

**MANUAL**  
**of the**  
**Pilgrim Holiness Church**

**MOTTO:**

*In essentials, unity. In nonessentials, liberty.  
In all things, charity.*

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Revised by the General Conference of 1962  
Edited by the Committee

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**Wesleyan Church**

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Published by

**THE PILGRIM PUBLISHING HOUSE**  
**226 E. Ohio Street,**  
**Indianapolis 4,**  
**Indiana**

262.9  
P637  
1962  
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# PART I

## HISTORY

### Introduction

**Section 1, ¶1.** In the midst of the prevailing drift of modern Christianity from Bible standards of doctrine and practice, there have been numerous organizations providentially raised up in various parts of the world for the conservation and propagation of true holiness.

¶2. Numbers of these organizations have from time to time found common ground of union and have combined under various denominational names. One of these united bodies is the Pilgrim Holiness Church.

¶3. The following is a brief account of the origin of the several organizations now united under the above name.

### Historical Statement

**Section 2, ¶1.** The history of the Pilgrim Holiness Church is, in a great measure, the combined histories of seven bodies of people. These have been drawn together in the unity of the Spirit because of a similarity of views—not alone as to the doctrine of entire sanctification as a second definite work of grace—but also regarding the blessed hope of the premillennial return of Jesus, the evangelization of the world, and the privilege of healing for the body in answer to the prayer of faith.

¶2. In September, 1897, The International Holiness Union and Prayer League was organized in the home of Rev. Martin Wells Knapp in Cincinnati, Ohio. Rev. Seth C. Rees was chosen as President and Rev. Martin Wells Knapp as Vice-President.

¶3. Brother Knapp was already publishing holiness literature and promoting holiness associations in Cincinnati.

¶4. In July, 1900, at the annual business meeting the name was changed to International Apostolic Holiness Union in order to more fully express the aim to promote a return to apostolic principles and practice.



¶5. Extensive revival work was carried on by members of the Union, resulting in the formation of many missions, churches, rescue homes, and camp meetings. Beginning in 1900, missionaries were sent out to Africa, India, Japan, West Indies and South America. Bible schools were established and papers published at Greensboro, North Carolina; Owosso, Michigan, and other places.

¶6. As the work developed, it became evident that there was a need for churches to provide for those who were being saved and sanctified. This was effected in 1905, and the name was changed to International Apostolic Holiness Union and Churches.

¶7. Gradually the interdenominational features of the organization ceased, and in 1913 the name was altered to International Apostolic Holiness Church. The *Apostolic Messenger*, published at Greensboro, North Carolina, became the official paper of the church.

¶8. The Bible school and the *Revivalist Press* at Cincinnati, having been left by their founder in the hands of a self-perpetuating board of trustees, continued on an interdenominational basis.

¶9. In November, 1919, at the General Assembly held in Cincinnati, Ohio, there united with the International Apostolic Holiness Church a group of holiness people which had been known as the Holiness Christian Church.

¶10. This body had its beginnings in Philadelphia, Pennsylvania, as a result of a special work of grace in the year 1882. This body, soon known as the Holiness Association, held its first conference in connection with the camp meeting at Linwood, Pennsylvania, in 1889. At the conference of 1894, Rev. C. W. Ruth was elected presiding elder. After the formation of the Indiana Annual Conference the General Conference of this body which met in Reading, Pennsylvania, adopted the name Holiness Christian Church. At the time it joined forces with the International Apostolic Holiness Church it was composed of four annual conferences, with missionary work in Central America.

¶11. The name of the united bodies became the International Holiness Church. Rev. George B. Kulp, superintendent of the International Apostolic Holiness Church, became superintendent of these merged organizations.

¶12. In 1921 Rev. George B. Kulp resigned as superintendent. Rev. C. C. Brown, one of the assistant superintendents, filled the unexpired term until the General Assembly of 1922, at which time Rev. Winfred R. Cox was elected general superintendent of the church in the United States and Rev. Ralph G. Finch, general superintendent of foreign missions.

¶13. In the year 1922 two bodies, the Pentecostal Rescue Mission and the Pilgrim Church, were consolidated with the International Holiness Church.

¶14. The Pentecostal Rescue Mission had been founded in 1897 in Binghamton, New York. The work of the mission had spread until it carried on not only missions and rescue work, but also engaged in camp meeting and orphanage activities, and maintained a missionary enterprise in Alaska.

¶15. The Pentecostal Rescue Mission became the New York District of the International Holiness Church.

¶16. The Pilgrim Church, at first known as the Pentecost-Pilgrim Church, was organized May 27, 1917, in Pasadena, California. It came into being as a result of a revival in Pasadena in the year of 1915-1916 under the ministry of Rev. Seth C. Rees.

¶17. The word "Pentecost" was later discontinued because of its misleading association in the public mind with the modern "tongues" movement. The name Pilgrim Church was adopted.

¶18. Other churches sprang up in California, Kansas, and Texas which became associated together under the above name. A school known as Pilgrim Bible College was established in Pasadena and a paper was published. A flourishing missionary work was carried on in Mexico, and missionaries were supported in other foreign lands.

¶19. When the Pilgrim Church united with the International Holiness Church, at Cincinnati, Ohio, in 1922, the word "International" in the name of the former was dropped and the name Pilgrim Holiness Church was chosen.

¶20. In 1924, at the annual assembly of the Ohio District of the Pilgrim Holiness Church, a loyal band of holiness people known as the Pentecostal Brethren in Christ united with and became a part of the Ohio District.

¶21. The Pilgrim Holiness Church was augmented in 1925 by the People's Mission Church joining its ranks, through being received as a part of the Colorado district.

¶22. The People's Mission Church had been founded by Rev. Wm. H. Lee at Colorado Springs, Colorado, in 1899, following a special outpouring of the Spirit in that city. Rev. Lee was the leader of this work until his death in 1919. Rev. P. W. Thomas was made superintendent of the organization. A number of mission churches had been established in various parts of Colorado and elsewhere. A Bible training school was operated, a periodical published, and a camp meeting maintained at Colorado Springs.

¶23. The General Assembly of the Pilgrim Holiness Church in 1926 elected Rev. Winfred R. Cox and Rev. Seth C. Rees as general superintendents of the church in the United States and Canada and Rev. Ralph G. Finch as general foreign missionary superintendent.

¶24. Reversion to the policy of one general superintendent for the entire church was decided upon by the General Assembly in 1930. Rev. Seth C. Rees was elected to this office. At the same time a correlated board, known as the General Board, was elected. This brought together the directors of the various departments of the church both at home and abroad.

¶25. The General Assembly of 1934 created the office of Secretary of Foreign Missions.

¶26. The office of Secretary of Home Missions was created in the General Assembly of 1938.

¶27. In 1942 the word "conference" was substituted for "assembly," so that the terms district conference and general conference came into use in the church.

¶28. The General Conference of 1946 created the office of Secretary of Sunday Schools. Also in 1946 the church was incorporated under the laws of the state of Indiana.

¶29. In 1880 a movement known as Holiness Bands originated in California under the leadership of Rev. J. W. Swing. This body was later known as The Holiness Church. These were a missionary people having work in Peru and in Palestine. This church, led by its general superintendent, Fred K. Wells, was received into mem-



bership of the Pilgrim Holiness Church during the General Conference of 1946.

¶30. With the passing of Rev. Seth C. Rees to the heavenly home on May 22, 1933, Rev. W. L. Surbrook, assistant superintendent, finished the unexpired term. Due to the illness of Rev. Seth C. Rees the General Board on November 23, 1932, had authorized Rev. W. L. Surbrook to assume the administrative duties of General Superintendent. The General Assembly of 1934 elected Rev. W. L. Surbrook as General Superintendent. He served in that capacity through the General Conference of 1946.

¶31. The General Conference of 1946 adopted the Pilgrim Pension Plan.

¶32. Rev. L. W. Sturk was elected to the office of General Superintendent in 1946, and re-elected in 1950 and 1954.

¶33. The General Conference of 1950 changed the title of the Secretary of Home Missions to Secretary of Church Extension.

¶34. The General Conference of 1954 combined the offices of General Secretary and General Treasurer as General Secretary-Treasurer; created the offices of Secretary of Education and of Publishing Agent; and changed the title of the Secretary of Sunday Schools to Secretary of General Sunday Schools and Youth.

¶35. Upon the death of Rev. L. W. Sturk, June 13, 1955, Rev. William H. Neff, First Assistant Superintendent, became General Superintendent.

¶36. In accordance with the action of the 1954 General Conference, on May 16, 1957, Owosso Bible College was designated by the General Board as the liberal arts college of the Pilgrim Holiness Church and became known as Owosso College.

¶37. The 1958 General Conference provided for the election of three general superintendents and elected Rev. William H. Neff, Rev. R. G. Flexon, and Rev. Melvin H. Snyder. The same conference also assigned to these superintendents the duties previously given to the Secretary of Education.

¶38. Rev. Walter L. Surbrook, former General Superintendent, was by the 1958 General Conference honored by being named Gen-

eral Superintendent Emeritis and life member of the General Conference.

¶39. The 1962 General Conference provided for international representation at its quadrennial conference and changed the name of this gathering to International Conference. It also changed the name of the Department of Foreign Missions to the Department of World Missions and of the Secretary of Foreign Missions to Secretary of World Missions.

¶40. Upon the retirement of Rev. R. G. Flexon to serve as president of one of the church colleges, Rev. Paul W. Thomas was elected by the 1962 conference as a general superintendent.

## **PART II**

### **DOCTRINE**

#### **Objective**

**Section 3, ¶1.** The Pilgrim Holiness Church is composed of groups of individuals who believe in liberty of conscience regarding all matters that are not sinful. They believe that the preaching of a full gospel is essential to Bible holiness and the evangelization of the world, as exemplified by the apostles and the primitive church. Our objective is:

**¶2. First.** To glorify God, our Father, to exalt Jesus Christ, our Saviour, and to honor the Holy Spirit.

**¶3. Second.** To carry out the Great Commission of our heaven-ascended Head by publishing the full gospel to every nation.

**¶4. Third.** To conserve the holiness work by forming churches and aiding in placing over them Spirit-baptized pastors, who will feed the flock of God and in every way possible help to get souls ready for the coming of our Lord. While our great and primary object is, and ever must be, the conversion of sinners and the sanctification of believers, we shall aim to place proper emphasis on divine healing and all the gifts and graces of the Holy Spirit, the premillennial coming of Christ, the evangelization of the world, and kindred neglected themes.

### **General Statement of Belief**

#### **ARTICLE 1**

##### **God**

**Section 4.** There is but one living and true God (Deut. 4: 35; 1 Cor. 8: 4; 2 Sam. 7: 22; 1 Kings 8: 23, 60; Isa. 43: 10, 11; Mark 12: 32; John 17: 3; Eph. 4: 6; 1 Tim. 2: 5); everlasting (Gen. 21: 33; Rom. 16: 26); without body or parts (John 4: 24); of infinite power, wisdom, and goodness (Gen. 17: 1; Matt. 19: 26; Psa. 147:



5; 34: 8); the maker and preserver of all things visible and invisible (Psa. 19: 1; John 1: 3; Col. 1: 16). In this Godhead there are three persons of one substance, power, and eternity—the Father, the Son, and the Holy Ghost (1 John 5: 7; 1 Tim. 1: 17; 3: 16; Matt. 28: 19).

## ARTICLE 2

### Jesus Christ

**Section 5.** The Son, who is the Word of the Father (John 1: 1-3), is the very eternal God, of one substance with the Father, who took man's nature (John 1: 14; 3: 31; Heb. 2: 14), in the womb of the Virgin, so that two whole and perfect natures, that is to say, the Godhead and manhood, were joined together in one person, never to be divided, whereof is One Christ, very God and very man. He truly suffered, was crucified, died, and was buried (1 Cor. 15: 3-6), to reconcile his Father to us, and to be a sacrifice, not only for original guilt, but also for the actual sins of man (Heb. 13: 12; 2: 9; 2 Cor. 5: 18). Christ did truly rise again from the dead and took again his body (Matt. 28: 6, 7; Acts 1: 3; Luke 24: 39-43), with all things pertaining to the perfection of man's nature (Eph. 4: 11-13; 1 John 3: 2, 3), wherewith he ascended into heaven (Acts 1: 9; Eph. 1: 20; 4: 8; 1 Tim. 3: 16).

## ARTICLE 3

### The Holy Ghost

**Section 6.** The Holy Ghost, proceeding from the Father and the Son (John 15: 26; Acts 2: 33; John 16: 7), is of one substance, majesty, and glory with the Father and the Son, very and eternal God (1 John 5: 7; Acts 5: 3, 4).

## ARTICLE 4

### The Sufficiency of the Holy Scriptures for Salvation

**Section 7.** The Holy Scriptures contain all things necessary to salvation (John 15: 3; 20: 31; 2 Tim. 3: 15-17), so that whatsoever is not read therein nor may be proved thereby is not to be required of any man that it should be believed as an article of faith, or to be thought requisite or necessary for salvation (Eph. 5: 6; 1 Tim. 6: 3, 4). By the Holy Scriptures we understand the canonical books of the Old and New Testaments, commonly received and known as the Bible.

## ARTICLE 5

**Original or Birth Sin**

**Section 8.** Original sin stands not in the following of Adam, but it is the corruption of the nature of every man that naturally is engendered of the offspring of Adam, whereby man is very far gone from original righteousness, and of his own nature inclined to evil, and that continually (Rom. 5: 12, 14-21; 8: 6-8).

## ARTICLE 6

**The Atonement**

**Section 9.** The Scriptures teach that Jesus Christ, by his sufferings (Acts 3: 18), by the shedding of his own blood (Rom. 5: 8-10; 1 John 1: 7), and by his meritorious death on the cross (Eph. 2:13, 16), made full atonement (Rom. 5: 11), for all human sin. This atonement is the only ground of salvation (1 Cor. 6: 11; Eph. 1: 7), and it is sufficient for every individual of Adam's race (John 3: 16). The atonement is graciously efficacious to the salvation of the irresponsible from birth, or the righteous who have become irresponsible, and to children in innocency, but is efficacious to the salvation of those who reach the age of responsibility only when they repent and believe (Luke 24: 46, 47; Acts 17: 30; Rom. 5: 18, 19; 1 Cor. 15: 22).

## ARTICLE 7

**Free Will**

**Section 10.** The condition of man since the fall of Adam is such that he cannot turn and prepare himself by his own natural strength and works to faith and calling upon God (Gen. 6:5; Luke 16:15; Heb. 11:16). For this reason he has no power to do good works (Isa. 64: 6) pleasant and acceptable to God (Titus 3:5) without the grace of God, by Christ, assisting him (1 Tim. 2:5; John 15:15). That this grace is freely given to all men (1 Tim. 4:10) making it possible for every man to turn and be saved is clearly taught in both Testaments (Joshua 24:15; Deut. 30:19; John 7:17; Rev. 22:17; 1 Kings 20: 40).

**ARTICLE 8****Justification**

**Section 11.** We are accounted righteous before God only by the merit of our Lord and Saviour Jesus Christ (Rom. 3: 24-26; 4: 25), by faith (Gen. 15:6; Rom. 3: 28; 4: 5; 5: 1), and not for our own works or deservings (Rom. 4: 6; 5: 11, 16; Acts 13: 39). Wherefore, that we are justified by faith only is a most wholesome doctrine and very full of comfort (Rom. 1: 16, 17; 5: 1).

**ARTICLE 9****Entire Sanctification**

**Section 12.** Entire sanctification is subsequent to regeneration (John 17:9-17) and is effected by the baptism of the Holy Spirit (Luke 3:16, 17; I Pet. 1:2; Rom. 15:16). It is for all believers (John 17:20; I Thess. 4:3, 7; 5:23, 24), and is an instantaneous experience, received by faith (Acts 2:1-4; 15:8, 9). It cleanses the heart of the recipient from all sin (I John 1:7, 9; Acts 15:8, 9), sets him apart, and endows him with power for the accomplishment of all to which he is called (Luke 24:49; Acts 1:8).

**ARTICLE 10****Sin After Justification**

**Section 13.** Not every sin willfully committed after justification is the sin against the Holy Spirit and unpardonable (Matt. 12:31, 32). Wherefore, the grant of repentance is not to be denied to such as fall into sin after justification. After we have received the Holy Ghost, we may depart from grace given and fall into sin, and by the grace of God rise again and amend our lives. Therefore, they are to be condemned who say they can no more sin as long as they live here, or deny the place of forgiveness to such as truly repent (Mal. 3:7; Matt. 18:21, 22; 1 John 1:9; 2:1).

**ARTICLE 11****Eternal Security**

**Section 14 ¶1.** The doctrine of unconditional Eternal Security, or Once in Grace Always in Grace, or Absolute Final Perseverance of the Saints, is not in harmony with the teachings of the Scriptures.

The Scriptures plainly teach that any one, after having received the grace of God in his recovery from sin, including regeneration and sanctification, may fall from the same and finally be lost.

¶2. The doctrine of unconditional Eternal Security assumes an absolute divine sovereignty and excludes all the conditional relationship involved in man's recovery from sin.

¶3. The scriptural references, as alleged proofs favoring this doctrine, may be shown to rest upon an assumption, in each case, that the Word of God will not bear out.

¶4. Among the many Scripture texts we list the following which give ample proof of the possibility of final apostasy.

(1) The righteous may fall into everlasting condemnation and death (Ezek. 18: 24; 33: 13-18).

(2) They that had faith to sanctification may perish everlastingly (1 Tim. 1: 18-20; 2 Tim. 4: 14).

(3) Those grafted into the true vine may be broken off, never to be grafted in again (Rom. 11: 17, 20-22). Likewise, the branches of the true vine may be purged away unto everlasting death (John 15: 1-6).

(4) Those who have escaped the pollutions of this world through Christ may fall back and perish (2 Pet. 2: 20, 21).

(5) Those made partakers of the Holy Ghost may turn away and be finally lost (Heb. 10: 38).

(6) Those who live by faith may turn from that faith and finally be lost (Heb. 10: 38).

(7) Those who are sanctified may fall from that grace and perish everlastingly (Heb. 10: 26-29).

## ARTICLE 12

### The Church

**Section 15.** The ecclesia, the church, is composed of the called-out people, who have separated themselves from the world and have a living faith in Christ as their personal Saviour (2 Cor. 6: 17, 18; Rom. 12: 2; James 4: 4; 1 John 5: 19; Heb. 11: 6; Rom. 10: 10). Her mission is the proclamation of the full gospel (Acts 1: 8), salvation from all sin (Heb. 7: 25), divine healing (James 5: 14-16; Acts 4: 10; Luke 9: 2; 10: 9), and the premillennial coming

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of Jesus Christ (Acts 1:9-11; Matt. 25:6; 1 Thess. 4:16-18; Rev. 19:7; 20:5, 6). Her field is the world (Mark 16:15).

### ARTICLE 13

#### **Speaking in the Congregation in Such a Tongue as the People Understand**

**Section 16, ¶1.** It is a thing plainly repugnant to the Word of God and the custom of the primitive church to have public prayer therein or to administer the sacraments in a tongue not understood by the people (1 Cor. 14:1-40).

¶2. In sanctification, which is synonymous to and simultaneous with the baptism with the Holy Ghost and fire (Acts 15:8, 9; 1 Pet. 1:22), we hold that any teaching which gives to it any other distinction as to its time, or that holds any particular manifestation, as by the gift of tongues, so-called, as proof of this baptism, is opposed to the explicit Word of God (1 Cor. 14:1-40; Rom. 8:9; 1 Cor. 1:30) and shall not be tolerated among our people.

### ARTICLE 14

#### **The Sacraments**

**Section 17.** Sacraments ordained of Christ are not only badges or tokens of Christian profession, but rather they are certain signs of grace and God's good will toward us, by the which he doth work invisibly in us, and doth not only quicken, but also strengthen and confirm our faith in him. The sacraments were not ordained of Christ to be gazed upon, or to be carried about, but to be duly used by us. Only those who partake of them worthily will receive a wholesome effect or benefit. But they that receive them unworthily purchase unto themselves condemnation, as St. Paul says (1 Cor. 11:29).

**Section 18. Baptism.** This is an outward sign of an inward work wrought by the Holy Ghost in the soul. As to the mode, let every one be fully persuaded in his own mind, and no preacher or layman shall insist on any certain mode. The baptism of children shall be retained in the church (Matt. 28:19; Acts 2:38; Col. 2:12; Acts 8:36-38; 16:33; 1 Pet. 3:21).

**Section 19.** The Lord's Supper. This is an ordinance whereby the body and blood of Christ are given, taken, and eaten only after a heavenly and spiritual manner, and their benefits accrue only to those who, with a clear conscience, partake in faith of the material elements—wine and bread. This sacrament represents our redemption through Christ's blood and our spiritual nourishment through His body (1 Cor. 11: 24-29).

## ARTICLE 15

### Healing

**Section 20.** We embrace the scriptural doctrine of healing for the body, and believe that it is the privilege of every child of God to be healed in answer to the prayer of faith, according to James 5: 14, 15; yet we are not to sever our fellowship from or pass judgment upon those who use other providential means for the restoration of health (Jas. 5: 16; Acts 4: 10; Matt. 10: 8; Luke 9: 2; 10: 9; 1 Cor. 12: 9, 28; Acts 4: 14; John 9: 1-34).

## ARTICLE 16

### The Return of Jesus

**Section 21.** We believe that the coming of our Lord is to be personal and premillennial; also that it is imminent (Acts 1: 9-11; 1 Thess. 4: 14-17; Matt. 24: 27; 25: 13; 26: 29; Rev. 22: 12). We must distinguish between the Rapture—his coming in the air to receive his saints, which may occur at any moment, and the Revelation—his coming down to earth with his saints (1 Thess. 4: 14-17; Matt. 24: 27; 25: 13; 26: 29; Rev. 20: 4), which latter will not occur until after the gathering of Israel (Ezek. 36: 24; 37: 21), the manifestation of antichrist, and other prophesied events (2 Thess. 2: 2-10; Rev. 19: 20).

## ARTICLE 17

### Resurrection and Judgment

**Section 22, ¶1.** According to the Scriptures, Christ truly did rise again from the dead (Matt. 28; Mark 16; Luke 24), and took again his body (John 20: 27), wherewith he ascended into heaven, where he intercedes for his blood-washed until he returns again to judge his saints for reward and to take his kingdom (Heb. 7: 25).



¶2. The Scriptures also teach that there is a resurrection of the dead, both to the just and unjust (Acts 24:15; John 5:28, 29), and that God has appointed a day in which he will judge the world in righteousness by Jesus Christ whom he has ordained (Acts 17:31).

¶3. Furthermore, the Word of God indicates that the just shall be raised in their glorified bodies at Christ's second coming (Luke 20:36; 1 Cor. 15:35), to receive their rewards and to reign with Christ on the earth a thousand years (Rev. 20:4, 6), and to be forever in the presence of the Lord. The unjust are to be raised at the end of the millennium (Rev. 20:5), to be judged and go into everlasting punishment (Matt. 25:46), banished from the presence of God.

¶4. Finally, because of the teaching of the Bible, we do not believe in doing penance for sin (Acts 13:38, 39; Eph. 2:8, 9; Rom. 1:16, 17), nor in a purgatory for cleansing from sin (1 John 1:7), nor in a chance after death, but in a punitive judgment for the resurrected unjust (Heb. 9:27).

