



POLICIES AND PROCEDURES

2022

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SOUTH CAROLINA DISTRICT POLICIES, PROCEDURES

DISTRICT FINANCIAL PLAN

Each Minister in the South Carolina District holding Credentials with the United Pentecostal Church International shall be obligated to pay Budget Fees directly to Headquarters (World Evangelism Center in Hazelwood, Missouri) and to help carry the District's financial burden by paying a monthly amount to the District-Treasury as follows:

Local License	\$ 80.00
General License	\$ 90.00
Ordination	\$100.00

Mail to: South Carolina District UPC
PO Box 509
Sandy Springs, SC 29677

Hardship Clause:

Any Minister in financial difficulty and unable to keep his/her district dues current shall notify the District Office in writing prior to being dropped for non-payment. At such the District Office may grant a two-month deferment. This decision is to be determined by the Executive Committee consisting of the District Superintendent, the District Secretary-Treasurer and the sectional Presbyter. This option may be exercised no more than once a year. Any hardship request necessitating more flexibility than the above must be explained in detail and in writing to the District Board for their decision. Anyone unable to pay their district fees must get a waiver from the District Board. To qualify for the waiver a Minister must be loyal to the Organization, fully cooperate with the Presbyter of the section in which he or she resides. Those receiving a waiver of their district fees from the District Board must still continue to pay their budget fee to the Headquarters. (Note: this does not refer to exempt status that is granted according to the UPCI Manual).

Home Missionaries:

All home missionaries shall receive a 50% discount on their district budget fees as long as they are on home mission status. (Example - \$40 for Local; \$45 for General; \$50 for Ordained).

Due Date for District Budget Fees:

All ministers are to pay their budget fee on a monthly basis. Ministers failing to keep their budget shall be notified by a final notice statement that they have thirty (30) days during which time remittance must be made before a ministerial termination notice is issued. If a minister receives a termination notice, he or she may be reinstated provided remittance plus a \$50 service fee is received within twenty (20) days of the termination date and the reinstatement meets with district Superintendent's approval. If not approved, the minister must complete a new application form and appear before the District Board before he or she can be reinstated.

Transfer to another district:

Anyone desiring to transfer to another district must first have his or her District Dues paid in full.

ACCOUNTABLE REIMBURSEMENT PLAN

The South Carolina District UPCI (District) has established a qualified accountable reimbursement plan for all employees and/or officials of the District. The purpose of the plan is to reimburse them for qualified business expenses incurred in the normal operation of the District's business.

1. **Business Purpose:** Authorized business expenses covered by this plan must meet the requirements for deductibility as a business expense under the Federal Tax Law. Such expenses must have been incurred by an employee in connection with the performance of service on behalf of the District.
2. **Adequate Substantiation:** Any employee requesting reimbursement for authorized business expenses hereunder must furnish to the District adequate substantiation of expenses to be reimbursed. Adequate substantiation shall be accomplished by the timely submission to the District on an expense voucher or other adequate document, properly completed in accordance with the substantiation requirement of the Federal Tax Law, together with any relevant documentary evidence required under the substantiation requirements of Federal Tax Law.
3. **Return of Excess Amounts:** Any employee receiving payment from the District for an authorized business expense incurred by such employee on behalf of the District must return to the District, within thirty (30) days after the incurrence of any such expense, any amount of such payment that exceeds the amount the employee has properly substantiated relating to such expense.
4. **Request for Reimbursement:** Any request for reimbursement or payment for any authorized business expense hereunder must be submitted by an employee within sixty (60) days after the incurrence of such expense by such employee. Any request for reimbursement or payment for the expense must be submitted via a properly completed and substantiated District voucher and/or submitted through expensify.
5. **Transportation Expense:** Authorized transportation expense hereunder shall be reimbursed to an employee at the current Federal Mileage Rate (as provided by the IRS); or by actual expenses incurred for the properly substantiated mileage or expense in connection to official District business, or as the district board authorizes; not to exceed the current federal mileage rate as provided by the IRS.
6. **Other Expenses:** All other authorized business expenses hereunder shall be reimbursed in an amount equal to the actual cost thereof incurred by the employee.
7. **Advances:** In limited circumstances, advances of authorized business expenses to be incurred by an employee on behalf of the District may be granted by and at the sole discretion of the District Board. The amount of money advanced by the District to an employee MUST be reasonably calculated, not to exceed the amount of anticipated expenditures and made on a day within (30) days of the day that the anticipated expenditures are paid or incurred. All other substantiation rules apply in this case.
8. **Additional:** Any reimbursement for expenses hereunder shall be payable to an employee by the District with a check separate and apart from the employee's regular paycheck, if any.

