director will then dismiss the crowd, giving information regarding the burial if there is to be one immediately following.

At the end of the funeral service, the minister will precede the pallbearers down the aisle and out the door and will stand at the back of the hearse until the body is placed in the receptacle.

It is the custom in some churches to provide a meal for the immediate family following the burial. If so, it is appropriate for the minister to assemble with the family and to share with them in the meal. This is an opportunity to express your concern and to identify with those who have undergone loss.

### **The Obituary**

A suggestion to make the obituary more memorable in a life-honoring way, you may quote a passage from Ecclesiastes 3. It can be divided this way:

- I. There is a time to be born (v. 2).
  - A. Cite the date and place of birth.
  - B. If the deceased was a Christian, add “a time to be reborn” (John 3:3).
- II. There is a time of living.

Cite the number of years the person lived.
- III. There is a time to plant (v. 2).

Talk about the good things the person did, including in his profession, in his personal

life, and in the church. (The family can supply details of these accomplishments.)

IV. There is a time to die (v. 2).

Give the particular date of death. You might suggest that this is a time of reaping what was planted (Revelation 12:14; 14:13, 14).

V. There is a time to mourn (v. 4).

Give the names of survivors and friends who mourn the departure of the deceased. You could suggest that tears are appropriate at such a time as this.

VI. There is a time to love (v. 8), to embrace (v. 5).

Encourage the family to draw close, to embrace, and to console one another.

VII. There is a time to remember (v. 6).

Encourage the audience to remember the things the deceased left with them.

VIII. There is a time to rejoice (v. 4).

If the deceased was a Christian, rejoice that he is now with the Lord.

**The Committal**

At the cemetery, the minister should go to the back of the hearse. After the pallbearers have removed the casket, the minister walks at the head of the procession and then steps to the head

of the grave and waits until all are assembled. The service at the grave is brief, consisting of the committal and a benediction. The benediction may consist of a prayer, a poem, or a formal closing. The minister should then step from the head of the grave and go down the line shaking hands with each member of the deceased's family, quietly expressing his sympathy.

### **A Graveside Funeral Service**

Graveside services are often requested for one who has few relatives and a simple service is desired. When a family chooses a graveside service, it means they want a brief service. Honor that request. Usually you will open with prayer, Scripture reading, and an obituary (if that is the local custom). A brief message follows, taking no more than five minutes unless you have been directed otherwise.

### **6.3. Baptism**

- 6.3.1. Consult The Discipline Book of the Church of Our Lord Jesus Christ in the “Repentance and Remission of Sins” and “Baptism: Seven Reasons Why We Baptize In Jesus Name” sections.

#### **Seven Reasons Why We Baptize in Jesus’ Name**

1. Apostolic in origin & practice. Acts 2:38
2. We are exhorted to believe and obey the teachings of the Apostles. Johns 17:20
3. The 3 commissions do not contradict each other. Matt28:19, Luke 24:47, Mark 16:15
4. To put on Christ we must be baptized into his death. Romans 6:5
5. We are saved by believing on his name. Acts 4:12
6. Father, Son, and Holy Ghost are not proper names, but titles expressing the three fold manifestation of God to man. Father in creation, son in redemption, and Holy Spirit in regeneration in the Church. Matthew 28:19
7. Jesus is all in all. Matthew 1:21-23



## **Communion**

**6.3.2.** Consult The Discipline Book of the Church of Our Lord Jesus Christ. Review the following sections:

- a)** The Lord's Supper (Communion)
- b)** The Cup and the Bread
- c)** Who Should Partake
- d)** Feet Washing

## **7. Suggested Reading**

- “Official Catechism For Ordination Of Ministers” – Church of Our Lord Jesus Christ of the Apostolic Faith, Inc.
- “The Path to Ordination” – Church of Our Lord Jesus Christ of the Apostolic Faith, Inc.
- “The Call Of God To The Christian Ministry” – Apostle Matthew Norwood
- “Biblical Eldership” - Alexander Strauch
- “The Pentecostal Minister” – Nathaniel A. Urshan
- “Emotionally Healthy Church” - Peter Scazzero
- “ The Power of Positive Thinking” - Norman V. Peale
- “Battlefield of the Mind”- Joyce Meyer
- “Developing the Leader Within You” - John C. Maxwell
- “Thinking For a Change” - John C. Maxwell
- “Your Roadmap For Success” - John C. Maxwell
- “Failing Forward” - John C. Maxwell