## ARTICLE 18

### Destiny

**Section 23, ¶1. Heaven.** Everyone who has a saving knowledge of Jesus Christ our Lord, on departing from this life goes to be in felicity with him, and will share the eternal glories of his everlasting kingdom, the fuller rewards and the greater glories being reserved until the final judgment (Phil. 1:23, 24; 2 Cor. 5:6, 8, 10; John 14:2, 3; Matt. 25:34, 46).

¶2. Hell. While the saint goes from the judgment to enjoy eternal bliss, the impenitent sinner is turned away into everlasting condemnation, punishment, and misery. As heaven is described in the Bible as a place of everlasting happiness, so hell is described as a place of endless torment "where their worm dieth not, and the fire is not quenched" (Matt. 25:41, 46; Luke 13:3; John 8:21, 23; Mark 9:44-48).

## PART III

# GOVERNMENT

### Introduction

**Section 24, ¶1.** In all of God's creation we see the most perfect organization. "The heavens declare the glory of God; and the firmament sheweth his handywork. Day unto day uttereth speech, and night unto night sheweth knowledge. There is no speech nor language, where their voice is not heard" (Psa. 19: 1-3).

**¶2.** When we turn to God's dealing directly with man we see the same carefulness for system and order. Look at his government of the children of Israel. At Sinai laws were given, commandments delivered, and specifications laid out with the most positive command that all things should be done according to the pattern shown on the Mount. When Christ began his work, he chose and trained his twelve apostles and gave them the commandments concerning the kingdom, "Go ye therefore, and teach all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost; teaching them to observe all things whatsoever I have commanded you: and, lo, I am with you alway, even unto the end of the world" (Matt. 28:19, 20).

**¶3.** The apostles went forth preaching everywhere, and people were converted and sanctified. They organized the saved into congregations which they called churches, and caused officers to be chosen to look after their spiritual and temporal interests.

**¶4.** The fact that some men have lorded it over God's heritage, and that certain forms of government are a heavy yoke upon many, is not a good or sufficient reason for rejecting or ignoring a simple, scriptural form of church government.

**¶5.** Let us humbly follow Christ, the great leader and lawgiver, and take his Word for our rule of faith and practice. (I Cor. 3:9-11; Matt. 18:15-17; 2 Thess. 3:6; Acts 13:1-3).

## Local Churches

### Method of Organization

**Section 25, ¶1.** Wherever there are at least seven persons who will collectively and individually pledge themselves to take the Word of God as the only and sufficient rule, both of their faith and practice, and to follow the system of doctrines and government laid down in this Manual, they may form a local Pilgrim Holiness Church.

¶2. Such individuals shall organize by meeting together and sending a request for the general or district superintendent or another member of the executive or district council of the Pilgrim Holiness Church to act as temporary chairman at a meeting for the purpose of organizing a local Pilgrim Holiness Church.

¶3. After consultation with the district superintendent, an ordained or licensed minister, or any other person authorized by the district superintendent, may take charge of such meeting.

**Section 26.** The organization of such church shall be accomplished as follows:

¶1. The chairman, after the usual preliminaries, and an earnest petition for the blessing of the Triune God, shall cause to be read, the following:

- (1) Our Objective [Section 3].
- (2) General Statement of Belief [Sections 4-23].

¶2. Then shall the chairman say, "All persons giving satisfactory evidence of regeneration by having forsaken and renounced the world, the flesh, and the devil, and by living consistent Christian lives and who desire to become a part of this Pilgrim Holiness Church shall affirmatively answer the following questions:"

¶3. (Here let all the candidates come to the front and each distinctly answer for himself the questions found under "Reception of Members") [Section 29, ¶1 (1-6)]. Then shall the Church Covenant be read and entered upon as provided in Sections 30-32.

¶4. After this takes place, such members shall elect officers who shall serve for the remainder of the year, or until the time specified [Sections 42, 43].

¶5. Steps shall also be taken to secure the service of a pastor and to place the church upon a sound financial basis [Section 53].

¶6. The Sunday school shall be organized according to the rules given in the Manual [Sections 46, 82-84].

**Section 27, ¶1.** In order to provide for the organization of a body of people fewer in number than required for regular church organization the following procedure may be followed:

¶2. Where a group of saved people, fewer in number than required for the organization of a church, are willing to accept the Church Covenant and to be governed by the doctrines and Manual of the Pilgrim Holiness Church, such persons shall be received into membership the same as in a regularly organized church. An advisory council shall be appointed by the district superintendent, and such advisory council shall act as a governing body in the group just as the local church board acts in an organized church. This council shall consist of the pastor or other worker in charge, the Sunday school superintendent and a secretary-treasurer. This council shall regulate its activities according to the Manual.

¶3. Such organization as provided for in the preceding paragraphs of this Section 27 shall be continued until sufficient members have been received into the church to effect a regular church organization.

¶4. The advisory council referred to here in Section 27 shall be directly amenable to the district superintendent, and the final church organization shall be effected when he so directs.

¶5. When the number of active members in any local church shall fall below the number required for organization, such church shall automatically revert to the status of a home missionary church and shall be under the direct supervision of the district superintendent, as outlined in ¶2.

### Reception of Members

**Section 28.** Any person giving satisfactory evidence of regeneration, by having forsaken and renounced the world, the flesh, and the devil, and living a consistent Christian life, and who desires to be recognized as a member of the Pilgrim Holiness Church, shall



first be accepted by the local church board. Afterward, in the presence of the church, he may be received into membership, provided he affirmatively answers the prescribed questions [Section 29, ¶1 (1-6)] and agrees to the articles of the Church Covenant [Section 30]. (Where no organization exists, procedure is as outlined in sections 25-27.)

**Section 29, ¶1.** The candidates for membership, after having been passed upon by the local church board, shall at a time appointed appear in the public service of the church. At the call of the pastor, or other officer, they shall present themselves before the pulpit. While they remain standing, the pastor shall read the following questions, pausing for an answer to each one:

(1) Dearly beloved, since you are to be recognized as a member of the Pilgrim Holiness Church, it is proper that you should confess your faith and declare your purpose in the presence of God and these witnesses: Do you here and now confess your faith in the Lord Jesus Christ as Savior?

(2) Have you forsaken and renounced the devil and all his works; the vain pomp and glory of the world, with all covetous desires of the same; the carnal desires of the flesh; and do you refuse to be led by them?

(3) Have you received the witness of God's Spirit to your regeneration?

(4) Do you believe in the doctrine of entire sanctification as a second, definite, instantaneous work of grace, subsequent to regeneration, and that it is the privilege and duty of every believer to seek and find the experience as soon as he receives light concerning it?

(5) Are you willing that all your faith and practice shall be governed by the Word of God and the Holy Ghost?

(6) Will you contribute of your means toward the support of the Lord's cause as you are taught by the Word of God?

¶2. The candidates for membership having satisfactorily answered these questions in Section 29, the Church Covenant shall then be read.

**Church Covenant**

**Section 30, ¶1.** Having been led to repentance toward God and faith in the Lord Jesus Christ as our Saviour, we now, in the presence of God, angels, and this assembly, most solemnly and joyfully enter into this covenant with one another as one body in Christ.

**WE PROMISE BY THE AID OF THE HOLY GHOST:**

(1) To shun the paths of sin and to walk in the ways of righteousness and true holiness all the days of our lives.

(2) Not to forsake the assembling of ourselves together, as the manner of some is, but exhorting one another, and so much the more as we see the day approaching.

(3) To strive together for the advancement of His kingdom and for the mutual upbuilding of the saints in holiness, knowledge, and comfort; to walk together in Christian love and watchfulness, giving and receiving admonition with meekness and affection, to remember each other in prayer; to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech.

(4) To contribute liberally and cheerfully to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel throughout the nations of the earth.

(5) To maintain family and secret devotions.

(6) To endeavor to bring our children early to a saving knowledge of Christ, and to give them a guarded Christian education.

(7) To walk circumspectly in the world; to be just in our dealings; to be faithful in our engagements; to abstain from contracting debts without due care to discharge them.

(8) To avoid all tattling, backbiting, evilspeaking, and unprofitable and frivolous conversation, and to be exemplary in our deportment.

(9) To abstain from the sale and use of intoxicating liquors, tobacco, and other harmful drugs in all forms.

(10) To avoid worldly amusement, such as dances, shows, theatres, horse races, promiscuous bathing, and all games and places where there is gambling.



(11) To shun and have no association with nor membership in secret societies and lodges which are oath-bound (2 Cor. 6:14-17).

(12) To dress according to I Peter 3:3, 4: "Whose adorning let it not be that outward adorning of plaiting the hair, and of wearing of gold, or of putting on of apparel; but let it be the hidden man of the heart, in that which is not corruptible, even the ornament of a meek and quiet spirit, which is in the sight of God of great price." And according to 1 Tim. 2:9-10: "In like manner also, that women adorn themselves in modest apparel, with shamefacedness and sobriety; not with broided hair, or gold, or pearls, or costly array; but (which becometh women professing godliness) with good works."

(13) To remember the Sabbath day to keep it holy by doing no worldly business therein, such as buying and selling; and by avoiding all other occupations, pleasures, or traveling which can not be consistently engaged in with an eye single to God's glory.

(14) To be mindful of all the rules of our Saviour.

¶2. The pastor shall then address the candidates by asking, "Do you cheerfully accept the obligations of this Covenant?"

**Section 31, ¶1.** At the conclusion of the reading of the Covenant, the candidates having agreed thereto, the entire congregation shall rise and remain standing. The pastor shall then address the entire congregation, as follows:

(1) Brethren, these persons, having satisfactorily responded to these questions and the Covenant are entitled to recognition as members of this church. We, therefore, extend to them the right hand of fellowship, promising that we shall do all that we can to make it easy for these members to do right and hard to do wrong.

(2) So saying, the pastor shall go down to the new members and on behalf of the church extend to them the right hand of fellowship. After this the congregation may sing some suitable hymn, as "Blest Be the Tie that Binds."

### **Junior Church Membership**

**Section 32, ¶1.** Any local church may receive as junior members children under the age of 14. They must answer in the affirmative the following questions:

(1) Have you received the Lord Jesus Christ as your Saviour?

(2) Are you willing that all your life shall be governed by the Bible?

(3) Will you attend Sunday school and church services?

(4) Are you willing to give of your means toward the support of the Lord's work?

¶2. Junior members of the church shall have all the rights and privileges of members in full connection except to vote and to hold office in the church.

¶3. Junior membership ceases at age 14. Junior members may then be received into the church as probationary or regular members in the usual manner for receiving such members. [Section 54, ¶1, (17)].

### **Probationary Membership**

**Section 33.** Any local church may receive members on six months' probation or longer, provided such members answer affirmatively the questions in Section 29, ¶1, (1)-(6), of the Manual. However, such probationers shall not hold any church office nor vote on any church matter. At the expiration of the probationary period all probationers who come into full membership must take the church covenant in the public service [Section 30; 39, ¶2].

### **Reception of Members by Letter**

**Section 34.** Persons coming from other denominations by letter shall not be received unless fully recommended, and they shall receive the same examination and be passed upon in the same way as all new members [Section 28].

**Section 35.** Members of the Pilgrim Holiness Church in good and regular standing who present letters of transfer [Section 37] within 60 days of the date of issue of such letter, shall be received directly into the church; whereupon the church receiving such member shall notify the church which issued the letter of transfer.

### **Letter of Recommendation**

**Section 36.** When persons in good standing desire to unite with some other evangelical church, the local church board shall give them a letter of recommendation, signed by the chairman and secretary of the church board issuing such certificate [Section 197 ¶1]. Such person's membership in the local church ceases on the date the letter is issued.

**Section 37.** When persons in good standing desire to be transferred to another Pilgrim Holiness Church, the local church board shall give them a letter of transfer signed by the chairman and secretary of the church board issuing such letter [Section 197, ¶1, 2]. Such person's membership in the church issuing such letter of transfer shall continue until such church is duly notified by the receiving church of such member's acceptance or until expiration date of such letter of transfer.

### **Withdrawal of Members**

**Section 38, ¶1.** The chairman of the church board shall, upon request of a member, issue to such applicant a letter of withdrawal [Section 197, ¶3]. Such person's membership in the local church ceases upon the date the letter is issued.

¶2. When members move away from the church of which they are members, and fail for one year to report their spiritual standing, and fail to send their financial support to the church, their names may be dropped from the roll. This is true, provided a letter has been mailed to them notifying them of intention to drop their names from the roll.

¶3. Members of a church who, over a period of one year, willfully fail to attend its services or who fail to support it financially as they are able, may be dropped from the rolls, provided a letter has been mailed to them notifying them of intention to drop them from the roll, and provided they have been dealt with according to Matthew 18: 15-20.

¶4. No member is to be arbitrarily set aside without due consideration both for his spiritual welfare and his legal rights as a member of the church. A member of the Pilgrim Holiness Church, although thought to be an offender, is nevertheless to be recognized as a member of the church with full rights and privileges until he has been dealt with in accordance with the provisions of this Manual and its Judiciary Supplement [Section 172, ¶3].

¶5. As soon as any member of the Pilgrim Holiness Church unites with another denomination, his membership in the Pilgrim Holiness Church will automatically be discontinued.

### Church Business Meetings

**Section 39, ¶1.** The pastor of the church, or, in the absence or disqualification of the pastor, any person whom the meeting may select, shall preside. In this connection, let the example of the apostles be prayerfully followed, who, in setting apart men to have charge of the temporal affairs of the church, saw to it that they were "of honest report, full of the Holy Ghost and wisdom." (See, also, in this connection, the words of Paul in 1 Tim. 3: 8-13.)

¶2. No member under the age of 14 years and no probationary member shall be allowed to vote at any church meeting, and all such members shall be listed as non-assessable members [Sec. 33].

¶3. Order of Business:

(1) Song and prayer.

(2) Reading of minutes of previous meeting.

(3) Reports.

(4) Reports of committees.

(5) Unfinished business.

(6) New business.

(7) Applications for membership.

(8) Questions of finance, such as pastor's support and incidental expenses, and statements of what the church has done in raising the quotas for the district budget and the United Stewardship Fund.

(9) Miscellaneous business.

(10) Closing prayer.

¶4. The rules of common parliamentary law shall govern in all business proceedings, except where the Manual provides special instructions.

### The Annual Church Meeting

**Section 40.** The annual church meeting shall be held at least 30 days prior to the district conference. The date to be arranged by the district superintendent and the pastor; and the district superintendent or his representative shall preside. Notice also shall be given by announcement at two or more regular church services held prior to the date of such annual meeting [Section 88, ¶1, (12)].



**Section 41, ¶1.** Matters to be considered at the annual church meeting shall be:

(1) A general inquiry as to the particular state of the church and its members.

(2) The Covenant may be read and expounded so that all may understand its significance and ask themselves whether they are faithfully and honestly observing the solemn promises and vows which they have taken upon themselves in becoming members of the Pilgrim Holiness Church.

(3) The church should also hear the reports of the pastor, secretary, treasurer, Sunday school superintendent, and the youth president.

(4) Particular attention should be given to what the church is doing for the United Stewardship Fund, the support of missions, and other interests of the church [Section 138].

**Section 42, ¶1.** The annual church meeting shall elect a Sunday school superintendent, church treasurer, church secretary, and not more than five elders and five deacons, or deaconesses [Section 60, ¶9]. These officers shall be elected by secret ballot. If there be no election on the first ballot, the two names receiving the highest number of votes shall be voted for on the second ballot. Said officers are to enter upon their duties the first day of the conference year, and continue until the first day of the next year, or until their successors are elected and qualified, or until they are removed, as hereinafter provided.

¶2. All persons holding office should be known for their piety, sanctified character, and ability for the particular work to which the church calls them. They should give satisfactory evidence of love for souls and the determination to be useful to their fellow men. Let all the officers carefully instruct themselves in their respective duties from the pages of our Manual [Sections 46-52]. [See Note, Section 54, ¶1 (8).]

¶3. Let no one be elected as a leader who is careless of our Covenant and the obligations imposed therein. A leader should be an

example to the flock of Christ. If it be known that an individual has been divorced from one companion and has married another without the former having died, or is married to one who has another living companion; or is vain in his attire; or is in debt to such a degree as to cause stumbling; or is boastful, haughty, overbearing, or otherwise unlike Christ in his temper or behavior; let the local church board see that he is not elected to any church office, or if elected that he be speedily removed.

¶4. Where there are competent persons of different families available, no two persons of one family shall be elected to serve on the same local board. No member of the board shall hold more than one office on such board if competent persons are otherwise available. No pastor's spouse shall serve on the local church board.

¶5. Prior to the annual church meeting the local church board shall nominate two or more qualified persons for the office of church secretary, two or more qualified persons for the office of Sunday school superintendent, two or more qualified persons for the office of local treasurer, and two or more qualified persons for delegate to the annual district conference. They shall also nominate two or more persons for the president of the missionary society [Section 78, ¶1].

**Section 43.** In addition to the superintendent, the annual church meeting shall elect the following officers of the Sunday school: assistant superintendent, secretary, and treasurer. The departmental superintendents shall be appointed by the local church board [Section 71, ¶1]. The teachers shall be chosen under direction of the local church board.

**Section 44, ¶1.** The annual church meeting shall also elect a board of trustees, upon nomination of the pastor, the number of which shall be not less than three or more than nine, the number to be fixed within such limits by the local church board, unless local state law shall provide otherwise, who shall serve for a term of one year and until their successors shall be elected and assume the duties of such office. No person shall be eligible as trustee who is not a member of the Pilgrim Holiness Church.

¶2. Immediately after the election, the local trustees shall meet



and elect from their number a chairman and a secretary, and the minutes of such meeting shall be a part of the local church records [Section 51].

**Section 45.** The annual church meeting shall elect to the annual meeting of the district conference, one delegate for each 30 members or less, and an additional delegate for every additional 30 members or major fraction thereof. An alternate also shall be named, who shall fill the regular delegate's place, provided he is unable to be present at the conference. A pastor's spouse may not serve as a lay delegate to the district conference. Each delegate shall be provided with a certificate of his appointment, signed by the pastor and secretary (Section 82).

**Section 46. Sunday School Superintendent.** His duties shall be those usually incident to this office, and he shall carry out the instructions of the Manual [Sections 69-73] as to the management and work of the Sunday school.

**Section 47. Treasurer.** He shall have the custody of the finance of the church, and make disbursements as directed by the local church board; shall keep accurate books of account; shall sign all checks given by the church; and shall perform such other duties as are usually incidental to the office. Money raised for special purposes may be received and disbursed by special committees, provided the local church board so directs. All money, or pledges, raised by missionaries or religious workers representing district or general interests shall be taken in charge by the local church treasurer and sent through the district treasurer to its proper destination.

**Section 48. Secretary.** He shall record all proceedings and decisions in church meetings and church board meetings, and shall make true entries of the same in a journal kept for that purpose; shall keep a record of all members, all transfers of memberships, and all baptisms; and shall have the custody of all record books of all departments of the church after such books are full or in disuse.

**Section 49. Elders.** They shall give special attention to the spiritual interests of all members of the church, and shall feel the responsibility of the oversight of the flock with the pastor.

**Section 50. ¶1. Deacons and deaconesses.** The deacons shall aid the pastor in receiving offerings (where there are no deaconesses on the board, preparing the sacraments see ¶2), relieving the poor and sick, and looking after the widows and orphans, and shall seek to aid the needy generally. They shall also arrange for monthly donations of provisions, etc., from the church to the pastor.

¶2. The deaconesses shall aid the pastor in preparing the sacraments, visiting the sick and the needy.

**Section 51. ¶1. Local Trustees.** Their duties shall be to attend to all legal matters pertaining to the church. They shall sign all papers concerning loans; money borrowed; renting, buying and selling property; and the disposal of the proceeds as they are ordered by the local church board. They shall also hold in trust for the Pilgrim Holiness Church all property committed to them [Section 219, ¶3; Section 220, ¶3; Section 221].

¶2. Having secured the consent of both the district superintendent and the local church board, said trustees shall be empowered to execute one or more mortgages on the property of said church as security for its financial obligations.

¶3. When a local church membership drops below the status of an organized church, the district council is empowered to appoint trustees. Said trustees may or may not be members of the local church, but must be members of the Pilgrim Holiness Church. In the event of sale of such property, said sale must be authorized by the district council and all proceeds shall be placed at the disposition of said district council [Section 25, ¶1; 27, ¶5].

¶4. No board of trustees or church board may divert property from the Pilgrim Holiness Church [Section 60, ¶6; 102, ¶20].

¶5. In the event a trustee or trustees shall not act to expedite the actions and instructions of the church board, he shall, by said action, automatically be disqualified for said office; and the board shall by appropriate action declare his office vacated.

**Section 52. Missionary Committee.** A committee on missions shall be either elected or appointed to work in conjunction with the pastor, the district council, and the General Board in arranging missionary meetings and distributing missionary literature.

### **The Calling and Changing of Pastors**

**Section 53, ¶1.** An ordained or licensed minister may be called to the pastorate of a local church, or circuit, by a two-thirds vote of all the church members voting. These shall vote at a church meeting duly called for that purpose, provided that said minister has been recommended to the church by the district superintendent and a two-thirds vote of the local church board. The initial call of the pastor may be for either one or two years. The minister's term of office as pastor shall continue until and including the first Sunday following the district conference [Section 60, ¶1, (2)].

¶2. The call of a pastor may be renewed for the second and each succeeding year of his pastorate, without the nomination of the church board, by a two-thirds vote by ballot of all church members voting, at a meeting duly called for this purpose.

¶3. When a pastor is called by a church, he must give his answer of acceptance or rejection within 15 days from the date of call by the church or the call becomes invalid.

¶4. It is hereby provided that a local church may, when renewing pastoral relations at a church meeting duly called for that purpose, by a two-thirds vote by secret ballot of the church members voting extend the call for a term of two or three years or for an indefinite period. The above is true only on condition that such extended call has been recommended by the district superintendent and a majority vote of the church board. The pastor accepting a term of two or three years shall be placed under obligation to fulfill the terms of the call, unless he is released by the church and district council. The call for an indefinite period may be terminated upon resignation of the pastor with a ninety-day notice; or the board by a two-thirds majority may call for a vote by the membership. In such case it shall require a two-thirds affirmative vote to retain the pastor. A vote by the church to terminate the term shall become effective at the time of the annual district conference and the pastor must have at least a ninety-day notice. Such a meeting by the board or church must be presided over by the district superintendent or his appointee.

¶5. The pastor shall be elected by secret ballot.

(1) Provisions are hereby made to register the vote of members



who are prevented from attending the annual or pastor-call meeting of the church. An absentee ballot may be mailed to the church secretary before time of the business or pastor-call meeting. Absentee ballots may be accepted only from those prevented from attending the meeting by confining illness, required employment at time of the meeting, or necessary out-of-town travel. The envelope containing ballot shall be opened by the secretary in the presence of the chairman, and the ballot shall be placed without inspection in the receptacle with the other ballots for counting by the tellers. All absentee voters shall be members in good and regular standing in the church.

¶6. The election of a pastor shall be subject to the approval of the district council [Section 102, ¶17].

¶7. When the local church so requests, by a majority of its membership present and voting, or where two-thirds of the district council deem that a local situation has become such as to demand intervention in order to protect the life and interests of the church, the district superintendent, in conjunction with the district council, shall be authorized to effect the appointment of a pastor or to change pastors.