9. Failure to Comply: Consequences of failure by an employee to comply with any provisions contained in this plan may, at the option of the District Board, render the expense related to such failure as non-reimbursable.
10. Employee: For the purpose of this reimbursement plan, employee is deemed to be any hired employee of the District, any elected or appointed officer, or an appointed volunteer who is selected to perform services for the District.

TRAVEL EXPENSE REIMBURSEMENT

Authorized expenses incurred by District employees and/or officials while traveling on District business shall be reimbursed according to the Qualified Accountable Reimbursement Plan.

- A. THE DISTRICT SUPERINDENT: Expenses incurred by the District Superintendent in connection with representing THE SOUTH CAROLINA DISTRICT OF THE UNITED PENTECOSTAL CHURCH INTERNATIONAL, INC., at the General Conference of THE UNITED PENTECOSTAL CHURCH INTERNATIONAL, INC., shall be paid by the Corporation under the provisions of the fore mentioned reimbursement policy.
- B. DEPARTMENT DIRECTORS, DISTRICT SECRETARY-TREASURER AND DISTRICT PRESBYTERS: The Corporation shall attempt to defray costs incurred by the Department Directors and District Secretary-Treasurer and District Presbyters in connection with their attendance of the General Conference of THE UNITED PENTECOSTAL CHURCH INTERNATIONAL, INC. The actual amount to be reimbursed to each individual will be determined by official action of the District Board based on the availability of funds. In all such matters, the determination of the District Financial Oversight Committee shall be final.

ACCOUNTING SYSTEMS

The District Board shall be periodically reviewed and establish the accounting system to be used by the South Carolina District Secretary-Treasurer and all departments that are responsible for financial accountability.

FINANCIAL REPORTING

Each department shall include in the annual District Conference Report a consolidated financial report accounting for all income and expenditures. The report shall combine the Department's District account.

In addition, each Department shall prepare a financial report accounting for all income and expenditures for each event sponsored by the Department (i.e., Youth Camp). This report should be submitted to the District Secretary-Treasurer within thirty (30) days of the conclusion of the event.

A register of all transactions for each Department shall be prepared by the District Secretary-Treasurer and sent to the respective Department Directors and Secretaries on a monthly basis. Each Department should reconcile their respective financial reports to the District report.

BUDGETING

A budget of all income and expenses shall be prepared annually for every District financial account (including all Departmental accounts). The budget must be presented to the financial oversight committee. The chairman of the Financial Oversight Committee shall present said budgets to the District Board for approval at the annual District Planning Session. Presentation may vary due to the unique sources of income and expenditures of each account.

Any variance of a major category of the presented budget greater than 10% must be approved, in advance, by the chairman of the finance oversight committee, District Superintendent and District Secretary-Treasurer.

FINANCIAL TRAINING

Within sixty (60) days of each South Carolina Conference the District Secretary-Treasurer shall facilitate a training session for all incoming appointees, newly elected board members, and newly elected Department officials to review the South Carolina Policies and Procedures Manual.

CASH RECEIPTS

All cash receipts received at the District Office shall be opened and deposited by the District Secretary's assistant. All remittance advices, a copy of the deposit slip, and the receipt of deposit shall be submitted to the District Secretary-Treasurer who shall record the cash receipts. Each month the District Secretary-Treasurer shall reconcile all the District bank accounts. The bank statements, along with a copy of the reconciliation, shall be kept on file in the District Office.