- “7 Levels of Change” - Rolf Smith
- “Boundaries” - Dr. Henry McCloud, Dr. John Townsend
- “Introduction to Christian Doctrine” - E. Millard Erickson

### **Financial Reading Resources**

- “Rich Dad, Poor Dad” - Richard Kiyosaki
- “Cash Flow Quadrant” - Richard Kiyosaki

### **Electronic Resources**

- <http://www.wordsearchbible.com>
- <http://www.e-sword.net>
- <http://www.logos.com>

## 8. APOSTOLIC APOTHEGMS

Etymology: Greek *apophthegmat-*, *apophthegma*,  
from *apophthengesthai* to speak out,  
from *apo-* + *phthengesthai* to utter

: a short, pithy, and instructive saying or formulation

**PREACH NOT BECAUSE YOU  
HAVE TO SAY SOMETHING,  
BUT BECAUSE YOU HAVE  
SOMETHING TO SAY.**

**Richard Whately**

And thou hast also appointed prophets to preach of thee at Jerusalem, saying, There is a king in Judah: and now shall it be reported to the king according to these words. Come now therefore, and let us take counsel together. (*Nehemiah 6:7*)

The Spirit of the Lord GOD is upon me; because the LORD hath anointed me to preach good tidings unto the meek; he hath sent me to bind up the brokenhearted, to proclaim liberty to the captives, and the opening of the prison to them that are bound; (*Isaiah 61:1*)

Arise, go unto Nineveh, that great city, and preach unto it the preaching that I bid thee. (*Jonah 3:2*)

From that time Jesus began to preach, and to say, Repent: for the kingdom of heaven is at hand. (*Matthew 4:17*)

And as ye go, preach, saying, The kingdom of heaven is at hand. (*Matthew 10:7*)

What I tell you in darkness, that speak ye in light: and what ye hear in the ear, that preach ye upon the housetops. (*Matthew 10:27*)

And it came to pass, when Jesus had made an end of commanding his twelve disciples, he departed thence to teach and to preach in their cities. (*Matthew 11:1*)

John did baptize in the wilderness, and preach the baptism of repentance for the remission of sins. (*Mark 1:4*)

And he said unto them, Let us go into the next towns, that I may preach there also: for therefore came I forth. (*Mark 1:38*)

And he ordained twelve, that they should be with him, and that he might send them forth to preach, (*Mark 3:14*)

And he said unto them, Go ye into all the world, and preach the gospel to every creature. (*Mark 16:15*)

The Spirit of the Lord is upon me, because he hath anointed me to preach the gospel to the poor; he hath sent me to heal the brokenhearted, to preach deliverance to the captives, and recovering of sight to the blind, to set at liberty them that are bruised, *(Luke 4:18)*

To preach the acceptable year of the Lord.  
*(Luke 4:19)*

And he said unto them, I must preach the kingdom of God to other cities also: for therefore am I sent. *(Luke 4:43)*

And he sent them to preach the kingdom of God, and to heal the sick. *(Luke 9:2)*

Jesus said unto him, Let the dead bury their dead: but go thou and preach the kingdom of God. *(Luke 9:60)*

And daily in the temple, and in every house, they ceased not to teach and preach Jesus Christ. *(Acts 5:42)*

And he commanded us to preach unto the people, and to testify that it is he which was ordained of God to be the Judge of quick and dead. *(Acts 10:42)*

And saying, Sirs, why do ye these things? We also are men of like passions with you, and preach unto you that ye should turn from these vanities unto the living God, which made heaven, and earth, and the sea, and all things that are therein: (*Acts 14:15*)

For Moses of old time hath in every city them that preach him, being read in the synagogues every sabbath day. (*Acts 15:21*)

Now when they had gone throughout Phrygia and the region of Galatia, and were forbidden of the Holy Ghost to preach the word in Asia, (*Acts 16:6*)

And after he had seen the vision, immediately we endeavoured to go into Macedonia, assuredly gathering that the Lord had called us for to preach the gospel unto them. (*Acts 16:10*)

Opening and alleging, that Christ must needs have suffered, and risen again from the dead; and that this Jesus, whom I preach unto you, is Christ. (*Acts 17:3*)

So, as much as in me is, I am ready to preach the gospel to you that are at Rome also. (*Romans 1:15*)

But what saith it? The word is nigh thee, even in thy mouth, and in thy heart: that is, the word of faith, which we preach; (*Romans 10:8*)