¶8. After three consecutive meetings of the church board resulting in a failure to nominate a minister for pastor, the district superintendent is empowered to call a church meeting and such meeting shall nominate and elect a pastor by a two-thirds vote of the church members voting. In the event that more than two candidates are nominated, only the two receiving the highest number of votes shall be voted upon on the second ballot. In case neither candidate receives the required two-thirds vote, then the matter of placing a pastor in the church shall be referred to the district council for final action.

¶9. A pastor may be dismissed by a majority vote of the membership present and voting, upon recommendation of a two-thirds vote of the local church board. No pastor shall be dismissed by a church between district conferences unless his life and character are not in harmony with the Word of God and the Manual of the Pilgrim Holiness Church. (For procedure in such case see Section 172.)



¶10. It is recommended that each charge support its pastor, and that he devote his entire time to the same; that the local church board meet with the district superintendent and pastor, who, in conference, shall agree upon a minimum amount for his support, this amount to include food, clothing, books, rents, and unexpected incidentals [Section 60, ¶1, (3)].

¶11. It is recommended that each church calling a pastor pay transportation charges on household goods and traveling expense of the pastor and his family; and if there be no parsonage, that the local church board provide a suitable house for him.

¶12. No pastor shall be called or retained who does not give evidence of the sanctified life and who does not preach and teach the cardinal doctrines of the Pilgrim Holiness Church as set forth in the Articles of Faith [Sections 4-23] and in the Covenant [Section 30].

¶13. Any pastor, having accepted the call to a local church and wishing to resign before the end of the conference year, shall be required to give at least 60 days' notice to his district superintendent and local church board, unless the local church board and the district superintendent deem it wise that he be relieved sooner [Section 88, ¶11].

### **The Duties of the Pastor**

**Section 54, ¶1.** The special duties of the pastor are as follows:

(1) To preach faithfully the full gospel as contained in the Word of God and interpreted by the Pilgrim Holiness Church.

(2) To administer the sacraments. The sacrament of the Lord's Supper shall be administered at least once a quarter [Sections 163, 190].

(3) To exercise pastoral oversight, have the general guidance, under the Holy Spirit, of the religious services, and care for the interests of the congregation.

(4) To preside at all the business meetings of the church, local church board, Sunday school board, and youth council meeting; except as herein otherwise provided [Sections 56, 57].

(5) To report monthly to the local church board his activities related to the local church: his calls to members and non-members, at

hospitals, sermons preached, et cetera. [Section 61, ¶1]

(6) To encourage and help prepare young people for the gospel ministry, missionary, and deaconess work by enlisting the services of those whom God has especially called and gifted for these offices, and to recommend their attendance at some one of our schools, that they may obtain requisite training.

(7) To have general oversight of all preachers and deaconesses engaged in the work of the local church of which he is pastor, and whenever possible to secure opportunities for them to exercise their gifts. He can do this by establishing prayer meetings, Sunday schools, and preaching points in adjacent communities. Cottage prayer meetings among his own members may also be established in this way.

(8) To see that church records are properly preserved and cared for. (Note: All local church officers whose terms of office have expired should turn over to the church authorities all church records and documents they have held.)

(9) To aid in the gathering of statistics and other reports by exhorting the church officers to have their reports and statistics ready at the proper time.

(10) To prepare carefully a calling list of all homes connected with the church and Sunday school, listing addresses by city, street, and number; and to give such calling list to his successor on the field.

(11) To see that monthly Sunday school reports are sent to the conference promotional secretary [Section 70; ¶3].

(12) To fulfill carefully all other obligations laid upon him by the Manual in his relations to the district organization, the General Board, and in every other regard [Section 83: ¶1 (1, 3)].

(13) To see that free will offerings are taken each Sunday, or as often as there are preaching services. To instruct the people to remember that their first financial duty is to their local church. For the Scriptures plainly say, "But if any provide not for his own, and specially for those of his own house, he hath denied the faith, and is worse than an infidel" (I Tim. 5:8).

(14) To strongly urge that all members tithe their income into the treasury of the local church of which they are members.

(15) To preach on the Church Covenant once each year.

(16) To see that his church raises its portion of the United Stewardship Fund. [Section 138; ¶2].

(17) To instruct junior members coming into full membership in the duties and privileges of such relationship. [Section 32].

(18) Pastors should not grant the use of churches to those claiming to be missionaries, or to others who are raising money for religious work, unless such persons have proper endorsement of the district council.

### **Assistant Pastor**

**Section 55.** The assistant pastor shall co-operate with and assist the pastor, and shall be called and released in the same manner as a pastor [Section 53].

### **Called Meetings**

**Section 56.** Whenever desired, the pastor, or in his absence, the secretary of the local church, by the direction of the local church board, or upon petition of a majority of the resident members, may call a meeting of the church at any time, by giving a week's notice in the regular Sunday services. A majority of resident members shall constitute a quorum. (Note: The district superintendent is also empowered to call a special meeting of the church. See Section 53, ¶8).

### **District Superintendent's Meeting**

**Section 57.** The coming of the district superintendent or his assistant [Section 88, (3)] should be well advertised, and his visit should be made helpful to all concerned. This end will be met best through at least two services, one of which will be on a week day; the other, if convenient, on Sunday. The latter should consist of preaching and testimony; and, if so desired, the sacraments of baptism and the Lord's Supper may be administered. The former service should be a business meeting, presided over by the superintendent, and consisting, besides himself, of the pastor, the local church board, and all other officers of the church. Let the meeting close with all present on their knees before God, earnestly entreating him for grace to aid in future unity and service.

### Local Church Board

**Section 58.** How constituted: The pastor, assistant pastor Sunday school superintendent, church treasurer, church secretary, and not more than five elders and five deacons or deaconesses shall be the governing officers of the church and shall constitute the local church board [Section 42, ¶1].

**Section 59.** When the teaching or conduct of any member of the local church board (except that of the pastor or assistant pastor, which is provided for elsewhere—Section 53, ¶7,9 ) becomes such that three-fourths of the entire board vote to have the offending member vacate the office, it shall be vacated at once and shall be filled by a majority vote of the board.

**Section 60, ¶1.** The duties of the local church board shall be as follows:

(1) To provide a place of worship.

(2) To nominate pastor and assistant pastor and to recommend all changes of pastors [Section 53, ¶1; 53, ¶13]. The local church board shall not nominate a minister from outside the bounds of the district organization in which it is located without previous consultation with the district superintendent; nor shall it call such a minister over the protest of the superintendent, when he is supported in this objection by two other members of the district council [Section 88, (10)].

(3) To give due consideration to the financial obligations of the church to the pastor. Since the Scriptures so plainly teach that he who preaches the gospel shall live by the gospel, and that it is the duty of the pastor to feed the flock of God over which the Holy Spirit has appointed him, and knowing that he can not be at his best in so doing unless he devotes his whole time to it; therefore, the needs of the pastor shall receive first consideration.

(4) To supply the pulpit when any temporary vacancy arises or when without a regular pastor.

(5) To collect all finances and disburse the same; and to see that the church raises its portion of the United Stewardship Fund thus caring for General Church interests. The money shall be sent to the



district treasurer, and he in turn shall forward same to the General Treasurer.

(6) Each local church shall contribute to the Pilgrim Pension Plan fund each month an amount equivalent to 5% of the pastor's salary for the year ending March 31, 1963; 6% for the year ending March 31, 1964; 7% for the year ending March 31, 1965; and 8% thereafter. These moneys are to be remitted to the district treasurer, who will forward same to the general pension treasurer. If the pastor of the local church is not a member of the Pilgrim Pension Plan, the above percentages paid by the church of which he is pastor shall be placed in a fund to assist aged ministers [Section 2, ¶30; 225, ¶2].

(7) To examine candidates for membership and pass on them.

(8) To attend to all matters pertaining to the government and interests of the local church not otherwise provided for.

(9) In order that people may be enlightened concerning institutions of the Pilgrim Holiness Church, local churches shall open their doors at least once annually to representatives of the Department of World Missions and the educational institutions. At such gatherings the representatives may present the needs of the several church departments and institutions, and an offering shall be taken for their maintenance. In arranging for such promotional visits the administrations shall co-operate with both district and local officials.

(10) To appoint a committee to examine, audit, and correct all local church and Sunday school records shortly before each quarterly and annual meeting.

(11) To nominate, prior to the annual church meeting, two or more persons for Sunday school superintendent; two or more persons for church treasurer [Section 43, ¶3]; two or more persons for the office of church secretary; two or more qualified persons for delegate to the annual conference; and two or more persons for the president of the missionary society [Section 89, ¶1]. [For duties relative to Sunday schools, see Sections 43 and 71; and for standing committees, see Sections 52, 60, ¶1, (8).]

¶2. The local church board shall, at any regular meeting, have power to fill vacancies in the offices of Sunday school superintendent, treasurer, secretary, elders, and deacons, for the remainder of the

year. All other vacancies may be filled at the pleasure of the board.

¶3. The board shall not permit fairs, festivals, dramatic exercises, so-called sociables, or anything of like nature, to be held in connection with the church or any department of its work.

¶4. The local church board shall recommend candidates for local preacher's license and deaconess's license [Section 140, ¶2] to the district superintendent; also candidates for license and renewal of license, as ministers, deaconesses, evangelists, or song evangelists to the district conference [Section 144, ¶1; 147]. It shall also perform any other duties required of it by this Manual with reference to the ministry.

¶5. The local church board shall direct the board of trustees in attending to all legal matters of the church according to Section 51. No local congregation of the Pilgrim Holiness Church, or any minister or member of the church, shall buy property or erect a building for the purpose of establishing a place of worship without first having the approval of the district council for its location [Section 102, ¶9].

¶6. Before any local Pilgrim Holiness Church is incorporated, a copy of the proposed articles of incorporation shall be submitted to the district superintendent of the district wherein such local church is situated, and no church shall be incorporated until said proposed articles shall be approved by such district superintendent, and such incorporation authorized by the district council [Section 88, (13); 102, ¶10]. No board of trustees or church board may divert property from the Pilgrim Holiness Church [Sections 51, ¶4; 102, ¶20].

¶7. Each local church shall carefully regard its relation and duty to the district organization in which it is located and shall cooperate with and be subject to the advice of its district superintendent.

**Section 61, ¶1.** Regular monthly business meetings shall be held, and the majority of the local board shall constitute a quorum. The pastor shall at these meetings report his activities related to the local church: his calls to members, non-members, at hospitals, sermons preached, et cetera. [Section 54, ¶1, (5)]. The secretary or treasurer shall give an itemized report of all receipts and disbursements.

¶2. Special meetings of the local church board shall be called by the secretary upon request of the pastor or three members of the board. No special meetings of the board shall be called in the absence of the pastor except when calling a pastor. All members of the board must be present at a specially called meeting, or each shall have been notified either personally or by a notice mailed to his residence, at least 48 hours previous to the time set for the meeting.

**Section 62.** The Pilgrim Holiness Church is opposed to organizations, either of labor or of capital, which involve Christians in unscriptural alliances.

### Special Rules

**Section 63.** If at any time the local church board should feel the need of counsel, or difficulty should arise in which it feels incompetent to reach the best conclusions, it may refer the same to the district council.

**Section 64.** Whereas the present trend toward immodesty of dress is so evidently out of keeping with the Word of God, the girls and women who are members of the Pilgrim Holiness Church are not to appear in public wearing the immodest forms of dress so current today; such as sun suits, shorts, dresses of immodest length, slacks, or similar garments, or without stockings. Men and boys of the church are not to appear in public in shorts or without shirts.

**Section 65.** All Pilgrims are expected to patronize the Pilgrim Publishing House (226-228 East Ohio St., Indianapolis 4, Indiana).

**Section 66, ¶1.** Inasmuch as many Pilgrims believe that military warfare is contrary to the teaching of the New Testament, and their conscience is therefore violated by being compelled to take part in such; while others believe that their obligation to the State is such as to require them to take their place in the armed forces, or otherwise support the war effort, when asked to do so in times of national emergency: The Pilgrim Holiness Church therefore agrees to lend moral support to the cause of all members in good standing that their conscience be not violated.

¶2. The Pilgrim Holiness Church is opposed to compulsory peacetime military training.

**Section 67, ¶1.** The General Conference of 1950 adopted the following resolution:



¶2. Inasmuch as our church is traditionally against the wearing of rings, and

¶3. Whereas we deem this is for the best interest of the church

¶4. Therefore be it resolved that this General Conference go on record as opposed to the wearing of all rings.

**Section 68.** In view of the present tendency among religious bodies to go outside of their scriptural and ordered sphere of service into areas which are harmful to spiritual life, therefore interchurch sponsored athletics are prohibited.

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## Sunday Schools

**Section 69, ¶1.** As the church in all ages has been mainly dependent upon its children for its future, Pilgrims should give due diligence that, like the Saviour's precept concerning the Sabbath, the Sunday school may be regarded for the children, and not the children for the Sunday school. Let it be the constant aim of every pastor to so co-operate with the Sunday school that it may prove, under God, the greatest agency of the church outside the regular preaching services.

¶2. There shall be a district Sunday school board of not less than three members appointed by the district council. The members of this board shall hold office for a term of three years each, but their terms of office shall be staggered in such a manner that an entire new board shall not take office at any one time; viz, (1) The first member of the Sunday school board shall hold office for three years; (2) the second member to be appointed shall hold office for two years; and (3) the third member to be appointed shall hold office for one year. Thereafter, the term of any member shall be filled by the district council for three years [Section 102, ¶13].

¶3. There shall be a conference promotional secretary of Sunday schools who shall be appointed each year by the district council. Such conference promotional secretary of Sunday schools shall be ex-officio member and chairman of the district Sunday school board [Section 102, ¶13].

¶4. It shall be the duty of this board: (1) To supervise the Sunday school work of the district in harmony with the direction and advice



of the Secretary of General Sunday Schools and Youth. (2) It shall be the duty of this board to encourage the organization and maintenance of a Sunday school in each church in the conference and to establish mission Sunday schools wherever practicable. (3) The board shall plan for a district-wide or zone-wide Sunday school convention or institute, in co-operation with the district superintendent. (4) The board shall arrange for the holding of special services in the interest of Sunday school work in general gatherings, such as camp meetings, conferences, etc. The district Sunday school board, through the conference promotional secretary of Sunday schools, shall report to the district conference and also the Secretary of General Sunday Schools and Youth.

**Section 70, ¶1.** It shall be the duty of the local church board to maintain a Sunday school for the purpose of teaching the Holy Scriptures and leading the pupils to a saving knowledge of Christ.

¶2. One Sunday each year shall be set aside for a Sunday school rally. On that day a special effort shall be made to raise funds for the promotion of Sunday school work under the direction of the Secretary of General Sunday Schools and Youth.

¶3. Within five days following the last Sunday of the month, a report of the average attendance for the month shall be mailed to the conference promotional secretary. Said report shall be mailed by the local Sunday school secretary. The pastor or Sunday school superintendent shall see that this is carried out [Section 54, ¶1, (10)].

**Section 71, ¶1.** The Sunday school board of which the pastor shall be the regular chairman shall consist of the pastor, the Sunday school superintendent, the assistant Sunday school superintendent, Sunday school secretary, Sunday school treasurer, and department Sunday school superintendents. (For manner of election see Section 42, ¶1 and Section 43.) Their duties shall be as follows:

(1) Make recommendations for Sunday school teachers and co-teachers to the church board.

(2) Provide for needed literature and equipment and have the general oversight of the Sunday school.

¶2. Members in the Sunday school shall be classified as follows: active, cradle roll, and home department.

(1) Active members shall be persons enrolled in the regular school whose attendance at the Sunday sessions is expected.

(2) Cradle roll members shall be children under four years of age enrolled in the cradle roll department.

(3) Home department members shall be persons who are enrolled in the home department, but who are unable to attend the regular Sunday sessions.

(4) Active Sunday school enrollment shall be defined to mean the total number enrolled as active scholars.

(5) Total Sunday school enrollment shall include all active, all cradle roll, and all home department members.

(6) Active members may be dropped from the roll whenever they have absented themselves from the class sessions for three months without a reasonable excuse. Cradle roll members shall be confined to homes of the community where help can be rendered, and should be transferred promptly to active membership when the proper time is reached—the fourth birthday or shortly thereafter.

¶3. A Sunday school workers' conference should be held each month. All the Sunday school officers, teachers, and assistant teachers shall be required to attend the monthly Sunday school workers' conference. The purpose of the Sunday school workers' conference

(1) To create a better understanding of the Sunday school task and to become familiar with the needs of the school.

(2) To guide workers in improvising methods.

(3) To create a unified program carried out without confusion, misunderstanding, or overlapping.

(4) To evaluate progress, set goals, and make plans.

(5) To provide time for special prayer and inspiration to motivate the workers.

(6) To bring encouragement by giving reports concerning souls that have been won to Christ, growth and progress in building Christian character, gains or losses in attendance, new contacts in the community, what others are doing and have done, and offering basic instruction for more effective teaching.

¶4. No person shall hold office or teach who is not in the experience of entire sanctification, or who does not teach the cardinal doctrines of the church.

¶5. Our Sunday schools are requested to purchase from our publishing house the literature recommended by the General Board.

¶6. The Secretary of General Sunday Schools and Youth shall prepare a Sunday school standard for Sunday schools of the Pilgrim Holiness Church, same to be ratified by the General Board.

**Section 72.** Since daily vacation Bible schools are of so much value to children, we recommend that they be held annually in each church.

**Section 73.** Because of the pernicious and trashy books which are being so freely circulated, every Sunday school should provide a library of books suitable to the youthful understanding. Such books should be purchased as will point toward the highest possible success, not from a worldly standpoint, but in helpful service to our fellow men and perfect love toward God.

(For Sunday school teacher training course see Section 212).

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## Youth Societies

**Section 74, ¶1.** There shall be an organization to promote Christian experience and develop holy character among the young people of the Pilgrim Holiness Church.

¶2. The organization shall be called Pilgrim Youth Society of the \_\_\_\_\_ Pilgrim Holiness Church.

¶3. Object of the Pilgrim Youth Society shall be:

(1) To instruct Pilgrim youth in the doctrines of the Bible and of the church.

(2) To train them for Christian service through properly directed activities.

(3) To inspire, teach, and enlist Pilgrim youth in evangelization of the world.

(4) To provide Christian fellowship.

(5) To encourage Christian stewardship.

¶4. Membership: (1) Active members. Young people between the ages of 12 and 35 who are members of the Pilgrim Holiness Church or Christian young people who are in harmony with the

doctrines and standards of the Pilgrim Holiness Church.

(2) Associate members. Young people between the ages of 12 and 35 of good character, who accept the moral standards of the Pilgrim Holiness Church as their rule of conduct.

(3) Honorary members. Honorary members shall be those who are Christians and members of the Pilgrim Holiness Church but who are excluded from active membership by the age limit. (This does not apply to the president of the society nor the pastor.)

¶5. Membership shall carry full privileges except only active members shall be eligible to hold office, serve as chairmen of standing committees, or delegates to the annual youth conference.

¶6. All active and associate members shall be received upon the signing of the membership pledge.

¶7. The officers of this society shall be a president, vice-president, secretary, and treasurer. The president shall be a member of the Pilgrim Holiness Church. Exceptions may be made only by the local church board.

¶8. Election of officers: The officers of the local Pilgrim youth society shall be elected at least 30 days preceding the annual district conference and shall take office at the beginning of the new conference year.

¶9. Election of officers shall be as follows: There shall be a committee on nominations, elected by the members of the Pilgrim youth society of not less than five active members. The pastor of the church shall be chairman of this nominating committee. They shall nominate one or more candidates to the various offices, and the names shall be presented to the members of the Pilgrim youth society called for the special purpose of conducting an annual election. A majority vote shall be required to elect.

¶10. The pastor of the church shall serve as the youth counselor or he shall appoint someone to represent him. The youth counselor will meet with the officers of the youth society at their regular board meetings.

¶11. Local youth society officers, with the pastor or his appointee, shall constitute the board of the local youth society. Any action



taken by the local youth society board shall be subject to the approval of the local church board.

¶12. The local youth society board shall appoint a solicitor or a committee responsible for new and renewal subscriptions to the *Pilgrim Youth News*. They shall also promote the circulation of the *Pilgrim Youth News* in the local society, the church, and the community in every way possible.

¶13. Where possible, Pilgrim youth societies shall be organized into the three following groups: Junior Society - through 12 years of age; Teen-agers Society - 13 through 19; Adult Youth - 20 through 35. Junior Society members under 12 years of age shall be classed as Honorary Members. The local youth society shall contribute for the operation of the Department of Sunday Schools and Youth an amount equal to 5% of their total receipts.

**Section 75, ¶1.** All local Pilgrim youth societies within the boundaries of each district shall be members of the district Pilgrim youth society.

¶2. The Pilgrim youth conference shall meet annually for the purpose of hearing reports from the district youth officers, zone chairmen, and presidents of local societies; and transacting any business pertaining to the district Pilgrim youth society.

¶3. Membership in the district youth conference shall be composed of the officers of the district Pilgrim youth society, district superintendent, district zone leaders, pastors of local churches, presidents of the local youth societies, and one delegate from each local society for each 15 active and associate members or major fraction thereof. One delegate may be appointed by the pastor of each local church not having a fully organized Pilgrim youth society.

¶4. The annual youth conference shall organize the district into zones. There shall be zone leaders elected for these zones at the annual youth conference. A zone leader must be a member of the Pilgrim Holiness Church. These zone leaders shall become members of the district youth council. The other members of the youth council who shall be elected by ballot are: the officers of the district youth society namely; the president, the vice-president, secretary,

and treasurer. All district officers shall be active members of a local society and members of the Pilgrim Holiness Church within the bounds of the district. The district superintendent by virtue of his office shall be a member of this district youth council. The district council shall nominate three or more persons for the offices of district president, district treasurer and zone leaders.

### **Election and Duties of District Officers**

#### **¶5. PRESIDENT:**

(1) The first term of the district youth president shall be for one year. Thereafter he shall be elected for a term of two years. He shall hold office until his successor is elected.

(2) The district youth president is responsible to the annual youth conference for the work assigned to him. He is also amenable to the district council, which shall have authority to reprove or remove him and place another in his stead.

The District Council may remove him by two-thirds vote of the council.

(3) It shall be the duty of the district youth president to have general oversight of the youth work throughout his district; to visit, or have his assistant visit, without fail, each zone in his district at least twice a year, and to preserve carefully in his office, for future reference, the reports received on these visits; and to preside, when present, at the annual zone meetings.

#### **¶6. VICE PRESIDENT:**

The vice president shall hold office for a term of one year and shall serve as an assistant to the district youth president in whatever capacities the youth president shall appoint.

#### **¶7. SECRETARY:**

(1) The district youth secretary shall be elected for a term of one year, or until his successor shall be elected.

(2) It shall be the duty of the district youth secretary to keep a record of the actions of the annual youth conference, of all meetings of the district youth council, and to perform other necessary duties; to arrange, alphabetically, a classified list of zone presidents and local youth presidents; and to give to each local society president 60 days' notice of the date of the annual district youth conference.

**¶8. TREASURER:**

(1) The district youth treasurer shall be elected for a term of one year, or until his successor is elected.