All offerings taken at any District or Departmental events shall be counted by at least two individuals, excluding the respective Secretary. The offering, along with an offering receipt containing the amount, date, and signatures of the two individuals counting the offering shall be given to the District Secretary-Treasurer for deposit. The offering receipts must be kept on file in the District Office or with the Departmental records along with the respective bank statements.

If an insufficient check is received from a church and not made good within thirty (30) days, the pastor shall be summoned to meet the District Board.

CASH DISBURSEMENTS

All cash disbursements shall be supported by a District or Department expense voucher. The District Secretary shall not be permitted to disburse any funds without an expense voucher. Routine, reoccurring District expenses that are pre-approved by the District Superintendent shall not require an expense voucher. These routing, reoccurring expenses must be reviewed and approved annually.

In emergency situations the District Secretary-Treasurer shall have the discretion to issue funds based on the verbal request of a Departmental Director and the verbal approval of the District Superintendent. However, an expense voucher for the disbursement must be submitted to the District Office within seven (7) days.

The following guidelines shall apply to expense vouchers:

1. The vouchers must be accompanied by supporting receipts or documentation per the Qualified Accountable Reimbursement Plan.
2. All vouchers must be signed by the Department Director.
 - (a) The only exception to this guideline is when the voucher is made out to the Director. In this case the District Superintendent or District Secretary-Treasurer must sign the voucher.
3. Vouchers may be emailed or mailed to the District Office.
 - (a) Electronic vouchers may be emailed. The Department Secretary shall email the voucher(s) to the Department Director who shall forward the email to the District Secretary-Treasurer. This will serve as the Director's signature.
 - (b) Physical vouchers require the Department Director's signature. The Director must date his signature. Blank vouchers shall not be signed in advance by the Director.
4. A copy of each voucher plus the supporting receipts and documentation must be retained by the District Secretary-Treasurer.
5. All expenditures must be clearly itemized with the expense category clearly identified.

CREDIT CARD POLICY

The District Superintendent and District Secretary-Treasurer shall be permitted the issuance of a District credit card. The final decision for the issuance of any District credit card shall rest with the District Board. Violations of the credit card policy may result in the cancellation of this privilege.

Receipts for all transactions must be submitted by the cardholder to the District Secretary-Treasurer. A voucher for all credit card expenses shall be submitted to the District Office on at least a monthly basis. The cardholder shall be personally responsible for the payment of any credit card transaction not supported by a receipt with a charge greater than \$25. Any exception to the above policy can be approved by the District Superintendent and District Secretary-Treasurer up to two times per year.

SOUTH CAROLINA DISTRICT NORTH AMERICAN MISSIONS POLICY

PURPOSE

The primary purpose of this department is to expand the kingdom of God throughout the state of South Carolina. We will accomplish this by pursuing the following methods:

- **Metro Church Plants:** As our population grows, we will seek approval for Metro Missions status in areas of one million people. This will allow a potential candidate to apply for Metro Missions funding and be able to devote full-time effort into church planting.
- **North American Missions Status:** A conventional church plant in which an applicant is granted district approval as an “autonomous” church in our district. A pastor must have NAM status to apply for any district or organizational financial assistance.
- **Daughter Works:** The effort of an established congregation, or the cooperative effort between more than one congregation, to help establish a new congregation in an un-evangelized or under-evangelized area of our state. The goal of every new daughter work should be to work toward building a “self-sustaining” congregation, and transition the daughter work to NAM status when reasonably possible. Daughter works are the financial responsibility of a “mother” church and will not be eligible to apply for any district or organizational financial assistance.
- **Preaching Point:** The effort of a single established congregation or daughter work, or the cooperative effort between more than one congregation in an area that may not be considered large enough to sustain a church congregation on a consistent basis.

ORGANIZATION

LEADERSHIP OF THE DISTRICT NORTH AMERICAN MISSIONS DEPARTMENT

1. District Superintendent
2. District Board

DISTRICT DIRECTOR: He shall lead the District North American Missions Committee, oversee all business matters of the NAM Department and serve as the Chairman over all NAM Department meetings. All communication in regard to all new works within the South Carolina District will be directed to him and, when appropriate, discussed with the Committee before being presented to the District Superintendent and District Board.