And how shall they preach, except they be sent? as it is written, How beautiful are the feet of them that preach the gospel of peace, and bring glad tidings of good things! (*Romans 10:15*)

Yea, so have I strived to preach the gospel, not where Christ was named, lest I should build upon another man's foundation: (*Romans 15:20*)

For Christ sent me not to baptize, but to preach the gospel: not with wisdom of words, lest the cross of Christ should be made of none effect. (*1 Corinthians 1:17*)

But we preach Christ crucified, unto the Jews a stumblingblock, and unto the Greeks foolishness; (*1 Corinthians 1:23*)

Even so hath the Lord ordained that they which preach the gospel should live of the gospel. (*1 Corinthians 9:14*)

For though I preach the gospel, I have nothing to glory of: for necessity is laid upon me; yea, woe is unto me, if I preach not the gospel! (*1 Corinthians 9:16*)



What is my reward then? Verily that, when I preach the gospel, I may make the gospel of Christ without charge, that I abuse not my power in the gospel. (*1 Corinthians 9:18*)

Therefore whether it were I or they, so we preach, and so ye believed. (*1 Corinthians 15:11*)

Furthermore, when I came to Troas to preach Christ's gospel, and a door was opened unto me of the Lord, (*2 Corinthians 2:12*)

For we preach not ourselves, but Christ Jesus the Lord; and ourselves your servants for Jesus' sake. (*2 Corinthians 4:5*)

To preach the gospel in the regions beyond you, and not to boast in another man's line of things made ready to our hand. (*2 Corinthians 10:16*)

But though we, or an angel from heaven, preach any other gospel unto you than that which we have preached unto you, let him be accursed. (*Galatians 1:8*)

As we said before, so say I now again, If any man preach any other gospel unto you than that ye have received, let him be accursed. (*Galatians 1:9*)

To reveal his Son in me, that I might preach him among the heathen; immediately I conferred not with flesh and blood: (*Galatians 1:16*)

And I went up by revelation, and communicated unto them that gospel which I preach among the Gentiles, but privately to them which were of reputation, lest by any means I should run, or had run, in vain. (*Galatians 2:2*)

And I, brethren, if I yet preach circumcision, why do I yet suffer persecution? then is the offence of the cross ceased. (*Galatians 5:11*)

Unto me, who am less than the least of all saints, is this grace given, that I should preach among the Gentiles the unsearchable riches of Christ; (*Ephesians 3:8*)

Some indeed preach Christ even of envy and strife; and some also of good will: (*Philippians 1:15*)

The one preach Christ of contention, not sincerely, supposing to add affliction to my bonds: (*Philippians 1:16*)

Whom we preach, warning every man, and teaching every man in all wisdom; that we

may present every man perfect in Christ Jesus:  
(*Colossians 1:28*)

Preach the word; be instant in season, out of season; reprove, rebuke, exhort with all longsuffering and doctrine. (2 *Timothy 4:2*)

And I saw another angel fly in the midst of heaven, having the everlasting gospel to preach unto them that dwell on the earth, and to every nation, and kindred, and tongue, and people, (*Revelation 14:6*)

THE OBJECT OF PREACHING IS,  
CONSTANTLY TO REMIND MANKIND OF WHAT  
THEY ARE CONSTANTLY FORGETTING; NOT TO  
SUPPLY THE DEFECTS OF HUMAN INTELLIGENCE,  
BUT TO FORTIFY THE FEEBLENESS OF HUMAN  
RESOLUTIONS; TO RECALL MANKIND FROM THE  
BYPATHS WHERE THEY TURN INTO THAT BROAD  
PATH OF SALVATION WHICH ALL KNOW,  
BUT FEW TREAD

Sydney Smith: Six Sermons

Arise, go unto Nineveh, that great city, and preach unto it the preaching that I bid thee.  
(*Jonah 3:2*)

In those days came John the Baptist, preaching in the wilderness of Judaea,  
(*Matthew 3:1*)

And Jesus went about all Galilee, teaching in their synagogues, and preaching the gospel of the kingdom, and healing all manner of sickness and all manner of disease among the people. (*Matthew 4:23*)

And Jesus went about all the cities and villages, teaching in their synagogues, and preaching the gospel of the kingdom, and healing every sickness and every disease among the people. (*Matthew 9:35*)

The men of Nineveh shall rise in judgment with this generation, and shall condemn it: because they repented at the preaching of Jonas; and, behold, a greater than Jonas is here. (*Matthew 12:41*)