(2) It shall be the duty of the district youth treasurer to receive and disburse all district youth funds as ordered by the annual youth conference or district youth council; to keep a correct record of all financial transactions of the district youth, reporting same to the annual youth conference and, when requested, to the district youth council.

¶9. All actions taken by the district youth council not previously authorized shall have the confirmation of the district superintendent or the district council. This shall also apply to the election of all district youth officers.

¶10. The youth executive council shall always give proper recognition to the district superintendent as head of all conference work and shall conduct its program in harmony with the other departments and with the principles and standards of the Pilgrim Holiness Church.

¶11. The activities and actions of the district youth organization shall at all times be in harmony with this Manual and the planning of the district conference.

**Section 76, ¶1.** The Secretary of General Sunday Schools and Youth shall preside at the annual youth conference or he shall designate someone to serve in his place. The Secretary of General Sunday Schools and Youth shall be elected at the General Conference and become the General Director of Pilgrim Youth Societies. The General Board and Executive Council shall constitute the General Board of the Pilgrim Youth Society. The Secretary of General Sunday Schools and Youth shall submit to the General Board annually a report and make recommendations for the advancement of the work.

¶2. Upon the approval of the General Board there shall be a policy adopted regulating the work of the Pilgrim Youth Society. This policy shall be printed and distributed to all youth societies. It shall be called *The Handbook For Pilgrim Youth Societies*.

**Local Missionary Society—Constitution and By-Laws**

**Section 77. ¶1.** The 1942 General Conference enacted legislation which makes provision for the organization of local missionary societies in churches where they may be desired. The constitution and by-laws for such societies follows:

**Constitution****Article I—Name**

¶2. This society shall be known as the Missionary Society of the

.....  
(Ex.: The Missionary Society of the Rees Memorial Pilgrim Holiness Church.)

**Article II—Purpose**

¶3. The purpose of this society shall be the promotion of the interests of the kingdom of God through the missionary work of the Pilgrim Holiness Church, both home and foreign.

**Article III—Affiliation**

¶4. The missionary societies of the Pilgrim Holiness Church each shall be a constituent part of some local church organization, and as such shall be subject to the supervision of the pastor and the local church board.

**Article IV—Officers**

¶5. The offices of the missionary society shall be: president, vice-president, secretary, and treasurer. The term of office and the duties of each shall be fixed by a by-law.

**Article V—Membership**

¶6. Membership in the missionary society shall have two ratings: first, active members; second, associate members.

¶7. Active members shall be members of the local Pilgrim Holiness Church. Associate members shall be those interested in the work of the society and who wish to assist in its efforts but who are not members of the Pilgrim Holiness Church. Active members



form the voting body of the society, and from the ranks of these members shall the officers be drawn.

¶8. Membership in the missionary society shall be open to both men and women. There shall be no membership dues except such as may be decided upon by the society, subject to the approval of the church board. The basis of membership shall be simply a heart interest in the work of Christian missions and a willingness to support the efforts as God may make such support possible.

#### Article VI—Meetings

¶9. The missionary society shall hold a meeting at least once a month. More frequent gatherings may be arranged for in accordance with local opportunities. The meeting schedule of the society shall, of course, be with the knowledge and consent of the pastor and/or the local church board. These meetings shall be held for the purpose of promoting the interests of the society. Business meetings shall be held as often as necessary and may be combined with services held for other purposes.

#### Article VII—Finances

¶10. Finances may be collected by the society for the cause of missions in the Pilgrim Holiness Church or for the incidental needs of the society itself. All funds raised for the missionary cause should be remitted to the General Church Treasurer through the local and district church treasurers. Monies may be raised for some specific missionary interest, provided that the local church quota for the entire United Stewardship Fund is paid in full up to date. All funds raised by the missionary society shall be credited to parent local church.

#### Article VIII—Representation and Literature

¶11. Missionary speakers chosen to address meetings of the society shall, if possible, be representatives of the missionary work of the Pilgrim Holiness Church, but in any event should have the approval of the pastor. The same rule shall hold with reference to missionary literature, except that no missionary literature shall be distributed other than that of the Pilgrim Holiness Church unless it has the approval of the Secretaries of Church Extension and Foreign Missions.

## Article IX—By-laws

¶12. By-laws shall be provided for the further guidance of the missionary society. Such by-laws may be amended by any business session of the society, provided that the laws adopted are in harmony with the Manual of the Pilgrim Holiness Church and these articles.

## Article X—Amendments

¶13. These articles may be amended only by the General Conference of the Pilgrim Holiness Church and in the same manner as any change in the Manual of the church is effected.

## Section 78. By-Laws

## Duties of Officers

¶1 **President.** It shall be the duty of the president of the society to preside at all meetings of the society, except those called for elections, and to have oversight and supervision of the activities of the body. While the responsibility of leadership for the society is upon the president, yet it is highly desirable that the president shall use as many of the members as possible in order to promote leadership among them. The president shall report annually to the missionary society and to the local church board as to the activities of the society, number of meetings held, etc.

¶2. **Vice-President.** The vice-president shall serve as an assistant to the president and shall succeed to the office of president in the event of that office becoming vacant between annual elections.

¶3. **Secretary.** It shall be the duty of the secretary to keep a list of names and addresses of all members of the society, to notify members of dates and places of business meetings, and otherwise assist in the work of the society as requested by the president.

¶4. **Treasurer.** The selection of a treasurer shall be optional with the local church board. The regular church treasurer may serve as custodian for missionary society funds if so instructed by the board. Or it may be arranged to have the offices of secretary and treasurer filled by one person, a secretary-treasurer. The treasurer shall keep a record of all funds handled by the society and shall make an annual report to the society and to the local church board of the same. More frequent reports may be given if requested.

### Election of Officers and Terms of Office

¶5. The officers, except the president, shall be elected from among the active members of the missionary society at the annual business meeting by a majority vote; such elections shall be subject to the ratification of the local church board. Candidates for election to the office of president of the foreign missionary society shall be nominated by the local church board.

¶6. Officers shall hold office for a period of one year, or until their successors are elected. They shall enter upon their duties the first day of the conference year [Section 42, ¶1].

¶7. Special elections may be held during the year to fill vacancies in which case the elections shall be for the unexpired term only.

### Executive Committee

¶8. The officers of the society shall form an executive committee, of which the president shall be chairman. This committee shall meet at the call of the chairman or at the wish of any two of the officers.

¶9. The duty of the committee shall be to advise with the president on matters pertaining to the work and welfare of the society. In matters of decision coming before the committee, the president shall be bound by a majority vote of the committee.

### Business Meetings

¶10. There shall be an annual business meeting held for the purpose of hearing the reports of the president and treasurer and to elect officers.

¶11. Special meetings may be called as seem advisable.

¶12. The pastor shall preside at all meetings of the society where elections are held.

¶13. The time of the annual business meeting and of any special elections shall have the approval of the local church board.

### By-Laws Amended

¶14. These by-laws may be amended by a majority vote of the active members of the society at any regular or special business

meeting, provided at least three days' notice of such meeting is given; and provided further that such amendments are in harmony with the Articles and the Manual of the Pilgrim Holiness Church.

### **District Missionary Society**

**Section 79, ¶1.** There shall be a district missionary society organization in each district for the purpose of stimulating missionary interest and to coordinate activities on three levels: district home missions, General Church Extension, and World Missions.

**¶2.** The district missionary society president shall be elected in the district from nominations by the district council of two or more persons.

**¶3.** The secretary, the treasurer, and the two advisory members shall be appointed by the district council.

**¶4.** These officers shall make up the district missionary committee, the president serving as chairman. This committee may annually recommend to the district council nominations for these positions. It shall be the responsibility of this committee to raise the funds necessary for operating the district missionary society organization.

**¶5.** The district missionary society president shall, by virtue of office, be a member of the district conference.

**¶6.** The district missionary committee shall be amenable to the district council.

### **Duties of Officers**

**¶7. District Missionary Society President.** In cooperation with the missionary society director at the headquarters offices, the president shall organize adult and junior missionary societies in churches where the local congregations wish them. The president shall give direction and assistance to organized societies, arrange for zone missionary society rallies in the district, promote missionary interest at camp meetings, arrange with the district council or camp board for special missionary society services during camp meetings, and report annually to the district conference on district missionary society activities.



**¶8. District Missionary Society Secretary.** The district missionary secretary shall record minutes of meetings of the district missionary committee, notify the local presidents of dates and places of such rallies, keep a record of the district missionary society zone rallies, and assist the district missionary president in promoting missionary society work throughout the district.

**¶9. District Missionary Society Treasurer.** It shall be the duty of the district missionary treasurer to receive and disburse all missionary society moneys. Money designated for general church purposes shall be sent to the district treasurer for forwarding to the General Church Treasurer. The district missionary treasurer shall report to the district conference.

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## Districts

**Section 80.** The territory covered by the gospel work of the church shall be divided into districts by the Executive Council [Section 237]. Each of these districts shall be designated by a name approved by the Executive Council. In fixing the boundaries of each district, such boundary lines shall be made to conform to state boundary lines wherever the same can be done without material injury to our work, so that each district shall lie wholly within the boundaries of one state. In those districts, as presently constituted, that have territory within the bounds of more than one state, divisions and adjustments should be made when and where possible to make the same conform to this section.

## District Officers

**Section 81, ¶1.** Each district shall have the following officers: district superintendent, assistant district superintendent, district secretary, and district treasurer.

**¶2.** In addition to the officers named in ¶1 of this section, each district shall have a district council, an examining board, an educational board, and a board of trustees.

**¶3.** Said officers shall be elected by the annual conference, as in Section 83, ¶1, (6-10).

### Annual Conference

**Section 82, ¶1.** In every district there shall be an annual conference, which shall consist of the district council, all licensed and ordained ministers [Sections 102, ¶21; 160], ordained deaconesses, and lay delegates [Section 45] who may be present, whose affiliation is with that particular district organization. Only those ministers who are actively engaged in the Pilgrim Holiness Church shall have a voice and vote in the district conference. A general superintendent or an appointee of the general superintendent shall act as chairman; or, in case of necessity, the district superintendent or his assistant shall be chairman. Other Pilgrim Holiness ministers and deaconesses may be permitted to join in the deliberations and to have a seat within the conference bar as advisory members, by special permission of the conference.

¶2. The date of each annual conference shall be fixed by each district council so as to make possible the attendance of the presiding general superintendent, and at least 60 days' notice of the date fixed shall be given by the district secretary to each local church in such district [Sec. 102, ¶22].

¶3. All delegates shall pledge themselves to their local church that they will stay until the close of the annual conference unless called home by sickness or death.

¶4. Any church or pastor failing to raise the United Stewardship Fund without good reason shall be denied a voice in the annual conference.

**Section 83, ¶1.** The duties of the annual conference shall be as follows:

(1) To inquire into and hear written reports concerning the condition of every local church and Sunday school within its bounds; said reports to cover, among other items, their spiritual, numerical, and financial standing.

(2) To hear reports from the district superintendent, the assistant district superintendent, and other district officers.

(3) To hear reports from each minister, which, among other things, will reflect the visitation activities of the local church laity [Section 54, ¶1, (11)].

(4) To make plans for the advancement of the work of the district.

(5) To formulate in resolutions any desired changes in the government of the district, provided such resolutions are in complete harmony with the Manual.

(6) To elect, by a two-thirds vote, the district superintendent [Sections 86-88], the assistant district superintendent [Section 89], the district secretary [Sections 90, 91], and the district treasurer [Sections 92, 93, 102, ¶5]; to elect by a majority vote at least three other members of the district council [Sections 100, 101]. The district secretary and district treasurer are to be elected from nominations previously made by the district council. [Section 102, ¶5].

(7) If either the Executive Council or the district conference, by a majority vote, requests the general superintendent to do so, he may make one or more nominations for district superintendent to the district conference. In such case the voting shall be restricted to the nominees.

If the conference by vote rejects three nominations made by the general superintendent, the election shall then become the responsibility of the Executive Council which shall have final authority.

(8) To elect an examining board of at least three members [Sections 94, 95, 102, ¶5].

(9) To elect a district board of trustees in accordance with the laws of the state in which they are to serve. In the absence of any state law governing such election, such trustees shall be elected by a majority vote of the members present and voting at such district conference.

(10) To elect an educational board of at least three members [Sections 96, 97, 102, ¶5].

(11) To act upon all applications for license for ministers, deaconesses, evangelists, or song evangelists, and to publish a list of approved evangelists, singers, musicians, and children's workers in the district conference minutes. Only those evangelistic workers so recognized by the district conferences shall be listed in the evangelists' slates in the *Pilgrim Holiness Advocate* [Section 166].

(12) To pass upon and authorize the ordination of candidates to the ministry or to the office of ordained deaconess [Sections 146, 149].

(13) To select, at the annual conference immediately preceding the International Conference, ministerial and lay delegates to the International Conference according to the ratio provided for in Section 106, ¶2, 3.

(14) To adopt resolutions, not over 5 in number, covering desired changes in or additions to the Manual and to send immediately said resolutions as memorials to the chairman of the Polity Committee [Sections 91, ¶1 (5); 111, ¶1 (1)].

(15) To publish annually a journal or minutes of the annual conference proceedings, said publication to be in book form, 9" x 6", outside measurement, and printed in 8-point type. A tabulated system shall be used in compiling local church statistical reports for said minutes, such tabulations to show a comparison of local church totals as well as district totals.

(16) The district secretary shall send copies of the Annual Conference Minutes as follows: 10 copies to the General Secretary at headquarters, two copies to each of the railway and bus clergy bureaus, and one copy to each district superintendent [Section 91, ¶1 (6)].

(17) To grant special commission to those called and gifted as evangelists.

(18) To make plans for the collection of the United Stewardship Fund, which includes church extension, Sunday school and youth work, general administration, contingent fund, church extension loan fund, and senior college [Section 138].

¶2. The district shall provide a parsonage and telephone for the district superintendent.



¶3. All meetings of the annual conference shall, in absence of specific instructions appearing in this Manual, be governed in methods of business procedure by the rules of common parliamentary law.

¶4. A district conference may not impose any rules upon its people which are contrary to this Manual.

¶5. All the powers of the body herein designated as the annual conference shall be continuous until the convening of the next succeeding annual conference, and at any time after the conclusion of its regular session, it may, at the request of the district council of the district with the approval of the Executive Council of the General Board be reconvened as an adjourned meeting for the purpose of considering and acting upon any matter of which it is given jurisdiction under the provisions of the Pilgrim Holiness Church Manual.

**Section 84, ¶1.** Any district may divide into two or more separate districts or conferences.

¶2. If they desire to divide into two or more districts within one conference they may, by a two-thirds vote of the conference, make such division for a period not to exceed four years.

¶3. They must then secure permission from the Executive Council to organize as regular conferences, or to continue as a divided conference for a period not to exceed two years, at which time they must organize as separate conferences. During the two-year interim, any district may appeal to the Executive Council for extension of time, the length of said extension to be determined by the Executive Council.

¶4. Any district conference that desires to divide into two or more separate conferences without the trial period may do so by a two-thirds vote, provided they have received the approval of the Executive Council.

¶5. (1) Any district that desires to divide into two or more separate districts, or is to be divided by action of the Executive Council, shall present to the Executive Council, for its approval, a resolution duly adopted by the district council of the district desiring division, or to be divided, setting forth such desire and describing the boun-

daries of the separate districts, and proposing names for the new districts to be created.

(2) Such resolutions shall properly describe the property, real, personal, or mixed, then held by such district, by its trustees or otherwise, and the manner in which such property and pending matters is to be divided between the proposed new districts.

(3) If such division is approved by the Executive Council, division of such district shall proceed as in said resolution proposed; and all transfers of property and pending matters shall be made.

(4) Upon approval of such division of a district, the Executive Council shall name a trustee, or trustees, to whom the district property shall be duly conveyed, who shall hold such property in trust to be reconveyed to the new districts as in said resolution proposed, upon completion of the organization of the new districts and election of their officers.

(5) Election of officers of new district. Upon approval by the Executive Council of the division of a district, the district council of the district to be divided shall fix a date for meeting in each new district for the purpose of election of officers for each new district, and each local church within each new district shall be given notice of the date so fixed at least 60 days prior to the date so fixed.

(6) Upon receiving such notice, each local church shall hold a church meeting for the purpose of electing delegates to such a district meeting, and shall elect such delegates under the same rules and regulations as set out in Section 45 of this Manual for election of delegates to annual conferences.

(7) Such meeting in said new district shall be held under the same rules and regulations as govern the annual conference of the districts, except that its membership shall not include a district council until one has been elected at such meeting.

(8) All officers elected at such meeting shall serve until the next annual conference, and their successors shall be elected and assume the duties of their respective offices.

(9) Upon the election of officers of each such new district and the transfer of all property and all pending matters to such new districts as set out in said resolution, the old district shall be deemed dissolved,

and the terms of office of the officers of such district so divided shall terminate and all of their respective powers, duties, and authority shall be vested in the respective officers of such new districts.

**Section 85.** Before any Pilgrim Holiness Church district is incorporated, a copy of proposed articles of incorporation shall be submitted to the Executive Council, and no such district shall be incorporated until said proposed Articles shall be approved by such Council [Section 135, ¶1, (6)].

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### District Conference Officers

**Section 86. District Superintendent.** The first term of the district superintendent shall be for one year. Thereafter, he shall be elected for a term of two years. He shall hold office until his successor is elected. In the event the office of the district superintendent is vacated for any reason, the assistant superintendent shall thereby become the district superintendent until the next annual conference. If for any reason the assistant superintendent is not able to accept the office of district superintendent, the council has the right to fill the vacancy by majority vote.

**Section 87, ¶1.** The district superintendent is responsible to the annual conference for the work assigned to him. He is also amenable to the Executive Council, which shall have authority to remove or reprove him, or to request the district that another be placed in his stead.

¶2. The district shall pay to the retiring district superintendent one month's salary or the equivalent of one month of his average monthly offerings during the last year of his service.

**Section 88, ¶1.** The duties of the district superintendent shall be as follows:

- (1) To have general oversight of the work throughout his district.
- (2) To act in conjunction with the district council in effecting the appointment of pastors or the changing of pastors [Section 53, ¶1, 4, 7].
- (3) To preside over quarterly meetings, if it is possible for him to attend. If not, his assistant shall do so.

(4) To renew, with the district secretary, the licenses of the candidates who are pursuing the course of study [Section 144, ¶6], if ordered to do so by the annual conference. [Section 83, ¶1 (11)].

(5) To sign, with the district secretary, the credentials of all ministers and deaconesses in his district [Sections 140, ¶2; 144, ¶6; 147].

(6) To cause to be sent out the quarterly report blanks and to summarize their contents when they are returned. These, together with a report of his own labors, he shall then forward to his general superintendent. With the blanks for the second quarter, he shall mail the blank required for the recommendation of pastors, deaconesses, and other ministers by the local church board; and shall, after receiving the third quarterly report from the pastors, deaconesses, and other ministers, together with recommendations, endorse their names to the district council for renewal of credentials for the forthcoming year. (For duties in connection with the supplying of churches with pastors, and the recommendation of ministers, deaconesses, and licentiates, see Sections 53, ¶1, 7, 8; 60, ¶1, (2); 154; 158.)

(7) To examine the records, personally, and see that the deeds of all church property within the bounds of the district are properly recorded, or have the deeds mailed to him for examination. He must then send a report of his findings to his General Superintendent, giving the name and location of each church.

(8) To investigate carefully the support of pastors and other workers, and such other matters as may tend to increase the usefulness and spirituality of the church. He shall see that each church makes vigorous efforts to do its share in support of district and general interests.

(9) To visit, or have his assistant visit, without fail, each church in his district at least twice a year, and to preserve carefully in his office, for future reference, the reports received on these visits (Section 57).

(10) To give reasons for his objection, in case of protest, to calling a pastor from outside the bounds of his district [Section 60, ¶1, (2)].



(11) To act, in conjunction with the local church board, upon a pastor's application for release from his appointment [Section 53, ¶12].

(12) To preside, when present, at annual local church meetings [Section 40].

(13) To approve the Articles of Incorporation of local churches and present them to the district council for authorization [Sections 102, ¶10].

(14) To attend an annual meeting of district superintendents and college presidents in conjunction with the November semiannual meeting of the General Board [Section 133, ¶1 (24)].

### **Assistant District Superintendent**

**Section 89.** The assistant district superintendent shall hold office for the term of one year, and, as his name implies, shall serve as an assistant to the district superintendent in whatever capacities the district superintendent shall appoint.

### **Secretary**

**Section 90.** The district secretary shall be elected for a term of one year, or until his successor shall be elected.

**Section 91, ¶1.** The duties of the district secretary shall be as follows:

(1) To keep a correct record of the actions of the annual conference and of all meetings of the district council, and to perform the other necessary duties devolving upon him.

(2) To sign, with the district superintendent, the credentials of all ministers and deaconesses in his district [Section 88 ¶1 (5)].

(3) To arrange, alphabetically, a classified list of the names and addresses of ministers of the district in the annual minutes. He shall designate whether the above ministers are engaged in pastoral, evangelistic, educational, or other accredited work as follows:

**Active Ordained Ministers**

Pastors, evangelists, resident ministerial students, persons engaged in other denominational posts, and persons retired for reasons of age and/or health.

**Inactive Ordained Ministers**

Persons engaged in ministerial work outside the Pilgrim Holiness Church, and all ordained ministers not otherwise listed.

**Active Licensed Ministers**

Pastors, ministerial students enrolled in college or in the Ministerial Study Course Agency or otherwise pursuing studies approved by district educational board. (Following the name an arabic number in parenthesis should be used to indicate whether licentiate holds first, second, or third year license.)

**Inactive Licensed Ministers**

Persons engaged in ministerial work outside of the Pilgrim Holiness Church, and all licensed ministers not otherwise listed.

**Active Ordained Deaconesses**

All active deaconesses and those retired for reasons of health and/or age.

**Inactive Ordained Deaconesses**

All ordained deaconesses not otherwise listed.

(4) To send to the General Secretary, at the close of the annual conference, previous to the meeting of the International Conference, a list of the delegates elected to the International Conference.

(5) To send to the chairman of the Polity Committee, immediately following the close of the last annual conference previous to the International Conference, a copy of the memorials adopted by the district [Sections 83, ¶1, (14); 111, ¶1 (1)].

(6) To send immediately upon adjournment of the district conference a copy of each statistical report submitted to the conference to the General Secretary to be filed for reference at headquarters.

(7) To send copies of the annual conference minutes as follows: 10 copies to the General Secretary at headquarters, two copies to each of the railway and bus clergy bureaus, one copy to each district superintendent [Section 83, ¶1 (15)].

(8) To give to each local church in the district 60 days' notice of the date of the annual district conference [Section 82, ¶2].

### **Treasurer**

**Section 92.** The district treasurer shall be elected for a term of one year, or until his successor is elected.

**Section 93, ¶1.** The duties of the district treasurer shall be as follows:

(1) To receive all district funds and disburse same in accordance with the orders of the annual conference or district council. To keep a correct record of all financial transactions of the district reporting same to the annual conference and, when requested, to the district council.

¶2. It is recommended that all district treasurers be bonded, the amount of bond to be determined by each district council [Section 102, ¶19].

### **Examining Board**

**Section 94.** The members of the examining board shall hold office as follows: one for one year, one for two years, and one for three years, each one elected thereafter to serve for three years.