SECRETARY: He shall take minutes and preserve records of all District NAM Committee meetings and shall also serve to assist the District Director in the business matters of the department.

COMMITTEE: The District NAM committee shall promote the vision of the Department throughout the Section in which they reside and work. The following is the Job Description for all committee members:

Job Purpose:

The sectional NAM director shall assist the district director with the duties and responsibilities of NAM departmental work within his designated section. This shall include, but not be limited to: the promotion and raising of Christmas For Christ offerings, planning, communicating, evangelism efforts, and coordinating of district NAM events, under the direction of the district director.

Length of Appointment:

The term for this position shall be 2 years. Each sectional director can be re-nominated for additional terms by the district director.

Method of Appointment:

The position of sectional director shall be nominated by the district director and approved by the district board. To be considered for this position, he must meet the qualifications included in this job description.

Organizational Structure:

The sectional director shall be accountable and report to the district director and work in harmony with his sectional presbyter.

Qualifications for Sectional Director:

- Must embrace, preach and teach the fundamental doctrines of the UPCI
- Must be a licensed minister of the South Carolina District UPCI
- Must have a proven loyalty and willingness to cooperate with all district leadership
- Must exhibit a passion for North American Missions and have a desire to promote the purpose and vision of this department
- Must personally participate in Christmas for Christ giving
- If not an active pastor in the South Carolina District, he must have the recommendation and approval of his current pastor

Job Responsibilities:

- Shall assist the district director in organizing and promoting the Christmas for Christ campaign in an ongoing effort. This endeavor shall include, but not be limited to, communicating with pastors in his section throughout the year, continually seek to build bridges with all pastors in his section, during the months of November through

February he will assist the district director with phone calls and follow-up work which will be focused on the annual Christmas for Christ giving within his section. The ongoing goal is to work toward 100% participation from all churches within his section.

- Shall assist the district director, as needed, with departmental duties, such as: follow-up with missionaries establishing works within his section and keeping the district director aware of special needs or successes of any missionaries within his section, representing the district NAM department at any sectional banquets, fellowship meetings, or any other sectional events.
- Shall keep in confidence any private matters which may be discussed with the South Carolina District Board or the District NAM Committee.
- Shall put forth every effort to attend and participate in all meetings, and conference calls, which are scheduled by the district director.

MINISTRY LEADERS:

There will also be various ministers who serve in specialized areas of ministry within the South Carolina District that will work under the umbrella of the North American Missions Department. These areas of ministry may be revised from time to time, with District Board approval. Such areas may include: Deaf Ministry, Prison Ministry, Building Bridges Ministry, Spanish Ministry, or any other area of ministry that directly involves the “expanding” of the Kingdom of God within our District. The leaders of these various ministries will report to the District NAM Committee and keep them updated on all activities and needs within their area of work. The leaders of these various areas of ministry in our District shall be nominated by the District NAM Committee and be approved by the District Board. They will serve until a successor is nominated by the NAM committee and approved by the District Board.

SC DISTRICT NAM POLICIES & PROCEDURES DISTRICT NORTH AMERICAN MISSIONS GROWTH VISION

It is the intention of the South Carolina District leadership to be “proactive” in expanding our work throughout the State of South Carolina. However, for the protection of our existing churches, any new work being established must be approved by the District North American Missions Committee and the District Board.

The following will be considered as we become more aggressive in our expansion efforts:

- Because of our lack of prominence in this state, and due to the fact that our population is rapidly growing, we believe our evangelism efforts “must” become more aggressive.
- We will promote the need for churches being established in every community, and also multiple churches in under-evangelized areas with a larger population base.
- We will not restrict the growth and expansion in any area, especially in greater populated areas of our state.