Now after that John was put in prison, Jesus came into Galilee, preaching the gospel of the kingdom of God, (*Mark 1:14*)

And he came into all the country about Jordan, preaching the baptism of repentance for the remission of sins; (*Luke 3:3*)

And it came to pass afterward, that he went throughout every city and village, preaching and shewing the glad tidings of the kingdom of God: and the twelve were with him, (*Luke 8:1*)

And they departed, and went through the towns, preaching the gospel, and healing every where. (*Luke 9:6*)

The men of Nineve shall rise up in the judgment with this generation, and shall condemn it: for they repented at the preaching of Jonas; and, behold, a greater than Jonas is here. (*Luke 11:32*)

Therefore they that were scattered abroad went every where preaching the word. (*Acts 8:4*)

But when they believed Philip preaching the things concerning the kingdom of God, and the name of Jesus Christ, they were baptized, both men and women. (*Acts 8:12*)

The word which God sent unto the children of Israel, preaching peace by Jesus Christ: (he is Lord of all:) (*Acts 10:36*)

Now they which were scattered abroad upon the persecution that arose about Stephen travelled as far as Phenice, and Cyprus, and Antioch, preaching the word to none but unto the Jews only. (*Acts 11:19*)

And some of them were men of Cyprus and Cyrene, which, when they were come to

Antioch, spake unto the Grecians, preaching the Lord Jesus. (*Acts 11:20*)

Paul also and Barnabas continued in Antioch, teaching and preaching the word of the Lord, with many others also. (*Acts 15:35*)

And there sat in a window a certain young man named Eutychus, being fallen into a deep sleep: and as Paul was long preaching, he sunk down with sleep, and fell down from the third loft, and was taken up dead. (*Acts 20:9*)

And now, behold, I know that ye all, among whom I have gone preaching the kingdom of God, shall see my face no more. (*Acts 20:25*)

Preaching the kingdom of God, and teaching those things which concern the Lord Jesus Christ, with all confidence, no man forbidding him. (*Acts 28:31*)

Now to him that is of power to stablish you according to my gospel, and the preaching of Jesus Christ, according to the revelation of the mystery, which was kept secret since the world began, (*Romans 16:25*)

For the preaching of the cross is to them that perish foolishness; but unto us which are saved it is the power of God. (*1 Corinthians 1:18*)

For after that in the wisdom of God the world by wisdom knew not God, it pleased God by the foolishness of preaching to save them that believe. (*1 Corinthians 1:21*)

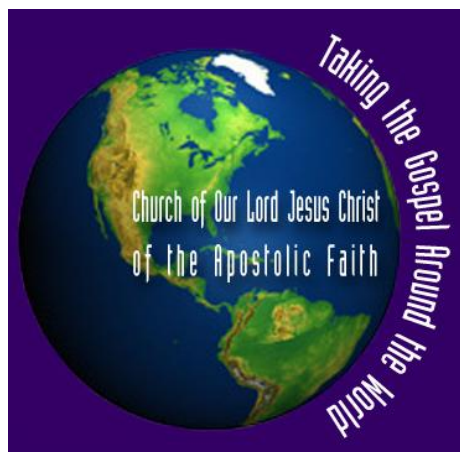
And my speech and my preaching was not with enticing words of man's wisdom, but in demonstration of the Spirit and of power: (*1 Corinthians 2:4*)

And if Christ be not risen, then is our preaching vain, and your faith is also vain. (*1 Corinthians 15:14*)

For we stretch not ourselves beyond our measure, as though we reached not unto you: for we are come as far as to you also in preaching the gospel of Christ: (*2 Corinthians 10:14*)

Notwithstanding the Lord stood with me, and strengthened me; that by me the preaching might be fully known, and that all the Gentiles might hear: and I was delivered out of the mouth of the lion. (*2 Timothy 4:17*)

But hath in due times manifested his word through preaching, which is committed unto me according to the commandment of God our Saviour; (*Titus 1:3*)



**THE PREACHER FOR THIS DAY  
MUST HAVE  
THE HEART OF A LION,  
THE SKIN OF A HIPPOPOTAMUS,  
THE AGILITY OF A GREYHOUND,  
THE PATIENCE OF A DONKEY,  
THE WISDOM OF AN ELEPHANT,  
THE INDUSTRY OF AN ANT,  
AND AS MANY LIVES AS A CAT.**

**Edgar DeWitt Jones**