**Section 95, ¶1.** The duties of the examining board shall be as follows:

(1) To examine all applicants for license, such as ministers, deaconesses, evangelists, or song evangelists. To examine them in matters of education, doctrine, practice, personal religious experience, ministerial call and evidence thereof, and circumstances of personal, family, and business life which bear upon his ministry. To report the result of the same to the annual conference at the time the candidate is under consideration [Section 93, ¶1, (11)].

(2) To require applicants for credentials—licensed or ordained—to answer all questions and sign the standard questionnaire provided by the General Board.

(3) To examine applicants as ministers or deaconesses for renewal of license or for ordination, and to pass on them as to their religious experience and personal life. The above findings must be reported

to the annual conference at the time the candidate is under consideration [Sections 144, ¶6; 83, ¶1, (11)].

¶2. Each examining committee or board in each district is authorized to examine each minister, ordained or licensed, on questions of character, doctrine, and conduct.

### **Educational Board**

**Section 96.** The members of the educational board shall hold office as follows: one for one year, one for two years, and one for three years, each one to be elected thereafter to serve three years.

**Section 97.** The duties of the educational board shall be to pass upon the educational status of local preachers (Section 206) and all licensed ministers and deaconesses. In determining such status they shall take into consideration the report of the candidates' studies as supplied by the Ministerial Study Course Agency and/or schools in which the candidates may have been enrolled.

### **Board of Trustees**

**Section 98.** The members of the board of trustees are to hold office as shall be determined by each annual conference so as to conform with the laws of their respective states.

**Section 99, ¶1.** The duties of the district board of trustees shall be as follows: to hold all district property in trust for the Pilgrim Holiness Church; to attend to all legal matters pertaining to the district; to sign all legal papers for loans, money borrowed, renting, selling, and buying property, and disposing of proceeds as ordered by the district council [Sections 219, ¶2; 220, ¶2; 221].

¶2. In the event a trustee or trustees shall not act to expedite the actions and instructions of the district council, he shall, by said action, automatically be disqualified for said office; and the council shall by appropriate action declare his office vacated.

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### **District Council**

**Section 100.** Each district shall have a council of not less than seven members. Each member shall be actively engaged in the Pilgrim Holiness Church. They shall be elected at the annual conference and shall serve through the succeeding year and conference.



**Section 101, ¶1.** District councils may be of varying sizes. A district with fewer than 50 churches shall have seven members on its district council. These shall be the district superintendent, assistant district superintendent, secretary, treasurer, and three elective members, with five members making a quorum.

¶2. A district with 50 to 100 churches may have 9 members on its district council, including the district officers, 5 members making a quorum.

¶3. A district with more than 100 churches may have 13 members on its district council, including the district officers, 7 members making a quorum.

¶4. A member of the district council who moves beyond the boundaries of the district of which he is a member, shall be considered to have vacated his office.

**Section 102, ¶1.** The duties of the council within the district shall be similar to the duties of the General Board over the whole church, except that its oversight shall be more particularly with reference to the individual churches, ministers, deaconesses, and licentiates within its jurisdiction.

¶2. It shall encourage the licensing of Spirit-filled and gifted candidates for the ministry. It may also grant temporary ministerial recognition to ministers coming from other denominations until their proper standing can be ascertained and credentials granted at the next annual conference [Section 171].

¶3. The district council shall have power to review and pass upon the action of the educational board, when such action of the educational board is deemed advisable [Section 145].

¶4. It shall act upon the recommendation of the annual conference in ordaining candidates for the ministry and for deaconess work by appointing at least five ordained ministers who shall ordain the licentiate when he or she has been recommended by the conference [Section 152, ¶2].

¶5. The district council shall nominate to the annual conference one or more candidates for each vacancy to be filled on the examining and educational boards respectively [Section 83, ¶1, (8), (10)].

The district council shall also nominate two or more candidates for district treasurer and two or more candidates for district secretary [Section 83, ¶1, (6)].

¶6. It is advised further that wherever practicable the council may cause the district to be divided for the purpose of holding quarterly meetings.

¶7. It may cause neighboring preaching points to be united into circuits, under the charge of competent pastors.

¶8. The council shall assist in planning the work of the district superintendent, and shall also lend its advice to local churches in the various problems which arise from their financial and spiritual necessities. It is its duty, likewise, to urge the pastors to secure an adequate support for the district superintendent.

¶9. The approval of the district council must be secured with reference to the location of new places of worship [Section 71, ¶2].

¶10. Before any local Pilgrim Holiness church is incorporated, such incorporation must be authorized by the district council [Section 85].

¶11. The district council shall nominate three or more persons for the office of district youth president, district youth treasurer, and zone leaders [Section 75, ¶4].

¶12. The district council shall confirm all actions taken by the district youth council. This shall also apply to the election of all district youth officers.

¶13. The district council shall also appoint a Sunday school board, composed of not less than three members, and a conference promotional secretary of Sunday schools, who shall be an ex-officio member and chairman of the district Sunday school board [Section 69, ¶2, 3].

¶14. The district council shall be called together by the chairman, the number required to constitute a quorum depending upon the size of the council [Section 101, ¶2, 3].

¶15. When the teaching or conduct of any member of the district council becomes such that three-fourths of the entire council votes to remove the offending member from his place, his place shall, upon such vote, be vacant at once.

¶16. If, for any reason, an office is vacated, the council, by a majority vote, may fill the vacancy with the exception of the office of the district superintendent (Section 96).

¶17. It shall be the duty of the district council to approve the selection of pastors as called by the local churches. [Sections 53, ¶6; 60, ¶1, (2)].

¶18. When the local church so requests, by a majority of its membership present and voting, or where two-thirds of a district council deem that a local situation has become such as to demand intervention in order to protect the life and interests of the church, the district superintendent, in conjunction with the district council, shall be authorized to effect the appointment of a pastor or to change pastors.

¶19. It is recommended that all district treasurers be bonded, the amount of bond to be determined by each district council [Section 93, ¶2].

¶20. It shall be the duty of the district council, where a local church becomes disorganized, to take possession of the property of such church on behalf of the district, and to direct any remaining trustees or board members of such disorganized church in the sale or transfer of such property [Sections 51, ¶3; 60, ¶6].

¶21. It shall be the duty of the district council to formulate a list of inactive ministers for the district conference [Section 167].

¶22. It shall set the place and date for the annual district conference. In setting date it shall take into consideration the schedule of the general superintendent of the area [Sec. 82, ¶2; Sec. 116, ¶3 (2)]. The district secretary shall give at least 60 days' notice to each local church in such district [Section 91, ¶1, (7)].

¶23. If the district council shall feel the need of assistance, it may turn for it to the General Board [Section 132].

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## Change of District and School Zone Boundaries

Section 103, ¶1. In the event that any district or school zone shall desire a change in its territory which shall involve the taking of territory from an already established district or school zone,

such desire shall be put in the form of a petition directed to the Executive Council for action.

¶2. The district or school zone most vitally concerned because of possible loss of territory shall be notified by the General Secretary not less than six months before such action is to be considered.

¶3. In no event shall action be taken by the Executive Council until the proposal is thoroughly stated to the district or school zone most vitally affected by prospective loss of territory or interests at a conference either especially called or at the annual conference, at which time the matter shall be presented.

¶4. The majority vote of such district conference or school zone, in official session, shall be sufficient for approval or disapproval of the matter.

¶5. The matter then shall be officially cited for action by the Executive Council at which time the vote of the district most vitally affected shall be stated to the Executive Council by the General Secretary, after which a full report shall be presented, to be considered upon its merits. The majority vote of the Executive Council then shall be sufficient to authorize the petition as in accordance with the full facts.

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## Home Missionary Districts

**Section 104.** Whenever there shall be territory not organized into a district, where there are Pilgrim Holiness churches and the prospect of a new district, the Secretary of Church Extension shall recommend to the General Board the appointment of a superintendent and two other members as an advisory council to supervise the field as a home missionary district until such a time as the district can be organized and elect its own district officers [Section 133, ¶1, (18)].

**Section 105, ¶1.** When a home missionary district reaches a membership of 200, or when the Secretary of Church Extension deems advisable, two additional members in advisory capacity shall be elected by the annual conference to the district council. These members shall be subject to the approval of the Executive Council.

¶2. The superintendent appointed for the home missionary dis-



trict shall make a full report, quarterly, to the Secretary of Church Extension.

¶3. The General Board shall be empowered to change at any time any person or persons on the advisory council of any home missionary district [Section 133, ¶1, (18)].

## International Conference

**Section 106, ¶1.** There shall be an International Conference, composed of all general officers and members of the General Board, district superintendents, presidents of Pilgrim Holiness Church colleges and other zone or general church educational institutions in the U.S.A. and Canada, members of all standing committees, and a ministerial and lay delegation, to be selected at the annual district conferences immediately preceding the International Conference. When a district superintendent is a member of the General Board, the assistant district superintendent shall be a member of the International Conference.

¶2. The delegates to the International Conference shall be selected as follows: one ministerial delegate and one lay delegate for each 300 members or major fraction thereof. Each district shall be entitled to at least one ministerial delegate and one lay delegate in addition to the district superintendent. A lay delegate must be at least 21 years of age. The ministerial delegates must be chosen from ordained ministers actively engaged in full-time service in the Pilgrim Holiness Church at the time of the International Conference.

¶3. Each field superintendent in the Department of World Missions shall be a member of the Conference by virtue of his office. National representation to the International Conference shall be on the basis of one representative for every 2000 members or major fraction thereof. Each field shall have at least one national representative. This national representative shall be elected by the field council, or field conference, whichever is the higher authority. The expenses involved in attending the International Conference of all Department field superintendents shall be borne by the Department of World Missions, with transportation at the equalized cost. The ex-

penses of the national representative shall be the responsibility of the field, with travel costs equalized. It is understood that a full complement of delegates is not obligatory upon each field, but each field shall be required to send a minimum of one representative and shall participate in the equalized travel.

¶4. All delegates shall pledge themselves to their annual conferences that they will stay until the close of the International Conference unless called home by sickness or death.

¶5. The International Conference shall meet quadrennially on the second Tuesday of June, at 7:30 p.m., at such place as may be fixed by the General Board, notice of which shall be given not less than one year in advance of the time of meeting of said International Conference. [Section 133, ¶1, (12)]

¶6. In case there be need of a special session of the International Conference between regular sessions, the three general superintendents shall call such a special session when authorized to do so by a two-thirds vote of the General Board [Sections 117, ¶10; 133, ¶1, (13)].

¶7. No special session of the International Conference shall interfere with the meeting of the regular sessions.

¶8. The general superintendents shall state in the call the purpose for the special meeting of the International Conference, and the deliberations of that body shall be confined to that purpose. All other matters whatsoever shall be reserved for the regular sessions of the International Conference.

**Section 107.** The International Conference is the chief legislative body of the church and the final authority, and shall have authority to propose and make amendments to the Articles of Incorporation of the church.

**Section 108, ¶1.** The purpose and duties of the International Conference shall be as follows:

¶2. To elect the general officers of the church; namely, the General Superintendents, the General Secretary-Treasurer, the Secretary of World Missions, the Secretary of Church Extension, the Secretary of General Sunday Schools and Youth, and the Editor, by a two-thirds majority vote; and the additional members of the General Board as provided for in the Manual [Section 131].

¶3. To receive the reports of the General Superintendents, the General Secretary-Treasurer, the Secretary of World Missions, the Secretary of Church Extension, the Secretary of General Sunday Schools and Youth, the Publishing Agent, the Editor, and other such officers as it may designate from time to time.

¶4. To receive reports, as provided for by the Manual, as to the spiritual, financial, numerical, and educational condition of the Pilgrim Holiness Church, both at home and abroad.

¶5. To consider, prayerfully, plans for the future which will lead to progressive movements along all lines of church activities.

¶6. To receive and vote upon proposed changes in this Manual or the Articles of Incorporation. All such changes or additions to the Manual or the Articles of Incorporation shall be made by two-thirds vote of the International Conference, said changes or additions to be presented in writing by a district conference or an International Conference committee.

¶7. To appoint all standing committees, who shall hold office through the quadrennium and the following International Conference.

¶8. To take action with reference to anything pertaining to the life and welfare of the church, as the occasion may arise.

¶9. To outline, in a general way, the duties of the general officers.

### **The Polity Committee**

**Section 109.** The Polity Committee shall be composed of 15 persons, appointed by the General Board: five from the Executive Council; one layman and one minister from each of the five administrative zones of the church.

**Section 110.** The Polity Committee shall be a standing committee of the International Conference and shall hold office through the quadrennium and the following International Conference.

**Section 111, ¶1.** The duties of the Polity Committee shall be:

(1) To receive copies of all memorials presented by the annual conferences for International Conference legislation [Sections 83, ¶1, (14), 91, ¶1, (5)], and to classify such memorials and print them in book form for distribution at the International Conference.

(2) To meet two days prior to the opening of the International Conference in order to prepare and arrange the work at hand.

Copies of the memorials shall be mailed to each delegate 30 days before the opening of the International Conference.

(3) To pass upon all said memorials presented, arranging them and otherwise preparing them for presentation to the International Conference.

(4) To present to the International Conference all proposed measures, resolutions, etc., affecting the Manual.

## General Church Officers

**Section 112, ¶1.** The general church officers—three General Superintendents, General Secretary-Treasurer, Secretary of World Missions, Secretary of Church Extension, Secretary of General Sunday Schools and Youth, Publishing Agent, and Editor—are members of the General Board and unless disqualified, or removed by illness or death, hold office for the succeeding quadrennium and International Conference.

¶2. The International Conference outlines in a general way the duties and responsibilities of the various general church officers. If, at any time, such officers feel it necessary to change the plans or make new ones, they must get the consent of the General Board. Any general church officer disregarding and violating this rule automatically disqualifies himself, and his office may be declared vacant by the General Board, and the vacancy be filled by the General Board.

¶3. The retiring General Superintendents, General Secretary-Treasurer, Secretary of World Missions, Secretary of Church Extension, Secretary of General Sunday Schools and Youth, Editor, and Publishing Agent shall receive one month's salary beyond the time that such officers serve.

## The General Superintendents

**Section 113, ¶1.** There shall be a Board of three general superintendents elected by the International Conference for a term of four years. Their term of office shall begin at the close of the International Conference and shall continue through the following one.



**Section 114. Zoning the Church.** ¶1. The work of the church shall be divided into three areas and a general superintendent assigned to each area as follows:

**Area 1**

California  
Pacific Northwest  
Idaho-Washington  
Rocky Mountain  
Kansas  
Oklahoma  
South Central  
Michigan  
East Michigan  
Arizona-New Mexico  
Texas  
Philippines  
Latin America  
C. P. College  
Owosso College  
Publishing House  
Editor

**Area 2**

Northern Indiana  
Southern Indiana  
Eastern Ohio  
Western Ohio  
Illinois  
North Central  
Kentucky  
Tennessee  
Gulf States  
Wisconsin  
East South America  
West Indies  
F. P. College  
Secretary-Treasurer  
Headquarters Building

**Area 3**

Ontario  
New York  
Pa.-New Jersey  
Pittsburgh  
Eastern  
West Virginia  
Virginia  
North Carolina  
Florida  
Atlantic Southeast  
Capital  
Africa  
E. P. College  
S. P. College  
Pilgrim Pension Plan  
S. S. and Youth

**Section 115. Assigning Areas.** Each of the three general superintendents shall be elected by a two-thirds vote of the International Conference. Immediately following the International Conference and each two years thereafter the General Board shall designate the area in which each general superintendent shall serve. The General Secretary shall preside at this meeting but the general superintendents may vote in the decision. The length of the term of service for the general superintendent in each area shall be for approximately two years and shall begin either at the close of the International Conference or at the close of the May meeting of the General Board the second year following the International Conference. A general superintendent may not be assigned to an area for a second term of two years until after he has served a term in each of the three areas.

**Section 116. ¶1. General Duties:** (1) To give an inspirational ministry, both verbal and written, teaching and instructing the people in the doctrines and policies of the church.

(2) To exercise administrative authority in presiding at the International Conference, district conferences, General Board and Executive Council meetings, and other business gatherings. To see that the doctrines and rules of the church are followed. To give administrative inspection of key leaders and institutions on general, zone, and district levels. To recommend legislative and/or other action to appropriate groups or officers.

(3) To promote the work of the church in setting objectives, outlining plans, and formulating policies on a general church and district level.

**¶2. Joint Duties.** Some of the more specific duties of the general superintendents which they shall exercise jointly are:

(1) To correlate the work of the several departments to avoid overlapping.

(2) To propose objectives and formulate policies and plans and present them to the General Board and the International Conference.

(3) To preside at the International Conference, General Board, and Executive Council meetings.

(4) To report jointly or individually on administrative matters to the General Board and the International Conference.

(5) To issue statements of interpretation of the Manual. Such statements shall be subject to review by the General Board. If and when appeals on such interpretations are made to the General Board, they may be revoked by a two-thirds vote in a regular or special meeting of that body.

(6) To recommend to the General Board annual budgets covering the expenditures of each of the several departments of the church. In preparing such recommendations they shall consult with and hear reports and requests from the General Secretary-Treasurer and each department head.

**¶3. Specific Duties.** Some of the specific duties which each general superintendent shall have in his assigned area shall be:

(1) To have general oversight of the districts and the work of the district superintendents.

(2) To preside at each district conference. The districts must

arrange conference dates so that no two conferences in the same area shall be held on the same date [Sec. 82, ¶2; Sec. 102, ¶22]. In arranging conference dates and programs, ample time shall be given for addresses and messages from the general superintendent and time for meetings with the district council and conference committees. He shall assist the district officials in planning and promoting an aggressive church extension program.

(3) In case of an emergency which makes it impossible for a general superintendent to be present at a conference in his area, he may request another general superintendent or appoint another general church officer to preside.

(4) To plan and conduct, in conjunction with district authorities, pastors' annual conferences, conventions, or institutes in each district in his area for the purpose of training and increasing the efficiency of the pastors.

(5) To call for special effort on the part of any district in raising its portion of the United Stewardship Fund if and when it becomes delinquent.

**Section 117. General Regulations.** The following are general regulations concerning the general superintendents:

¶1. The general superintendents may not be appointed or elected to any committee of the Executive Council or General Board. They shall have authority to meet with any committee of the Council or Board.

¶2. The Board of General Superintendents shall represent applicants for appointment to the chaplaincy in the service of the United States Government.

¶3. Immediately upon the adjournment of the International Conference, the Board of Directors of the Pilgrim Holiness Church Corporation shall in meeting convene and of the three general superintendents chosen by the International Conference elect one president, one first vice-president and one second vice-president of said Corporation, and said newly elected officers shall take office upon the termination of the term of their predecessors. Except as officers of the Church Corporation, the general superintendents shall be of equal rank.

¶4. The general superintendent who is at that time in charge of the area shall sign all licenses and credentials issued requiring a general superintendent's signature (Sec. 119, ¶3 (3)).

¶5. No person may be elected to the office of general superintendent before he has reached his 40th year or after he has reached his 70th year.

¶6. When a general superintendent is abroad he may delegate his administrative powers in the homeland to another general superintendent who shall have power to act in emergencies during his absence.

¶7. Each general superintendent shall visit the church college or colleges in his area at least once annually. He shall also visit each foreign missionary area in his zone at least once quadrennially. He shall visit each church extension district in his zone at least once every two years.

¶8. By mutual consent among themselves the general superintendents may have an exchange of ministry in all of the areas, it being clearly understood that the general superintendent whom the General Board has assigned to that area shall exercise that oversight provided herein.

¶9. Any two of the general superintendents may call special meetings of the Executive Council and the three general superintendents may call a special meeting of the General Board. (Section 133, ¶1 (1); 134, ¶2; 135, ¶1 (2)).

¶10. The general superintendents shall call a special session of the General Conference if and when authorized to do so by a two-thirds vote of the General Board. (Sec. 106, ¶6; 133, ¶1 (13)).

**Section 118. Vacancies: How Filled.** ¶1. There shall be no assistant general superintendents under this plan. In case of a vacancy in the office of a general superintendent during the three years following an International Conference it shall be filled by a two-thirds vote of all the members of the General Board and district superintendents of the fully organized districts in the homeland present and voting. The two general superintendents or the Executive Council



may call a meeting for this purpose, giving at least ten days' notice to each member entitled to vote in this election.

¶2. If the office of a general superintendent becomes vacant during the fourth year of the quadrennium, between International Conferences, it shall not be filled until the following International Conference. In such case the remaining two general superintendents and the Executive Council shall reassign the work in that area.

### **The General Secretary-Treasurer**

**Section 119, ¶1.** There shall be a General Secretary-Treasurer elected by the International Conference from two or more persons nominated by the General Board.

¶2. The General Secretary-Treasurer shall hold office for the succeeding quadrennium and the following International Conference.

¶3. The duties of the General Secretary-Treasurer shall be as follows:

(1) To act as custodian of records of the International Conference.

(2) To make a complete and correct record of the proceedings of the International Conference, General Board meetings, and Executive Council meetings, and to see that no part of those records is destroyed unless ordered. He must also see that the actions of the International Conference, General Board, and Executive Council are written out in full, in a bound book kept for that purpose, and filed in the general headquarters office for reference.

(3) To sign, with the general superintendents, all legal papers executed by the General Board and such credentials as provided for in this Manual [Section 117, ¶3, 4].

(4) To receive, keep accurate record of, and disburse such finance of the church as ordered by the International Conference and/or the General Board.

(5) To send a general financial report, monthly, to the district superintendents. To report, when requested, to the General Board and to make quadrennial reports to the International Conference.

¶4. The General Treasurer shall be bonded to the amount set by the Executive Council, the cost of same to be paid out of the general church treasury.

¶5. The work of the General Secretary-Treasurer shall be under the supervision of a general superintendent (Sec. 114, ¶3).

### **The Secretary of World Missions**

**Section 120, ¶1.** There shall be a Department of World Missions. There shall be a Secretary of World Missions, who shall be elected by the International Conference and who shall hold office for the ensuing quadrennium and International Conference.

¶2. The Secretary of World Missions is charged with the responsibility of carrying out the policies and program of the General Board with reference to world missions.

¶3. The Secretary of World Missions is a member of the General Board, the Executive Council, and all district organizations in foreign lands.

**Section 121, ¶1.** The duties of the Secretary of World Missions are as follows:

(1) To supervise the mission fields as provided for by this Manual, to visit them when authorized to do so by the General Board and, in case of emergencies, when so authorized by the General Superintendent.

(2) To preside, when present, at district conferences held in mission fields, except when a general superintendent is present at such conferences.

(3) To pass, with the General Board and general superintendents, upon all candidates proposed for service in foreign lands and upon the recalling of workers sent to the field, and the granting of furloughs. No missionary is to be sent or recalled over the veto of the general superintendents and Secretary of World Missions, except by a two-thirds vote of the General Board.

(4) To handle all correspondence of the Department of World Missions, except such as may be directed to the general superintendent, either by address or content.

(5) To make reports to the General Board and the International Conference.

(6) To sign necessary legal papers pertaining to the foreign work. Eit her the general superintendent or the Secretary of World Missions

may sign necessary legal papers, and the signature of either shall be lawful and sufficient.

(7) To direct publicity and deputational work for the Department of World Missions.