- We will allow multiple churches to be established within the same city, considering the following format: 1) Consideration will be given to an application for an additional church for every 15,000 in population. (A town with a population base of “over” 15,000 could “potentially” have 2 churches, up to 30,000 could have 2 churches but “over” 30,000 could potentially have 3 churches); 2) No church can be located within 5 miles of another already established church in fellowship with the UPCI, without District Board approval; 3) The NAM Committee, along with the District Board, will consult and give consideration to all pastors within the same area prior to approval of any new church; 4) Any newly approved church cannot accept members from another established church within the first 2 years (exception may be granted with appropriate communication and approval of current pastor and the sectional presbyter)
- It is recommended that any new work “begin” as a Daughter Work, with the assistance and oversight of the pastor of an established church. However, we will consider an application for a North American Mission church on a case by case basis.
- Our desire is not to hinder the work of an already established church, but also not allow an already established church to hinder the growth of our organization.

DAUGHTER WORK POLICY

The following is a “suggested” policy to consider for pastors and daughter work pastors:

Church Membership: The daughter work pastor and his family will continue to be members of the mother church, and they are encouraged to participate in the main services and activities.

They will attend at least one service per week at the mother church, or more if mandated by mother church pastor. However, the mother church pastor should be considerate of the daughter work pastor’s time, if the goal is to establish another self-sustaining congregation.

Accountability: The daughter work pastor will report directly to the senior pastor. In the organizational structure of the mother church, he will be considered a pastoral assistant.

Ministerial Responsibilities: The daughter work pastor’s responsibilities are as follows:

- Conduct all daughter work services and activities, coordinating them with the senior pastor. Special services and guest speakers should be approved in advance by the senior pastor.
- Keep records on all guests who attend (name, address, telephone, and email), follow up with all guests, and conduct other outreach activities, including home Bible studies.
- Visit and counsel daughter work members as needed.

- Organize and administrate the daughter work congregation with the intent of progressing to a self-sustaining North American Missions church in the future.
- Meet regularly with the senior pastor (once a week or as agreed upon), inform him of all important developments and submit a weekly attendance report to him.

Participants: By mutual agreement between the senior pastor and the daughter work pastor, members of the mother church may participate in activities of the daughter work. However, those who primarily attend the mother church shall look to the senior pastor for pastoral leadership and counseling, and will pay their tithes to the mother church. If any member from the mother church should approach the daughter work pastor for guidance or counsel, he will refer them to the senior pastor and will in no way provide counsel to members of the mother church.

Service Schedule: Daughter work services will be at the times and locations agreed upon by the senior pastor and the daughter work pastor.

Building: Initially the mother church may help in providing a location for services, as well as utilities, and supplies for daughter work services. As the daughter work grows and its budget permits, it will assume these financial responsibilities. If the daughter work shares the use of the mother church's building, all usage will be approved with the senior pastor prior to any activities being scheduled.

All financial procedures and operational policies should be agreed upon between the mother church pastor and the daughter work pastor "before" daughter work begins to function. This will eliminate any misunderstandings which could cause conflict in the future. The following is simply a suggestion of a financial plan to consider.

Finances: All finances received shall be deposited every week with the mother church under the direction of the treasurer, shall be used for the benefit of the daughter work, and shall be accounted for by a separate fund in the general ledger. When there is sufficient tithing income, the daughter work pastor may receive a monthly housing allowance and/or salary as agreed upon by the senior pastor of the mother church and the church board. As the income increases, the priorities shall be (a) operating expenses for the daughter work, with the goal being to build the daughter work congregation to be self-sufficient, (b) personal support for the daughter work pastor, and (c) to secure land and building. The treasurer will give a monthly financial report to the daughter work pastor and the senior pastor, and will provide individual tithing reports upon request. All financial decisions will be agreed upon between the daughter work pastor and the senior pastor of the mother church, along with the church board when appropriate.

Expenses: The daughter work pastor will be entitled to reimbursement of certain ministerial and church-related expenses in accordance to a budget established with the senior pastor of mother church. Specific types of reimbursable expenses may include, but no limited to: mileage, entertainment of guests, supplies, and ministerial fees.

Policies: Unless otherwise specified, all the policies of the mother church shall be in effect for the daughter work, including Building Rules, Counseling and Guidance Policy, Sunday School and Children's Ministry Policy, etc. The standards for leadership roles in the daughter work congregation shall be the same as for the mother church.

Ministry out of Town: It is expected that on occasion the daughter work pastor will need to be absent from his scheduled responsibilities. The scheduling should be coordinated with the senior pastor and anyone used for speaking in the daughter work shall be approved by the senior pastor.

North American Missions Church Status: Ultimately, the goal for any daughter work is to become solidly established and in fellowship with the United Pentecostal Church International as a self-sustaining congregation in its own right. The mother church intends to support such an effort with prayers and finances to every extent possible. When the senior pastor and the daughter work pastor agree that the time is right for this transition, the next step will be to submit an application for NAM status to the District Director for approval. The assets designated for the daughter church's use, along with any related liabilities, will be transferred to the new legal entity. At that time, it will be appropriate for the daughter work pastor and the senior pastor of the mother church to discuss how the transition of all future financial arrangements will be agreed upon. It is recommended that a plan be agreed upon between the mother church pastor and the daughter work pastor as to when and how the daughter work will transition to become a self-sustaining congregation. From the beginning, both pastors should be in agreement on a vision for the future of the new work and a plan to pursue that vision.

Either the senior pastor or the daughter work pastor may terminate the leadership role of the daughter work pastor by giving a thirty-day notice. The time of notice may be shortened by mutual consent.

This policy is not intended to be a legally binding agreement, but simply a mutual understanding of the working relationship. If any misunderstandings or disagreements arise and the two ministers cannot resolve them, then the Presbyter or District Superintendent shall serve in the area of mediation or arbitration. Either the daughter work pastor, or the senior pastor of the mother church will have liberty to discuss areas of concern with District leadership.

APPLICATION PROCESS

An application must be submitted and approved by the District leadership prior to conducting any services in the desired area of a new work. (Preaching Point & Daughter Work application, as well as North American Missions church application is included in this policy) The following will be the application process:

- The applicant, either a pastor desiring to start a Preaching Point or Daughter Work, or a minister desiring to start a North American Missions church, must request the appropriate application from the District NAM Director, or NAM Secretary.
- Application must be completed and returned to the District NAM Director.

- District NAM Director shall review the application and do all appropriate follow up before meeting with the NAM Committee.
- NAM Committee must approve any application prior to submission and consideration by the District Board for final approval.

It is our sincere desire to expand the efforts of the United Pentecostal Church throughout “every” community and city of the state of South Carolina! This policy is to provide some order and guidance as we pursue this result.

SOUTH CAROLINA DISTRICT PLATFORM POLICIES AND GENERAL GUIDELINES

The people who minister on our platform and in leadership or public roles are the most visible representatives of our fellowship and should mirror the spirit and standards we teach. Ministry is not the performance of an hour; it is the example of a godly lifestyle. Our character and devotion to God must be the foundation of what we project publicly. Should you choose not to meet these minimum requirements, integrity and ethics would require that you not participate in public ministry at district meetings.

GENERAL GUIDELINES

1. All participants must be actively involved in a local UPC church and must have the endorsement of their district superintendent and pastor to participate.
2. Must have experienced the new birth according to Acts 2:38 and must be endeavoring to live a holy life.
3. Any guest may be used with the approval of the District Superintendent or his designee, (i.e., a politician, official, or other person who has a need to be on the platform.)

DRESS CODE FOR MEN:

1. Long sleeve shirts and tie are to be worn. A coat is recommended. (Exception: when casual attire is allowed, ties and suit coats are optional, and sleeves should be to the elbow.)
2. No tight fitting trousers or pants that leave the leg exposed.
3. Can remove coat if necessary.
4. Modest necklines.
5. No long hair below the collar or reaching over the ears or down in the eyes or outlandish styles are acceptable.
6. No facial hair such as beard, mustache or extravagant sideburns.
7. No jewelry of any kind allowed except wedding ring and watch.