(8) To nominate an assistant to the Secretary of World Missions, who shall be appointed by the General Board. The assistant shall work under the direction of the Secretary of World Missions and shall have authority to act as an administrative officer in the Department of World Missions when so directed by the Secretary.

**Section 122.** The Secretary of World Missions shall be amenable to the General Board, just as a district superintendent is amenable to the district council and district conference; and such Secretary shall be under the supervision of a general superintendent in the same sense in which a district superintendent is under the supervision of a general superintendent [Section 114, ¶3].

### **The Secretary of Church Extension**

**Section 123, ¶1.** There shall be a Department of Church Extension. There shall be a Secretary of Church Extension, who shall be elected by the International Conference and who shall hold office for the ensuing quadrennium and International Conference.

¶2. The Secretary of Church Extension is charged with the responsibility of carrying out the policies and program of the General Board with reference to church extension and home missions.

¶3. The Secretary of Church Extension is a member of the General Board, the Executive Council, and all organizations in church extension and/or home missionary districts.

**Section 124, ¶1.** The duties of the Secretary of Church Extension are as follows:

(1) To supervise the church extension and home mission fields as provided for by the Policy with Reference to Church Extension and Home Missions of the General Board and to visit such fields as outlined in the policy, and, in case of emergency, as directed by a general superintendent.

(2) To preside, when present, at district conferences held in church extension and home missionary districts, except when a general superintendent is present.

(3) To handle all correspondence of the Department of Church Extension, except such as may be directed to a general superintendent either by address or content.

(4) To make reports to the General Board and to the International Conference.

(5) To direct publicity and deputational work for the Department of Church Extension.

(6) The Secretary of Church Extension, under the direction of the General Board, shall have charge of all matters pertaining to the work of the general church in the U.S.A. and Canada which is not a part of the regularly organized districts or otherwise has been specifically assigned by the General Board. It is the duty of the Secretary of Church Extension to recommend for appointment superintendents and advisory council members for church territory not in regularly organized districts, which shall be known as church extension and/or home missionary districts. He shall recommend the changing of any person or persons as such superintendents or as members of such advisory councils [Section 133, ¶1, (18)].

(7) To refer to district conferences candidates for ministerial license who do not reside within the bounds of a district organization [Section 144, ¶4].

¶2. The Secretary of Church Extension shall be amenable to the General Board just as a district superintendent is amenable to the district council and district conference; and such Secretary shall be under the supervision of a general superintendent in the same sense in which a district superintendent is under the supervision of a general superintendent [Section 114, ¶3].

### **The Secretary of General Sunday Schools and Youth**

**Section 125.** There shall be a Department of General Sunday Schools and Youth. There shall be a Secretary of General Sunday Schools and Youth, who shall be elected by the International Conference and who shall hold office for the ensuing quadrennium and the International Conference.



**Section 126, ¶1.** The Secretary of General Sunday Schools and Youth is charged with the responsibility of carrying out the policies and program of the General Board with reference to Sunday schools and youth societies [Section 133, ¶1, (23a)].

¶2. The Secretary of General Sunday Schools and Youth is an ex-officio member of the General Board.

**Section 127, ¶1.** The duties of the Secretary of General Sunday Schools and Youth are as follows:

(1) To handle all correspondence of the General Board as related to Sunday schools and youth work.

(2) To make reports to the General Board and to the International Conference.

(3) To direct publicity for Sunday schools and youth societies.

(4) To preside at the annual district youth conferences or designate someone to serve in his place (Section 76, ¶1).

(5) To promote Sunday school and youth interests through conferences, conventions, and seminars.

(6) The 1962 International Conference requested that the Secretary of General Sunday Schools and Youth plan for a children's church and formulate plans for Christian Youth Crusaders. Said plans to be ratified by the General Board.

**Section 128.** The Secretary of General Sunday Schools and Youth shall be amenable to the General Board, just as a district superintendent is amenable to the district council and the district conference; and such Secretary shall be under the supervision of a general superintendent in the same sense in which a district superintendent is under the supervision of a general superintendent.

### Editor

**Section 129, ¶1.** The Editor is elected by the International Conference, upon nomination by the General Board [Sections 108, ¶2; 133, ¶1, (3)].

¶2. The duties of the Editor are as follows:

(1) To serve as editor of the *Pilgrim Holiness Advocate* and also as editor in chief of all Sunday school literature, with full editorial responsibility for the production of the same.

(2) To represent the publishing interests of the church wherever opportunity affords, within reasonable limits of his ability.

(3) To promote the circulation of the *Advocate*, with the cooperation of the Publishing Agent [Section 160, ¶4].

¶3. The Editor shall devote his full time to this work, under the direction of the General Board and a general superintendent [Section 114, ¶3].

### The Publishing Agent

Section 130, ¶1. There shall be a Publishing Agent, elected by the General Board. He shall be an ex-officio member of the General Board and of the Executive Council.

¶2. The Publishing Agent shall have authority, under the supervision of the General Board, the Executive Council, and a general superintendent to regulate the business of the Publishing House in such a manner as the interests shall require [Section 125, ¶3].

¶3. The duties of the Publishing Agent are as follows:

(1) To make annual reports to the General Board and quadrennial reports to the International Conference.

(2) To handle the Publishing House funds and sign checks on these funds.

(3) To promote the distribution and sale of the Sunday school quarterlies and papers, and such publications as from time to time may be issued by the Publishing House.

(4) To serve as Business Manager of the *Pilgrim Holiness Advocate*, and as such have charge of the mailing lists and co-operate with the Editor, as from time to time requested, in promoting the circulation of the *Advocate*.

¶4. The Publishing Agent shall be bonded to the amount set by the Executive Council, the cost of same to be paid out of the Publishing House funds.

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## The General Board

Section 131. There shall be a body known as the General Board, which shall consist of the three General Superintendents, General Secretary-Treasurer, Secretary of World Missions, Secretary of

Church Extension, Secretary of General Sunday Schools and Youth, Publishing Agent, Editor, and three additional members from each of the five church zones [Section 136].

**Section 132.** The General Board is the chief governing body in the church in the interim of the International Conferences and, as such, is empowered to perfect all plans necessary to the performance of its duties. It shall, upon request of a district council, render assistance in any district matter [Section 102, ¶23].

**Section 133, ¶1.** The duties and responsibilities of the General Board are as follows:

(1) To meet at least twice each year and take a careful survey of the work of the church in its entirety. The General Board shall convene in special session when authorized to do so by a two-thirds vote of the Executive Council or by the three general superintendents [Sections 135, ¶1, (2); 117, ¶9].

(2) To issue approved policies with reference to the several departments of the church for the guidance of all concerned.

(3) To nominate not less than three persons for the office of Editor and two or more persons for the office of General Secretary-Treasurer.

(4) To elect a Publishing Agent.

(5) To hear reports of the general church officers.

(6) To review the work of the Secretary of World Missions, Secretary of Church Extension, and Secretary of General Sunday Schools and Youth, Editor, and Publishing Agent.

(7) To appoint an assistant to the Secretary of World Missions, who shall be nominated by the Secretary of World Missions.

(8) To pass upon any proposed changes in the duties and responsibilities of the general officers.

(9) To set the salaries and allowances of all general officers and appointees, and to provide a parsonage and telephone for each of the general superintendents.

(10) To review and pass upon measures and plans proposed by the Executive Council.

(11) To establish and maintain a Ministerial Study Course Agency at the Headquarters. To appoint a committee to conduct its work.

To pass upon revisions in the study and reading courses as may be deemed necessary. To set a student fee sufficient to cover the costs of operating the Agency. To receive annual reports which reflect the full activities of the Agency and to approve any changes in the work of the Agency. [Sec. 222, ¶8].

(12) To fix the meeting place of the International Conference and to announce same not less than a year in advance of the time set [Section 106, ¶5].

(13) To authorize, by a two-thirds vote, the calling of a special session of the International Conference [Sections 106, ¶6; 117, ¶11].

(14) To pass upon the conduct or teaching of any of its own members and, by a three-fourths majority vote, remove an offender.

(15) To fill the vacated office of any general officer, with the exception of the general superintendents.

(16) To approve the appointment of all persons proposed for home and foreign missionary service.

(17) To fill the vacated office of a zone representative from the zone in which the vacancy occurred.

(18) To authorize all grants, deeds, and conveyances of any general church property [Section 220, ¶1].

(19) To appoint a superintendent and advisory council for church territory not in regularly organized districts, which shall be known as home missionary districts [Section 104], and to be empowered to change any person or persons on the advisory council of such home missionary districts at any time [Section 105, ¶3].

(20) To provide uniform report blanks for the use of districts in reporting to the general statistician.

(21) To provide a questionnaire covering every phase of ministerial responsibility to be used by the district examining board as the basis on which licenses and ordination shall be recommended.

(22) To authorize the changing of district or zone boundaries involving the transfer of territory from other districts or zones.

(23) To elect a board to direct the affairs of the Ministerial Benefit Association and the Pilgrim Pension Plan [Section 225].

(24) To supervise all matters pertaining to the educational work of the general church [Section 228].

(a) Sunday Schools. They shall have general oversight of Sunday



schools and all other activities sponsored by the local Sunday school, such as weekday and vacation Bible schools, camp meeting Bible schools, and the publication of literature for workers and students in all such schools. They shall ratify a standard for Sunday schools upon recommendation of the Secretary of General Sunday Schools and Youth.

(b) Youth Work. They shall encourage and aid in the establishment of youth societies in each church, youth conventions, youth services at our camp meetings, and other interests pertaining to the young people's work.

(c) Bible Schools and Colleges. They shall have power to standardize recognized church schools, as to entrance requirements, scholarship, doctrinal statements, and credentials required of the faculty. (See Educational Policy.)

(25) To meet with all district superintendents and college presidents at the time of the semiannual meeting in November. The agenda and the participating latitude of the district superintendents and the college presidents in the executive sessions of the Board shall be arranged by the Executive Council [Section 98, ¶1 (14)].

### Executive Council

**Section 134, ¶1.** There shall be an Executive Council of the General Board, which shall consist of the following members: three General Superintendents, General Secretary-Treasurer, Secretary of World Missions, Secretary of Church Extension, Secretary of General Sunday Schools and Youth, Editor, and Publishing Agent. This Executive Council shall have charge of all general church matters in the interim of General Board meetings (see ¶3).

¶2. The Executive Council shall come together at the call of two general superintendents, and in the absence of such call, in times of emergency, the Executive Council shall assemble itself by the call of the General Secretary, together with two other Executive Council members [Section 117, ¶9].

¶3. All actions of the Executive Council are subject to review by the General Board: provided, that in all matters of emergency requiring a definite and final decision and on which decision persons

or parties other than church departments or affiliates have acted, the acts of the Executive Council shall be final.

**Section 135, ¶1.** The duties and responsibilities of the Executive Council shall be:

(1) To advise, when called upon, with the general superintendents.

(2) To authorize, by two-thirds vote, special meetings of the General Board [Sections 117, ¶9; 133, ¶1, (1)].

(3) To fix or change the boundaries of districts [Sections 80, 84]. The exception to this shall be the case of an existing district which desires a boundary change involving the taking of territory from another established district [Section 103].

(4) To have the authority to reprove or remove a district superintendent, or to request the district to place another in his stead.

(5) The Executive Council by a majority vote may request a general superintendent to make one or more nominations for district superintendent to a district conference.

(6) To approve proposed articles of incorporation of districts being incorporated [Section 85].

**¶2.** The Executive Council shall be and constitute, and shall have and exercise the powers and authority formerly vested in: the Department of Foreign Missions, Department of Home Missions, Department of Publications, Department of Education, and Department of Sunday Schools and Youth.

### Zone Representatives

**Section 136, ¶1.** For the election of zone representatives to the General Board the church is divided into the following zones:

- (1) **Eastern:** Pennsylvania-New Jersey, New York, Eastern, Pittsburgh, Ontario, and Capital districts.
- (2) **Central:** Northern Indiana, Southern Indiana, Illinois, and Wisconsin districts.
- (3) **Southern:** Virginia, West Virginia, North Carolina, Atlantic-

Southeast, Tennessee, Kentucky, Gulf States, and Florida.

(4) **Northern:** Michigan, East Michigan, Eastern Ohio, and Western Ohio districts.

(5) **Western:** North Central, South Central, Oklahoma, Texas, Kansas, Rocky Mountain, California, Arizona-New Mexico, Pacific Northwest, and Idaho-Washington districts.

¶2. Zone representatives shall be elected in the following manner: The delegates representing the districts comprising each zone shall meet at the discretion of the International Conference to nominate by ballot three zone representatives. The election of the representatives so nominated is by the International Conference.

¶3. The office of a zone representative automatically becomes vacant when a member moves his residence into the bounds of another zone.

¶4. The vacated office of a zone representative is to be filled by the General Board from the zone in which the vacancy occurred [Section 133, ¶1, (17)].

### World Missionary Policy

**Section 137, ¶1.** The following statement from the Policy of the General Board with Reference to World Missions sets forth the general principles upon which administrative and legislative action in connection with the work of foreign missions shall be based.

"It has been stated in our Manual that the purpose of the Pilgrim Holiness Church is to glorify God, our Father; to exalt Jesus Christ, our Saviour; and to honor the Holy Spirit. Secondly, to carry out the Great Commission of our heaven-ascended Head by publishing a full gospel to every nation. As this is our object in our work in the United States, so often referred to as the 'homeland,' it is our object in our work in lands beyond the borders of this, our own nation.

"It is evident to all that in carrying out the Great Commission, it is necessary for the church to send workers into foreign lands. These workers are called foreign missionaries. However, we understand that while they are foreign missionaries to us and to those to whom they minister, in a very real sense, before God, there are no foreign fields—the whole world is the field.

"Our great obligation is, first of all, to preach the gospel in all its fullness to all men everywhere as God may give us opportunity.

"We shall plan to establish indigenous churches in each foreign land to which our missionaries shall go.

"We shall endeavor to multiply our efforts and effect the evangelization of the fields by a trained native ministry.

"In keeping with the policy of using a trained native ministry, we shall undertake to open and maintain native training schools in strategically located centers. Our educational institutions located in foreign lands shall be operated solely for the purpose of training Christian workers. We shall not attempt to maintain institutions such as orphanages, hospitals, etc., unless fully convinced that these are essential to the evangelization of the area in which they are located, and we shall ever deem them as secondary to the preaching of the gospel.

"It shall be our purpose to put all churches on a basis of self-support and self-government and to organize them into districts as soon as possible. We propose to hold no native congregations in dependency any longer than it is necessary. On the other hand, we shall guard against releasing our control over them before they are able to properly take care of the work. If we do not do this, we fear that the natives may become confused as to sound doctrine and may become victims of designing and ambitious native leaders who wish to control them.

"The foregoing statements outline in a broad way the general principles of the policy of the General Board of the Pilgrim Holiness Church with reference to the world missionary work. Missionary leaders, both at home and abroad, shall conduct their work and settle their problems in harmony with these statements."

¶2. The goal of Pilgrim Holiness missions is the establishing of self-governing, self-supporting, and self-propagating churches in foreign lands. The procedure to be followed in accomplishing this is:

(1) When a field becomes entirely indigenous, it shall be separated from the Department of World Missions and be fully responsible to the General Church Administration.

(2) The decision concerning the attainment of a fully indigenous



status and subsequent separation from the Department of World Missions is to be made by the International Conference upon the recommendation of the General Board.

(3) The development of the totally indigenous church does not necessarily mean the complete withdrawal of American or foreign missionary personnel. It is understood that even in a fully indigenous church American or foreign missionaries may be needed as advisors and for specialized ministries.

¶3. Conference membership of foreign missionaries.

(1) The conference membership of all foreign missionaries shall automatically be transferred to the field of their appointment upon their arrival on the field.

(2) They shall be amenable to the constituted authority as set up in the Manual for their area and shall be answerable to such authority for any offense as outlined in the Judiciary.

(3) They shall hold honorary membership in their home conferences while engaged by the Department of World Missions, and their local church membership shall be retained in the home church. Upon leaving the Department of World Missions their conference membership will automatically return to their home conference, provided they leave the Department in good standing.

## THE GENERAL CHURCH FINANCIAL PLAN

**Section 138, ¶1.** There shall be a United Stewardship Fund of \$8 per member, to be divided as follows: administration 38%, church extension 30%, church extension loan fund 2%, liberal arts college 22%, Sunday schools and youth 6%, contingent fund 2%.

¶2. It shall be the responsibility of the pastor and the church board to see that their church raises its portion of the United Stewardship Fund. It shall be raised as one item under the term United Stewardship Fund, and shall be raised monthly.

¶3. Each district shall assume an amount equal to \$8 per assessable member. They may apportion this amount to the churches either on a membership or financial strength basis, said apportionment to be made at the time of the annual conference for the following year [Section 83, ¶ (18)].

¶4. The annual amount of the United Stewardship Fund for a

church or district shall be figured on the number of members reported to the annual conference at the beginning of the year. Any increase or decrease in membership during the church year shall not affect the amount of the annual United Stewardship Fund of any church or district until the next annual conference.

¶5. Three special offerings are to be taken annually, over and above the United Stewardship Fund, as follows: November self-denial offering for world missions; the Easter offering for church extension, and the rally day offering for general Sunday school work. The Department of World Missions shall not do deputational work in the churches or colleges on rally day or during four weeks prior to Easter. The Department of Church Extension may do deputational work four weeks preceding Easter.

¶6. Youth societies in the local churches shall contribute for the operation of the Department of Sunday Schools and Youth an amount equal to 5% of their total receipts.

¶7. All newly organized churches shall be assessed but one-fourth of the United Stewardship Fund quota for the fiscal year following their organization, one-half for the following year, and three-fourths for the third year. From then on they shall assume their full quota.

¶8. All members under the age of 14 years and probationary members shall be listed as non-assessable members [Section 39, ¶2].

¶9. Any church or pastor failing to raise the United Stewardship Fund without good reason shall be denied a voice in the annual conference [Section 82, ¶4].

¶10. In order that people may be enlightened concerning general church institutions, local churches shall open their doors at least once annually to representatives of the Department of World Missions and educational institutions. At such gatherings the representatives may present the needs of their institutions, and an offering shall be taken for their maintenance. In arranging for such promotional visits the administrations shall co-operate with both district and local officials (Section 74).

## PART IV

### THE MINISTRY

#### The Ministerial Order

**Section 139, ¶1.** God has especially called some to devote their time and talents entirely to his peculiar service. Human ordination is simply recognition of that which already has been conferred by the divine Head of the church. To prevent the many and grievous evils which arise from thrusting forth the unestablished and the mistaken, this office must be safeguarded by carefully testing the candidate therefor, as well as by causing him to be trained in the knowledge of the truth as it is in Christ Jesus.

**¶2.** The 1962 International Conference adopted the following resolution:

Be it resolved that this Conference go on record in declaring its intention that the preparation of our young people for the full-time ministries of the church shall be the prime concern of the educational policy of the church.

And be it further resolved that the General Board, after due study and consultation with the boards of trustees of the various Bible colleges, shall establish a ministerial training program of such quality that will be adequate to the needs of all areas of the church.

Be it further resolved that such program shall be defined and implementation begun by the mid-quadrennium.

This program may include the merger of two or more colleges if the General Board and the college boards of trustees of the colleges involved should deem such merger wise.

**¶3.** Credentials shall be issued to all ministers, both licensed and ordained, as well as to licensed and ordained deaconesses and those

under special appointment as missionaries, evangelists, or song evangelists. All certificates issued in accordance with the foregoing shall be valid only when properly signed and bearing endorsement of proper authorities for the current year.

¶4. Any singers actively engaged in evangelistic work five years or more shall be granted a permanent credential. Any person or persons holding such permanent credentials shall not be required to appear before the examining board of their conference, as long as their spirit and practice shall be in accord with the Bible and with the Manual of the Pilgrim Holiness Church.

### Local Preachers and Deaconesses

**Section 140, ¶1.** A local preacher's or deaconess's license shall be issued to such as have a call for local church work. A similar license shall also be granted to those called to the regular ministry, for two successive years previous to the granting of license as a minister by the district conference, except as provided for in Section 144, ¶3. A local preacher's or deaconess's license is good for only one year and is renewed, provided the applicant has shown a satisfactory improvement in spirit and in practice.

¶2. This license shall be furnished by the General Secretary, but issued by the district superintendent, upon the recommendation of the local church board in counsel with the district superintendent [Section 60, ¶4].

**Section 141.** The local preacher or deaconess shall be under the personal supervision of the resident pastor, who shall secure openings for him or her where possible.

**Section 142, ¶1.** The local preacher or deaconess shall not have authority to solemnize marriages, or to administer the sacraments; neither shall he or she have either voice or vote in any district or International Conference or in any local church board, unless elected thereto, but shall not be debarred from doing evangelistic work.

¶2. Local preachers and deaconesses shall make a report of their work to the local church each quarter.

¶3. If a local preacher or deaconess shall do supply work as pastor of a local organized work, he shall make a report of the same to the annual conference in which his congregation is represented.



**Section 143.** There shall be a course of study for local preachers and deaconesses, the extent and content of which shall be determined by the General Board. [For course see Section 206 and for regulations see 210 and 211].

### Licensed Ministers

**Section 144. ¶1.** Any brother or sister presenting a recommendation from the local church of which he or she is a member, certifying to his or her holy character and manner of life, as well as spiritual gift and calling, may be recommended by the examining board to the annual conference for minister's license [Section 83, ¶1, (11)]. After positive action by vote of the conference such candidates shall present themselves at the appointed time, which shall be a designated worship service, to receive ministerial orders which shall be considered the first ordination to the gospel ministry.

¶2. Such license shall not be granted over the protest of the examining board, except by consent of three-fourths of all the delegates present at the annual conference. The annual conference shall reject any recommendation for the licensing of any minister who does not tithe or teach tithing into the Pilgrim Holiness Church. In case of a favorable report, license shall be granted on a simple majority vote [Section 95, ¶1, (1)].

¶3. No person shall be recommended to the annual district conference for license as a minister until such party shall have served two years as a local preacher and completed the course of study for local preachers or its equivalent [Section 217]. Exception to this rule may be made in the case of a person who has satisfactorily passed the examining board and has been recommended by them as a minister [Section 140, ¶1].

¶4. Candidates for license who do not reside within the bounds of any organized district shall confer with the Secretary of Church Extension and shall be referred by him to the most convenient district conference [Section 124, ¶1 (7)].

¶5. Before granting this license a report shall be heard from the examining board as provided under Section 95, ¶1, (1).

¶6. License shall be granted by the annual conference and shall be signed by a general superintendent, the General Secretary, the district superintendent, and the district secretary. It may be re-

newed each year upon the passage of the licentiate's character and the report from the examining board as to his or her gifts and growth in grace [Section 95, ¶1, (1)-(3)] and from the educational board as to his or her progress in the course of study [Section 107]. (For Course of Study see Section 218. For regulations see Section 210 and 211.)

¶7. Careful attention will be given to doctrine, and no unorthodox and unscriptural teaching will be passed unchallenged, by either the examining or the educational boards or by the administrators of our colleges.

¶8. A licensed minister having charge of a congregation shall have authority to perform marriages, if such is in harmony with civil law.

**Section 145, ¶1.** When an applicant cannot be present at an annual conference, due to unusual circumstances, the educational board and other boards may pass on such cases, provided such absentee has sent in a satisfactory report and also has a recommendation from his local church board and district superintendent.

## Deaconesses And Deaconess Work

**Section 146.** God has called some to the work of ministering his Word, so has he also placed his peculiar approval, in numberless instances, upon the setting apart of women for labor in the interest of the souls and bodies of the poor, and the afflicted, and for other necessary services in the various departments of home and world missions.

**Section 147.** Any sister may be licensed for deaconess work in the same general manner as candidates are licensed as ministers of the gospel [Section 83, ¶1, (11)], except that she is not required to take the Local Preacher's Course of study.

**Section 148.** After receiving her license, she shall report quarterly to the district superintendent, and with her third quarterly report she shall enclose such a recommendation from the local church board of the church of which she is a member, as that ordered for all ministers [Section 88, ¶1, (6)].

**Section 149.** The candidate for license as a deaconess shall be examined by the examining board, according to Section 95, ¶1, (1). In the course of study she shall be under the direction of the Minis-

terial Study Course Agency and the district educational board [Section 97], as in the case of licensed ministers, and after being licensed for three years, she shall be reported to the district conference, with recommendation for or against her ordination. This recommendation shall receive primary consideration in deciding whether or not the ordination shall be granted or refused. Her ordination shall, in general, be conducted exactly as though she were to be ordained to the ministry of the gospel, except that she shall be set apart for deaconess work as provided in Section 83, ¶1, (11).

### Ordained Ministers

**Section 150.** No person shall be eligible for ordination until first having served at least two years in active ministry.

**Section 151.** The licentiate who has held his license at least three years and has successfully completed the required course of study shall be eligible for ordination as a minister of the gospel, unless the district council shall deem it wise to ordain before the expiration of the three-year period.

**Section 152, ¶1.** In considering the case of a candidate for ordination, the district conference shall hear: (1) the report of the examining board as to the candidate's religious experience and personal character [Section 95, ¶1, (1)]; (2) the report of the educational board as to his or her standing in the course of study [Section 97]; (3) the candidate's personal testimony; (4) any recommendation from the district council.

¶2. The report of the boards having been received by the conference, the said conference shall earnestly seek divine guidance, waiting upon God in prayer. Then, if the conference so orders, it shall recommend the candidate for ordination to the district council, which shall appoint a body of at least five ordained ministers, who, by the laying on of hands and by prayer, shall set apart the candidate for the work whereunto God has called him [Section 102, ¶4].

**Section 153.** Certificates of ordination shall be issued and shall bear the signatures of the ordained ministers who have had part in the ordination [Section 102, ¶4; 200].

## Ministerial Regulations

**Section 154.** ¶1. All licensed or ordained ministers and deaconesses, whether acting as pastors or otherwise, or without regular employment, shall make a quarterly report to the district superintendents of the conferences of which they are members, said report to be made out on blanks furnished by the General Secretary and sent out by the district secretary.

¶2. With the third quarterly report each licensed minister and deaconess shall mail to the district superintendent the recommendation from the local church board required for the renewal of credentials. [Section 88, ¶1, (6)].

**Section 155.** If any licensed minister or deaconess shall fail for three successive quarters to forward his or her report to the district superintendent, the latter shall make an investigation; and if no reasonable cause shall be found for the failure, as above mentioned, the district superintendent shall be justified in referring the case to the examining board. This failure shall be considered before deciding to recommend for renewal of license.

**Section 156.** Any ordained or licensed minister of the Pilgrim Holiness Church interfering with the work of, or influencing anyone against any pastor, shall be answerable to the district council. Should the offender be a member of another district, the offender shall make charges to his district council, and they in turn to the council of the district of which the offender is a member.

**Section 157.** Each minister shall place his church letter in some local church within 60 days after receiving the same, and if he fails to do so his letter becomes void. Each pastor shall become a member of the church, or one of the churches, which he serves, and such membership shall move automatically when he moves to another charge. The membership of such pastor's spouse shall be transferred automatically with the pastor's membership, provided he or she is a member in good and regular standing in the Pilgrim Holiness Church.

**Section 158.** No minister shall entertain a pastoral call from a church within the bounds of a district conference other than the one



with which he is connected, except by agreement with a general superintendent, in concurrence with the district superintendent of the district in which the church is located.

**Section 159. ¶1.** No minister shall enter a town or city where there is an organized Pilgrim Holiness Church, to hold a revival meeting, over the protest of the local pastor and district superintendent.

¶2. No minister shall be permitted to go into a state or territory where there is no Pilgrim Holiness Church with the purpose of starting another church without the consent of a general superintendent and the district superintendent of the district in which he holds his membership.

**Section 160. ¶1.** Every minister shall be duly registered with the secretary of some district, preferably that nearest to his residence, and if he shall permanently enter the bounds of any other district organization, he shall present a letter from his own district secretary, certifying to his standing, and shall thereafter be acknowledged as a member thereof.

¶2. All pastors shall be required to attend official pastor's annual district conferences or institutes of the Pilgrim Holiness Church.

¶3. Because the work of the general officers of the church is spread over the whole denomination, ministers who serve in this capacity shall be allowed to maintain membership in any district of the church and in any local church with such district, regardless of their residence; and while serving as general officers shall be relieved of any responsibility to the church or district to which they belong, other than to attend services and district conferences when possible. Inasmuch as they are required to report annually to the General Board and quadrennially to the General Conference, they shall not be required to report to the district conference.

¶4. Every pastor shall subscribe regularly to the *Pilgrim Holiness Advocate*.

**Section 161.** Any minister or deaconess who has been divorced from one companion and has married another without the former having died, or is married to one who has another living companion, shall not be licensed or ordained, and any minister or deaconess who

violates this rule shall be dismissed immediately from his ministerial standing.

**Section 162.** As there are questions and conditions pertaining to a district work that are not generally known; therefore, when outside workers come within the bounds of such districts, they shall fully recognize the decision of the district officials in said questions and conditions.

**Section 163, ¶1.** The sacraments are usually administered by ordained ministers; but licensed ministers having charge of congregations shall have power to do so. Bread and unfermented wine shall be used at the Lord's Supper [Sections 54, ¶1 (2); 190].

**¶2.** Marriages are usually conducted by ordained ministers; but licensed ministers having charge of congregations shall have power to do so, if it is in harmony with civil law. [Sec. 144, ¶8]

**Section 164.** In these days of multiplied divorces and great laxity relative to the marriage question, it is fully agreed that no minister shall unite in holy wedlock any who have been divorced. [Section 42, ¶3]

**Section 165.** No licensed or ordained minister of the Pilgrim Holiness Church shall accept the pastorate of any group outside of this church without the consent of the district council of the district in which he or she holds credentials.

**Section 166.** Only those evangelistic workers recognized by the district conference shall be listed in the evangelists' slates in the *Pilgrim Holiness Advocate* [Section 83, ¶1 (11)].

**Section 167.** The 1954 General Conference adopted the following:

WHEREAS the ranks of our ministry are becoming more and more crowded by licensed and ordained men who are not devoting their time to the ministry, but are following secular pursuits, and whose voice and vote in conference count for as much as the men who are "actively and regularly" engaged in the work of the ministry, Therefore be it

RESOLVED, That all such inactive ministers, who have not been actively and regularly engaged in the ministerial work for a period

of three years, shall be placed on an inactive list in the conference journal, with no voice or vote in the district conference, and shall not be eligible to hold elective offices; and be it

RESOLVED further, That this rule shall not be interpreted to apply to aged, physically disabled, retired ministers, or students in school preparing for the ministry; and be it

RESOLVED further, That it shall be the duty of the district council to formulate said list of inactive ministers [Section 102, ¶21].

### Special Advice to Ministers

**Section 168, ¶1.** John Wesley's "Twelve Rules of a Helper" have perhaps never been excelled as counsel to ministers, whether young or old. These "Rules" are, in part, as follows:

(1) Be diligent. Never be unemployed. Never trifle away time; neither spend any more time at any place than is strictly necessary.

(2) Be serious. Let your motto be: Holiness to the Lord. Avoid all lightness, jesting, and foolish talking.

(3) Converse sparingly, and conduct yourself with prudence in the presence of the opposite sex (I Tim. 5:2).

(4) Be honest. Keep out of debt. Preach your own sermons.

(5) Believe evil of no one unless you see it done. Take heed how you credit it. Put the best construction on everything.

(6) Speak evil of no one; else your words especially will eat as doth a canker. Keep your thoughts within your breast till you come to the person concerned.

(7) Be courageous. Fear not to rebuke sin to its face, and privately as well as in the public congregation.

(8) Flee all affectation. A preacher of the gospel should regard himself as the servant of all.

(9) Be ashamed of nothing but sin. Let your industry, as well as your humility, commend itself to all.

(10) Be punctual. Do everything exactly at the time. And keep your covenant, not as a heavy duty, but for conscience' sake.

(11) You have nothing to do but to save souls. Therefore, spend and be spent in this work. And go always not only to those who want you, but to those who need you most.

(12) It is not your business to preach merely a certain number of times, nor take care of this or that church; but to get as many souls saved as you can; to bring as many sinners as you possibly can to repentance, and with all your power to build them up in "holiness, without which no man shall see the Lord."

**Section 169, ¶1.** Adam Clarke, the commentator, in "A Letter to a Preacher," makes many exceedingly pertinent observations, which we summarize herewith:

(1) **Concerning Choice of Texts.**—Never take a text which you do not fully understand. Remember, you are called not only to explain the things of God, but also the words of God. Seldom take a very short text. Never take a text out of its setting, but always give the meaning intended by the Holy Spirit. Beware of allegorizing on one side and literalizing on the other.

(2) **Concerning Your Behavior in the Pulpit and Mode of Conducting the Public Service.**—Go from your knees to the service. Be careful how you say things to make your congregation laugh. Never assume an air of importance while in the pulpit. Avoid fantastic attitudes. Endeavor to gain the attention of your congregation. You are a witness for God and are bound to tell the "truth, the whole truth and nothing but the truth." Keep your eyes closed while you pray. Read your text distinctly and begin to speak about the middle of your voice. Be sure to have the matter of your text well arranged in your own mind before you come into the pulpit. Preach Jesus Christ. Never ape any person, however prominent he may be for piety or ministerial ability.

(3) **Concerning Your Behavior on Your Circuit or at the Place Where You Exercise Your Ministry.**—Never disappoint a place. Be punctual in getting in proper time to the place where you are to be entertained. Do not make the whole family wait upon you. Never leave any place you visit without reading a portion of the Scripture and praying with the family. Take heed that while you avoid levity on the one hand you fall not into sour godliness on the other. Tell your secret trials and temptations to very few. Never go in debt for food, clothes, or anything else. It is no sin to die in a ditch through hunger or cold; but it is a crime to go in debt when there is



not the fullest prospect of being able to pay. Get a genuine friend whenever you can. Beware of forming hasty friendships.

(4) Concerning Your Behavior in the House Where You Lodge.—On your arrival, get as speedily as possible to private prayer. Show yourself satisfied with everything you receive. Be punctual at meals and rise when called. Be not over-particular about your food. Give the family where you lodge as little trouble as possible. Keep your room in such an orderly manner that everything will have its place and that even your absence will testify to the regularity of your habits. Go out as little as possible to eat and drink. Go not from house to house (Luke 10: 7).

(5) Concerning the Cultivation of Your Mind.—Pray much, read much, write much. Have always some essay, dissertation, or similar work upon the anvil. And be sure you finish whatever you undertake. Read the Bible through regularly at least once in the year; and take down in order every text you think you have light sufficient to preach from. Always carry a New Testament with you. No man can fully explain the Bible who has not a general acquaintance with the most important sciences and arts. There are multitudes of texts in that blessed Book which no man can explain who has not a tolerable knowledge of history, chronology, geography, astronomy, anatomy, and chemistry. Illiterate piety may be useful in exhorting sinners to return to God, but it certainly cannot, without immediate inspiration, explain and apply the deep things of God. I think it of great consequence to a preacher of the gospel to be able to read the Old and New Covenants of his God in those languages in which they were originally given. The indolent preacher is soon known by his preaching. He has little or no variety. That knowledge which has for its object God and his works can never rob you of your religion or deprive you of your simplicity; but, on the contrary, will be a powerful means of increasing both

**Section 170, ¶1.** Systematic giving never will receive proper attention from the people unless clearly and frequently enunciated from the pulpit.

**¶2.** Special days, such as Christmas, New Year's, Easter, etc., should be made the occasion for appropriate discourses.

¶3. Decency and cleanliness must not only be practiced by the preacher, but should be inculcated in his public preaching.

¶4. Congregational singing should receive careful attention. It should be lively, spiritual, and varied as to selection.

¶5. The pastor should be careful whom he permits to occupy his pulpit in his absence. Every preacher should control his pulpit.

¶6. Frequent sermons to the children are of great value.

¶7. The pastor must not neglect his Sunday school.

¶8. When children are converted they should have their own meetings and should receive special instruction so that they will grow up not only good Christians, but also good Pilgrim Holiness Christians.

¶9. Pastors will receive large returns in good done by circulating the Manual among their members. A copy should be in every home. The pastors should also constitute themselves agents for holiness literature, such as the books and periodicals to be procured at the Pilgrim Publishing House, 226-228 E. Ohio St., Indianapolis 4, Indiana.

## Ministers from Other Evangelical Churches

Section 171, ¶1. Ordained ministers from other evangelical churches who desire to unite with the Pilgrim Holiness Church may be admitted and receive due credit for their standing, provided that they publicly assent to the beliefs, practices, and system of government of the Pilgrim Holiness Church and are able to give evidence of holy character and a sanctified experience, and have pursued a course of study at least equal to the one prescribed for Pilgrim Holiness ministers [Sections 102, ¶2; 207].

¶2. Credentials of ministers who have been divorced from one companion and have married another without the former having died are not recognized.

## PART V

### JUDICIARY

**Section 172, ¶1.** The purpose of church government and discipline is for the vindication of the truth, the preservation of the integrity of the body, a warning to the careless, and the salvation and restoration of the wayward.

¶2. Members of the Pilgrim Holiness Church who violate the rules of the church, or hold doctrines contrary to this Manual, or are guilty of breach of Covenant, shall be dealt with kindly, yet faithfully, and according to the seriousness of the offense. Each case shall have immediate and thorough attention on the part of the proper church authorities having jurisdiction, either local, district, or general. The teaching and standards of the church are to be maintained at all times.

¶3. No member is to be arbitrarily set aside without due consideration, both for his spiritual welfare and his legal rights as a member of the church. A member of the Pilgrim Holiness Church, although thought to be an offender, is nevertheless to be recognized as a member of the church with full rights and privileges until he has been dealt with in accordance with the Manual and its published Judiciary Supplement [Section 38, ¶4].

¶4. Sincere and reasonable effort shall first be made to deal with each case without the formality of a church trial. In case a trial is deemed necessary by the church authorities, or is requested by the accused, the same shall be held in accordance with this Judiciary.

¶5. The following charges shall constitute the offenses for which any member, minister, deaconess, or district or general officer of the Pilgrim Holiness Church may be dealt with and tried:

(1) Holding or teaching any doctrine contrary to the Word of God or the Manual of the Pilgrim Holiness Church.

(2) Breach of Covenant or breaking the special rules of the church.

(3) Insubordination or willful refusal to recognize church authority.

(4) Conduct unbecoming a member or minister of the Pilgrim Holiness Church.

(5) Immoral conduct.

¶6. The right of a fair and impartial trial of a layman or minister shall not be denied.

¶7. When a minister under charges is cited for trial he shall file his credentials with the secretary of the trial board. His credentials shall be filed before the trial begins and returned only if he is found innocent.

¶8. A layman or a minister who has been convicted by trial shall not be denied the right of appeal as provided for by this Judiciary.

**Section 173. Local Church Boards.** The local church board shall have original jurisdiction to hear and determine all charges brought against any member of the local church, except members who are ordained or licensed ministers, or deaconesses, or hold official positions on the district council or the General Board.

**Section 174. District Council** The district council shall have original jurisdiction to hear and determine all charges brought against any of the ministerial membership in their respective districts, including deaconesses and anyone who may be serving in any district office, except general officers.

**Section 175.** In cases involving a home missionary territory, the Executive Council shall appoint three additional members to serve with the home missionary council involved.

**Section 176. General Board.** The General Board shall have original jurisdiction to hear and determine all charges brought against the general administrative officers. If the General Board so desires, and expresses the same by a two-thirds vote by secret ballot, it may appoint a committee of five or seven persons to handle any case coming under its jurisdiction, provided the General Board ratifies the committee's decision by a majority vote by secret ballot.

**Section 177. General Conference Committee.** The general conference committee shall consist of five persons appointed by the General Conference. The committee shall have appellate jurisdiction only, and shall hear and determine appeals from decisions of the General Board.

**Section 178. Charges.** All charges must be signed by the accuser. The accused must be given the privilege of meeting the accuser or accusers.

**Section 179. Notice.** Charges must be specifically stated in writing and be dated, together with a notice of the time and place of



the trial, and shall be delivered to the accused 10 days prior to his or her trial.

**Section 180. Chairman.** The chairman has the authority, during the trial, to rule on procedure and the admissibility of evidence.

**Section 181. Taking Part in the Trial.** Only members of the Pilgrim Holiness Church may take an active part in any trial, except as witnesses.

**Section 182. Prosecutor and Defense.** A prosecutor may be appointed by those having jurisdiction in the case. The accused will be permitted to have one defense council taking part in the trial.

**Section 183, ¶1. Appeal.** Anyone convicted may appeal from the local board to the district council; from the district council to the General Board; from the General Board to the General Conference. Any case may be appealed but once.

¶2. While under investigation or pending the outcome of the trial, if the accused requests a Letter of Withdrawal from the church [Section 197, ¶3] same shall be granted without protest, and the case shall thereupon end.

¶3. Failure or refusal of the accused to appear for trial after due notice, as provided for above, shall be deemed sufficient cause for summary dismissal.

**Section 184. Voting.** In all judicial cases not otherwise provided for, a two-thirds vote, by secret ballot of the entire trial committee, shall be required for conviction.

*(Sections 172 to 184 are a condensed summary of the Judiciary of the Pilgrim Holiness Church. For complete provisions see official supplement of this Manual which was approved by the General Conference of 1958. Copies may be obtained at the Pilgrim Publishing House.)*

## PART VI

# RITUAL AND FORMS

### Ritual

#### Section 185. Marriage Ceremony I.

*At the day and time appointed for the solemnization of matrimony, the persons to be married—having been qualified according to law—standing together, the man on the right hand and the woman on his left, the minister shall say:*

Dearly Beloved: We are gathered together in the sight of God and in the presence of these witnesses, to join together this man and this woman in holy matrimony. This is an honorable estate, instituted of God in the time of man's innocency, signifying unto us the mystical union that exists between Christ and his church. This holy estate Christ adorned and beautified with his presence and the first miracle that he wrought in Cana of Galilee. It is commended of St. Paul to be honorable among all men; and, therefore, it is not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God.

Into this holy estate these persons present now come to be joined. Therefore, if any can show just cause why they may not lawfully be joined together, let him now speak, or else forever hold his peace.

*And also speaking unto the persons who are to be married, the minister shall say:*

I require and charge you both that if either of you knows any impediment why you may not lawfully be joined together in matrimony, you do now confess it; for be ye well assured that as many as are united otherwise than as God's Word doth allow are not joined together by God.

*If no impediment is alleged, then shall the minister say unto the man:*

Wilt thou have this woman to be thy wedded wife, to live together after God's ordinance, in the holy estate of matrimony? Wilt thou love her, comfort her, honor and keep her in sickness and in health,

and, forsaking all others, keep thee only unto her as long as ye both shall live?

*The man shall answer:*

I will.

*Then shall the minister say unto the woman:*

Wilt thou have this man to be thy wedded husband, to live together after God's ordinance, in the holy estate of matrimony? Wilt thou love, honor, and keep him in sickness and in health, and, forsaking all others, keep thee only unto him as long as ye both shall live?

*The woman shall answer:*

I will.

*Then shall the minister join their right hands together and say:*

Forasmuch as this man and this woman have consented together in holy wedlock and have witnessed the same before God and this company and have declared the same by joining of hands, I pronounce that they are husband and wife, in the name of God the Father, and of the Son, and of the Holy Ghost. Those whom God hath joined together let no man put asunder. Amen.

*Then shall the minister pray, thus:*

May the blessing of the triune God rest upon this husband and wife. Grant unto them thy presence and guidance along the pathway of life, and grace to fulfill thy thought concerning their lives. Grant unto them and this company a place hereafter at the marriage supper of the Lamb. And unto thee we will ascribe the praise, and the honor, and the glory, now and evermore. Through Jesus Christ. Amen.

## Section 186. Marriage Ceremony II.

Dearly Beloved: We are gathered together in the sight of God, and in the presence of these witnesses, to join together this man and this woman in holy matrimony, which is an honorable estate, instituted of God in the time of man's innocency, signifying the mystical union that exists between Christ and his church; which holy estate Christ adorned and beautified by his first miracle that he wrought in Cana of Galilee and is commended of St. Paul to be

honorable among all men, and therefore is not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God.

Into this holy estate these persons present now come to be joined. Therefore, if any can show just cause why they may not be lawfully joined together, let him now speak or else forever hold his peace.

*Speaking to the persons who are to be married, the minister shall say:*

I require and charge you both that if either of you know any impediment why you may not be lawfully joined together, you do now confess it; for be ye well assured that as many as are united otherwise than as God's Word doth allow are not joined together by God.

*If no impediment is alleged, then someone besides the officiating minister may pray:*

Almighty and ever blessed God, whose presence is the happiness of every condition, and whose favor hallows every relation, we beseech thee to be present and favorably look upon these thy servants, that they may be truly joined in the honorable estate of marriage in the covenant of their God. As thou hast brought them together by thy providence, sanctify them by thy Spirit, giving them a new frame of heart fit for their new estate and enrich them with all grace, whereby they may enjoy the comforts, undergo the cares, endure the trials, and perform the duties of life together as becometh Christians, under thy heavenly guidance and protection. Through our Lord Jesus Christ. Amen.

*Then the minister shall say:*

Who giveth this woman to be married to this man?

*The Father, or guardian, or friend of the woman shall answer*

I do.

*The minister, calling the man by his Christian name, shall say:*

....., wilt thou have this woman to be thy wedded wife, to live together after God's ordinance in the holy estate of matrimony? Wilt thou love her, comfort her, honor and keep her, in sickness and in health, and forsaking all others, keep thee only unto her as long as ye both shall live?

*The man shall answer: I will.*

*Then the minister, calling the woman by her first name, shall say:*



....., wilt thou have this man to be thy wedded husband, to live together after God's ordinance, in the holy estate of matrimony? Wilt thou love, honor, and keep him in sickness and in health, and forsaking all others, keep thee only unto him as long as ye both shall live?

*The woman shall answer: I will.*

*The minister shall cause the man with his right hand to take the woman by her right hand and say after him, as follows:*

I, ....., take thee, ....., to be my wedded wife; and I do promise and covenant before God and these witnesses to be thy loving and faithful husband in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

*Then shall they loose their hands. The minister shall cause the woman to take the man by his right hand, and say after him, as follows:*

I, ....., take thee, ....., to be my wedded husband; and I do promise and covenant before God and these witnesses to be thy loving and faithful wife in plenty and in want, in joy and in sorrow, in sickness and in health, as long as we both shall live.