DRESS CODE FOR LADIES:

1. Sleeves to the elbows. You are to be modest even when raising your hands.
2. Modest necklines, front and back, not low cut.
3. Hem length is to be below the knees, both while standing and sitting down.
4. Splits in the skirts must end below the knee. Wrap-around skirts should follow this same principle.
5. Slacks and pants are not acceptable. Gauchos, culottes, tights or any other garment that divides the legs may not be worn as an outer garment.
6. No attire that immodestly draws attention to the body by being too tight fitting. No sheer material that immodestly exposes the body. Sheer material should not come above elbows or knees.
7. Hair must be worn in a neat fashion. If you have cut your hair in the past and have been restored, your hair must be fixed to look uncut if possible.
8. No jewelry of any kind except engagement and or wedding ring and watch.
9. No make-up, no colored fingernails or toenails.

Modest apparel draws attention to the countenance. Let your countenance testify to the joy of the Lord in your heart!

LICENSING PROCEDURES

APPLICATION PROCESS INFORMATION

The District Board will meet applicants as scheduled by the Superintendent.

Applications must be made 45 days prior to meeting the board.

The procedure for making application shall be as follows:

Completed applications must be submitted to the sectional Presbyter at least 45 days' prior to the board meeting. The Presbyter will review the application to ensure that all questions are answered and correct and that the following material are attached:

- Two photos of the applicant and their spouse (if applicable).
- A credit report of the applicant.

The Presbyter will then forward the application with all necessary papers to the District Secretary not later than 30 days prior to the Board Meeting.

Applicants, and their spouses (if they are married), will be required to attend a district licensing seminar. After which, they will be interviewed individually by the district board.

Fees are payable at the time the applicant meets the board.

Fees are as follows:

- \$25 application fee to Headquarters
- First quarter budget fee for new ministers (upgrades are billed the next quarter)

National Budget Fee:

Local License \$93.50

General License \$96.50

Ordination \$99.50

Please feel free to contact your Presbyter or the District Secretary-Treasurer for additional information.

POSITION PAPERS - SOUTH CAROLINA DISTRICT UPCI

ETHICS (MINISTERIAL)

Adopted District Conference 2022

1. I will not directly invite members of another UPCI church to special services, recreational activities, or other local church activities without prior pastoral approval. I will route all invitations to such events through the pastor of any church I wish to invite.
2. I will not invite members of other churches to dinner, fellowship, etc. nor will I visit members of other churches in the hospital or at home without pastoral approval, except in those cases where the hospitalized individual is a relative of a member of the church I pastor and/or attend.
3. I will not counsel members of other churches unless asked to do so by their pastor.
4. I will not invite ministers who are not full-time evangelists and who are members of another church to speak in my church until I have first obtained approval from the pastor of said minister. In the event the request is denied, the decision shall be held in confidence.
5. I will not request volunteer services from members of other churches (singing, music, labor, etc.) without first obtaining approval from the pastor. In the event the request is denied, the decision shall be held in confidence. (Manual, Article VII, Section 7.6)
6. I will not, under any circumstances, discuss membership transfer with a member of another church unless I have spoken with the pastor of that member first.
7. When members of another church visit my church during their own regularly scheduled services on a recurring basis, I will contact their pastor as soon as I become aware of the situation.
8. I will not accept a member of another church without a letter of release or transfer, and will not deny a member of my church a letter unless charges against that member are already pending at the time of the request. (Manual, Article VII, Section 7.33)

9. As the scriptures instruct us to “know them which labour among you” (I Thessalonians 5:12) and it is reasonable to give licensed or ordained pastors the benefit of the doubt in situations involving conflict with members who wish to transfer, I will not use (in leadership or platform positions) members transferring under question for a minimum of three months following the transfer, so I may better judge the life, spirit, and attitude of those in question.

10. In situations involving transfers under question, I will work with the former pastor to resolve any outstanding issues (such as repentance and restitution) before using the transfer in a platform or leadership position.

11. In the event individuals who live closer to another church desire to attend my church, I will first ensure that they are aware of the church in their home area.

All the rules herein applying to transfers shall also apply to backsliders who have been away from their home church less than three months. This three-month window is to allow the former church adequate time to restore the backslider without outside interference from another church or pastor.