*Then the minister shall say: Let us pray.*

Most merciful and gracious God, of whom the whole family in heaven and earth is named, bestow upon these thy servants the seal of thine approval and thy fatherly benediction, granting unto them grace to fulfill with pure and steadfast affection the vow and covenant between them made. Guide them together, we beseech thee, in the way of righteousness and peace, that, loving and serving thee with one heart and mind all the days of their lives, they may be abundantly enriched with the tokens of thy everlasting favor. Grant unto them and this company a place hereafter at the marriage supper of the Lamb. And unto thee we will ascribe the praise, and the honor, and the glory, now and evermore. Through Jesus Christ. Amen.

*Then shall the minister say unto all present:*

By the authority committed unto me as a minister of the church of Jesus Christ, I declare that ..... and ..... are now husband and wife, according to the ordinance of God and

the law of the state; in the name of the Father, and of the Son, and of the Holy Spirit. Amen.

*Then, causing the husband and wife to join their right hands, the minister shall say:*

Whom God hath joined together, let no man put asunder.

*It is fitting that the bride and groom kneel to receive this benediction:*

The Lord bless you, and keep you. The Lord make his face to shine upon you, and be gracious unto you. The Lord lift up his countenance upon you and give you peace, both now and in life everlasting. Amen.

or

God the Father, God the Son, God the Holy Spirit, bless, preserve, and keep you. The Lord, with his favor, look upon you and fill you with all spiritual benediction and grace; that ye may so live together in this life, that in the world to come ye may have everlasting life. Amen.

### Section 187. Baptism.

Let the minister read Matthew 3; John 3: 1-8.

Prayer.

Let the candidates be questioned, as follows:

Dost thou renounce the devil and all his works, the vain pomp and glory of the world, with all covetous desires of the same, and the carnal desires of the flesh, so that thou wilt not be led by them?

**Ans.** I renounce them all.

Dost thou believe in God the Father and in Jesus Christ, his Son, our Lord; in the Holy Ghost, and in the church of God in general; the remission of sins, the resurrection of the body, and everlasting life after death?

**Ans.** All this I steadfastly believe.

Wilt thou be baptized in this faith?

**Ans.** This is my desire.

Wilt thou obediently keep God's holy commandments and walk in them daily?

**Ans.** I will do so, God being my helper

The minister, asking the name of the candidate, shall baptize him, saying:

....., I baptize thee in the name of the Father, and of the Son, and of the Holy Ghost. Amen.

Repeat the Lord's Prayer, closing with extemporary prayer.

### **Section 188. Baptism of Children.**

Where parents so desire, let baptism be administered, using the following form:

Read Mark 10: 13-16, and Matthew 18: 1-6.

Then shall the minister take the child into his hands, and say to the parents:

Name this child.

And then, naming it after them, he shall baptize it, saying:

....., I baptize thee in the name of the Father, and of the Son, and of the Holy Ghost. Amen.

Then shall the Lord's Prayer be repeated, closing with extemporary prayer.

### **Section 189. Dedication of Children.**

When parents desire to dedicate their children, the following form may be used:

Read from Mark 10:13-16 and Matthew 18:1-6.

#### **Charge to Parents.**

Dearly beloved, You are now about to dedicate your children (child) to your God and to his service. God hath declared, "All souls are mine; as the soul of the father, so also the soul of the son is mine" (Ezek. 18:4). By this act you acknowledge the high claim of Almighty God to the life and service of your offspring. Too, you confess your own obligation to the most high God, to the church, and to your child. I trust that you fully realize the solemnity of this occasion. It is imperative that you live the Christian life in sincerity, thereby setting an example worthy of emulation.

You will need the grace of God and the wisdom of God to enable you to discharge your duty. May you find wisdom and grace sufficient as you labor to glorify God.

You should instruct your child in the Word of the Lord; strive

to bring him (or her) to an early saving knowledge of God; guide his feet into paths of righteousness; bring him often to the house of God.

Do you solemnly promise to endeavor to do this?

(Answer:) We (I) do.

Let there be prayer, as follows:

Almighty God, we here and now dedicate this child unto thee, praying that he (or she) may be endued with heavenly virtues, taught by thy Holy Spirit, nourished by thy Word, kept by divine grace, and everlastingly rewarded through thy eternal mercies. In the name of thy Son, Jesus Christ, our Lord and Saviour. Amen

or

Be pleased, O God, to grant unto this child an understanding mind. May thy providence lead him (or her) through the dangers, temptations, and ignorance of youth. May he never run into folly or the evils of unbridled appetite. May he be led to serve thee faithfully, so that when he has glorified thee in his generation and has served thy cause on earth, he may be received into thy eternal kingdom. Through Jesus Christ, our Lord. Amen.

Benediction (2 Cor. 13: 14).

### **Section 190. Sacrament of the Lord's Supper.**

The sacrament of the Lord's Supper shall be administered at least once each quarter [Sections 54, ¶1 (2); 163].

Let all who profess faith in Jesus Christ as Saviour and Lord be admitted to the Lord's Supper.

Let the minister read I Cor. 11: 23-34, and Luke 22: 14-20.

Prayer of consecration, extemporary.

Then let the people be invited to partake; and as the bread is delivered, let the minister say:

The body of our Lord Jesus Christ, which was given for thee, preserve thy soul and body unto everlasting life. Take and eat in remembrance that Christ died for thee; and feed on him in thine heart by faith, with thanksgiving.

As the cup is delivered, let the minister say:



The blood of our Lord Jesus Christ, which was shed for thee, preserve thy soul and body unto everlasting life. Drink this in remembrance that Christ's blood was shed for thee, and be thou thankful.

In closing, let the people unite with the minister in repeating the Lord's Prayer, to be followed by dismissal, as follows:

May the peace of God, which passeth all understanding, keep your hearts and minds in the knowledge and love of God and His Son Jesus Christ our Lord; and the blessing of God Almighty, the Father, the Son, and the Holy Ghost, be among you and remain with you always. Amen.

### Section 191. Burial of the Dead.

In the house or at the church let some of the following scriptures be read:

"I am the resurrection, and the life: he that believeth in me, though he were dead, yet shall he live: and whosoever liveth and believeth in me shall never die" (John 11: 25, 26).

"I know that my redeemer liveth, and that he shall stand at the latter day upon the earth: and though after my skin worms destroy this body, yet in my flesh shall I see God: whom I shall see for myself, and mine eyes shall behold, and not another" (Job 19: 25-27).

"We brought nothing into this world, and it is certain we can carry nothing out." "The Lord gave, and the Lord hath taken away; blessed be the name of the Lord" (I Tim. 6: 7; Job 1: 21).

"Lord, thou hast been our dwelling place in all generations. Before the mountains were brought forth, or ever thou hadst formed the earth and the world, even from everlasting to everlasting, thou art God. Thou turnest man to destruction; and sayest, Return, ye children of men. For a thousand years in thy sight are but as yesterday when it is past, and as a watch in the night. Thou carriest them away as with a flood; they are as a sleep: in the morning they are like grass which groweth up. In the morning it flourisheth, and groweth up; in the evening it is cut down, and withereth" (Psa. 90: 1-6).

Other appropriate selections will be found in Psa. 39; I Cor. 15: 41-58; II Cor. 5:1-10; I Thess. 4:13-18, and Rev. 21:21-27.

For the death of a child the following scriptures may be read: Mark 10:13-16; Matt. 18:1-6, 10; II Sam. 12:16-23.

At the grave, as the body is laid away, let the minister say:

Forasmuch as it hath pleased Almighty God in His wise providence to take out of the world the soul of the departed, we therefore commit his (or her) body to the ground, earth to earth, ashes to ashes, dust to dust, looking for the coming of our Lord Jesus Christ, when He shall burst the bands of death and gather to himself in the skies to the marriage supper of the Lamb all those who have made a covenant with Him by sacrifice.

May the grace of the Lord Jesus Christ, the love of God the Father, and the communion of the Holy Spirit abide with us now and evermore. Amen.

### **Section 192. Ordination of Ministers.**

As the congregation enters let the council of ordination take their places on the platform.

Candidates for ordination shall be seated before the altar.

Singing: "A Charge to Keep I Have."

Prayer by a member of the council.

Singing: "Rock of Ages."

Scripture Lesson: I Tim. 3; 2 Tim. 4: 1-8; Titus 3: 1-11.

When the time appointed for ordination shall have come, the district superintendent shall present the candidates to the presiding officer, saying:

"I present (read names aloud) to be ordained as ministers of Christ."

Then shall the presiding officer say, "Brethren, these are they whom we purpose, God willing, this day to ordain ministers of Christ. Having been duly examined by the educational and examining boards they have been recommended by the conference for this holy ministry. If any here know of any impediment for which any one of them ought not to be received into the office of an ordained minister of the gospel, let him now come forth in the name of God and show what the impediment is."

(If no impediment be alleged, then shall the scriptures given in the Manual be read and followed by a sermon on the call and work of a minister.)

The sermon on the call and work of the ministry.

After the sermon the following questions shall be asked by the presiding officer:

*Presiding Officer:* Is it your sincere conviction that you have been called of God to the ministry?

*Answer:* That is my sincere conviction.

*Presiding Officer:* Are you persuaded that the Holy Scriptures contain all doctrines required of necessity for eternal salvation through faith in Jesus Christ? And are you determined out of the said Scriptures to instruct the people committed to your charge, and to teach nothing as required of necessity to salvation but that which you shall be persuaded may be concluded and proved by the scriptures?

*Answer:* I am so persuaded, and have so determined by God's grace.

*Presiding Officer:* Do you cordially accept the Articles of Faith of the Pilgrim Holiness Church and agree to declare and defend them?

*Answer:* I do, in the fear of God.

*Presiding Officer:* Will you then give your faithful diligence always so to minister the doctrines and sacraments and disciplines of Christ as the Lord hath commanded?

*Answer:* I will do so by the help of the Lord.

*Presiding Officer:* Will you be diligent in prayers, and in reading the Holy Scriptures, and such studies as help to a knowledge of the same?

*Answer:* I will endeavor so to do, the Lord being my helper.

*Presiding Officer:* Will you be diligent to frame and fashion yourself and your family according to the doctrine of Christ; and to make yourself and them, as much as in you lieth, wholesome examples and patterns to the flock of Christ?

*Answer:* I shall apply myself thereto, the Lord being my helper.

*Presiding Officer:* Will you maintain and set forth as much as lieth in you, quietness, peace, and love among all Christian people, and especially among those who are or may be committed to your charge?

*Answer:* I will do so, the Lord being my helper.

*Presiding Officer:* Will you here and now pledge yourself to be loyal and obedient to the duly elected and consecrated officers of the church?

*Answer:* I will.

Candidates shall then kneel at the altar, and while prayer is being offered, the members of the Council shall severally lay their hands on the head of each candidate, after which a general superintendent (or one authorized to act in his place) shall place the Bible in the hand of the candidate, saying:

Take thou authority to preach the Word of God, to administer the sacraments and to perform all the duties of an ordained minister in the church of God. In the name of God the Father, and of God the Son, and of God the Holy Ghost. Amen.

Doxology

Benediction

### **Section 193. Ordination of Deaconesses.**

**Singing:** "Take My Life and Let It Be."

**Prayer.**

**Singing:** "Rescue the Perishing."

**Scripture Lesson:** Luke 10: 25-42; Matt. 25: 31-40.

**Address to the candidates.**

**Questions:**

Do you believe that you are called of God to do the work of a deaconess?

Do you promise to perform faithfully the duties of this office, as taught in the Word of God?

Will you strive to represent your Lord and Master wherever you are needed, and to go where you are needed the most?

The minister in charge then shall lead in prayer, candidates kneeling at the altar, after which he shall take each candidate by the hand, and say:



Thou art admitted to the office of deaconess in the church of God in the name of the Father, and of the Son, and of the Holy Ghost.

Doxology

Benediction

#### **Section 194. Form for Dedication of a Church.**

The following order of service may be used:

Singing

Prayer

Singing

Scripture Reading

Sermon

Offering

Scripture Selections: 2 Chron. 6: 1, 2, 18-21, 40-42; 7: 1-4; Heb. 10: 19-25.

Address to the congregation:

Dearly beloved, the Scriptures teach us that God is well-pleased with those who build temples in his name. We have heard how He filled the temple of Solomon with his glory and how in the second temple he manifested himself still more gloriously. And the gospel approves and commends the centurion who built a synagogue for the people. Let us not doubt that He will also favorably approve our purpose of dedicating this place in solemn manner, for the performance of the several offices of religious worship.

For such a dedication we now are assembled. With gratitude, therefore, to Almighty God, who has signally blessed his servants in their holy enterprise of erecting this church, we dedicate it to His service for the reading of the Holy Scriptures, the preaching of the Word of God, the administration of the holy sacraments, and for all other exercises of religious worship and service, according to the Manual and usages of the Pilgrim Holiness Church. And as the dedication of the temple is vain without the solemn consecration of the worshipers also, I now call upon you all to dedicate yourselves anew to the service of God. To him let our souls be dedicated that they may be renewed after the image of Christ. To him let our bodies be dedicated, that we may be fit temples for the indwelling of the Holy Ghost. To him may our labors and business be dedicat-

ed, that their fruit may tend to the glory of his great name and to the advancement of his kingdom.

Address to the trustees:

Brethren, you have been selected by the church to hold the honorable and responsible place of trustees of this house of worship now being dedicated to the service of Almighty God. In this office you represent the church, and will act on its behalf and for its welfare.

The house of God is sacred. It is God's holy temple, where He is to be worshiped in the beauty of holiness and love. Therefore, nothing should enter this sacred place that will defile the temple of God.

Both you as trustees, and the church board, by your official relation are vitally interested in this temple. Protect it at all times. Preserve it for constant service. Improve it as needs arise. As assistants of the pastor, help to make this a holy place. As representatives of the church in the community, win men to it, and through it to the Lord Jesus Christ.

In the name of the Holy Trinity I now give this key to the president of the board of trustees as the symbol of your authority, to hold this property in trust for God and the Pilgrim Holiness Church. I pray that Christian faith and hope and love may dwell in your hearts, and that the Holy Spirit may be your guide and comfort.

Dedicatory Prayer

Doxology

Benediction

### **Section 195. Installation of Local Officers**

A brief service for the installation of local officers may be held during the Sunday morning service, or other appropriate time, just preceding the time when they shall assume the duties of their offices.

Having sung an appropriate song, such as "A Charge to Keep I Have" or "I'll Live for Him Who Died for Me," the new officers shall be called forward and introduced to the congregation. The following scriptures shall then be read: Acts 2:41-44,

"Then they that gladly received his word were baptized: and the same day there were added unto them about three thousand souls. And they continued stedfastly in the apostles' doctrine and fellowship, and in breaking of bread, and in prayers. And fear came upon

every soul: and many wonders and signs were done by the apostles, And all that believed were together, and had all things common."

Acts 6:1-8

"And in those days, when the number of the disciples were multiplied, there arose a murmuring of the Grecians against the Hebrews, because their widows were neglected in the daily ministration. Then the twelve called the multitude of the disciples unto them, and said, It is not reason that we should leave the word of God, and serve tables. Wherefore, brethren, look ye out among you seven men of honest report, full of the Holy Ghost and wisdom, whom we may appoint over this business. But we will give ourselves continually to prayer, and to the ministry of the word. And the saying pleased the whole multitude: and they chose Stephen, a man full of faith and of the Holy Ghost, and Philip, and Prochorus, and Nicanor, and Timon, and Parmenas, and Nicholas a proselyte of Antioch: Whom they set before the apostles: and when they had prayed, they laid their hands on them. And the word of God increased; and the number of the disciples multiplied in Jerusalem greatly; and a great company of the priests were obedient to the faith. And Stephen, full of faith and power, did great wonders and miracles among the people."

The Chairman shall read the duties of the several officers from the Manual.

Address to new officers:

Dearly Beloved:

It is recorded in the "Acts of the Apostles" that when the early church was growing and the number of disciples was multiplying, and the duties of the church so increased, and so became diversified, that the church called its members together and chose men of good report, full of the Holy Ghost and wisdom, to assist in the administering of the affairs of the church; and that the officers thus chosen by the church were set before the apostles, who laid hands on them and prayed, thus setting them apart in the presence of the church to the duties of their honorable office.

In like manner this church, having first sought the guidance of the divine Spirit, has chosen you to similar offices to be associated with

the brethren already in office and with the pastor to whom you are now presented for public consecration.

Therefore, we, the pastor and the people of this church, call upon you to give your undivided attention to this pledge of trust to Christ and His church.

The officers pledge:

Trusting in Jesus Christ, the great Head of the church, I humbly promise him and his church that I will be faithful to the extent of my ability to all known duties and responsibilities devolving upon me as an officer of this church. I will endeavor to be regular in my attendance, cheerful in my service, wholehearted in my giving, open-minded in my planning, patient in the face of trials, persistent in the face of difficulty, and Christlike in my fidelity to his service. I will seek by example and precept the promotion of Christian fellowship amongst all our members and the spreading of the message of full salvation at home and abroad.

Do you cheerfully and yet solemnly accept the obligations of this pledge?

Answer: I do.

This is addressed to the friends and members of the church:

We, the pastor and officers of this church, call upon you to give your undivided attention to this pledge of loyalty.

Having chosen these officers to guide us in the administration of the church, we, its friends and members, do now pledge our loyalty to its work and promise our consideration of the plans and our friendly cooperation in the service suggested to us.

We acknowledge our duty and declare our determination to pray for all our leaders and to share with them in the glorious responsibility of spreading the "good news" thus hastening the coming of Christ.

All who cheerfully, yet solemnly, join in this pledge will answer, "I do."

The officers shall then kneel at the altar while the pastor and people offer prayer in their behalf.



**Section 196. Dedication of Parsonages**

Same as "Dedication of Church" except scripture selections, II Kings 4, and selected verses.

**Address to congregation:**

The Scriptures clearly teach that as Aaron was divinely appointed to the priesthood, even so today men are called to the ministry for the purpose of preaching the Word and otherwise giving aid and comfort to the spiritually needy. In the same divine program it is also "ordained that they which preach the gospel, should live of the gospel" (I Cor. 9:14).

Providing a home for the pastor is a recognition of his high office and great value to the church, and by so much is a wise provision contributing to his temporal support.

This house about to be dedicated as a pastor's home has been made possible by the generous gifts of those who are interested in the ministry and the church he represents.

**Charge to trustees:**

You have been appointed by the church to the responsible office of trustee of this house. In such capacity you are to represent the church and act on its behalf whenever your services are required. Remember however in a very important sense the entire community has an interest in it and should be led to recognize its real value to the religious and social betterment of the same. It is your duty, as directed by the local church board, to care for this building, keeping it in good repair and so beautifying the grounds as to make the property attractive to the general public, ever keeping in mind that it is God's house, to be used to his glory.

Beloved, by the direction of the \_\_\_\_\_ conference, and in the name of the Holy Trinity, I now give this key to the president of the board of trustees, as a sign of your authority to hold this parsonage in trust for the \_\_\_\_\_ Pilgrim Holiness Church. May you cheerfully perform the duties which devolve upon you, ever looking for the spirit of promise for direction and help.

**Dedicatorial prayer.**

Address to the congregation—I now declare this house duly set apart as the residence of the pastor of the \_\_\_\_\_ Pilgrim Holiness Church at \_\_\_\_\_.

## Forms

### Church Letters

#### Section 197, ¶1. Letter of Recommendation.

Date.....

This certifies that ..... is  
an acceptable member of the .....  
Pilgrim Holiness Church at .....  
Upon removal from this church ..... is heartily commended to  
the Christian fellowship of those to whom this certificate may be  
presented.

.....  
Secretary

.....  
Pastor

#### ¶2. Letter of Transfer and Reply.

Date .....

To the Secretary of the .....  
Pilgrim Holiness Church at.....

This is to certify that ..... is a member  
in good and regular standing in the .....  
Pilgrim Holiness Church at ....., and in com-  
pliance with ..... request ..... is affectionately  
commended to your church and fellowship.

This letter is invalid if not presented within 60 days.

.....  
Secretary

.....  
Pastor

*(This letter of transfer to be used by a member removing to another  
Pilgrim Holiness Church.)*

*(To the Secretary of the church issuing the above letter:)*

The ..... Pilgrim Holiness Church at .....  
 ..... has received into membership ..... to whom  
 you issued a letter of transfer on date of .....

.....  
 Secretary

.....  
 Pastor

### ¶3. Letter of Withdrawal.

Date .....  
 This certifies that ..... has been a member of  
 the ..... Pilgrim Holiness Church at  
 ..... until the above date.

Upon ..... request ..... name is hereby withdrawn from  
 the church roll.

.....  
 Secretary

.....  
 Pastor

### Credentials

#### Section 198. Local Preacher's License.

This certifies that ..... has been examined  
 concerning ..... gifts, graces, and service and is recommended by  
 the advisory board of ..... Pilgrim Holiness Church  
 at ..... as a person to be licensed as a local preacher  
 in said church.

We therefore license ..... to preach the gospel, subject to the  
 requirements of the Manual of the Pilgrim Holiness Church.

In Testimony Whereof, we hereunto affix our names this .....  
 day of ..... 19.....

.....  
 District Superintendent

Issued at .....

.....  
 District Secretary

**Section 199. Licensed Minister's Certificate.**

This certifies that ..... is this day licensed to preach the gospel for one year, and, being in good and regular standing in the Pilgrim Holiness Church, is recommended to the Christian fellowship of the people of God everywhere. .... is authorized to perform all the duties pertaining to the office, provided ..... spirit, practice, and teaching continue to correspond with the teachings of the Word of God and the Manual of the Pilgrim Holiness Church.

Praying that ..... ministry may be blessed to the salvation of many souls, we commend ..... to the keeping of God.

In Testimony Whereof, we hereunto affix our names this ..... day of ..... 19.....

.....  
General Superintendent

.....  
District Superintendent

.....  
General Secretary

.....  
District Secretary

**Section 200. Certificate of Ordination.**

This certifies that we, a council of regularly ordained ministers of the gospel of Christ, after careful examination, by the laying on of hands and prayer have this day ordained ..... to the gospel ministry. .... is therefore commended to the Christian fellowship of the people of God everywhere, and is authorized to perform all the duties pertaining to the office of the gospel ministry as long as ..... spirit, practice, and teaching correspond with the teachings of the Word of God and the Manual of the Pilgrim Holiness Church.

In Testimony Whereof, we hereunto affix our names this ..... day of ..... 19 .....

.....  
.....  
.....



**Section 201. Minister's Credentials.**

**¶1. Pocket Credentials.**

There shall be a pocket certificate for both licensed and ordained ministers, which shall be an official certification reproduced on a small card suitable for carrying in billfold. These credentials shall be issued annually to each licensed and ordained minister in good standing. The text of such pocket certificate shall be as follows:

**Minister's Annual Pocket Credential**

Date .....

This is to certify that:

..... was, on the date of issuance hereof, an (ordained) (licensed) minister in good standing in the Pilgrim Holiness Church of America.

..... Gen. Sec.

Valid only when signed by the Gen. Sec.

SEAL

..... Dist. Sec.

and countersigned by the Dist. Sec.

.....  
Name of Dist.

.....  
Address of Dist. Secy.

This credential is valid for one year from date of issue.

**¶2. Minister's Ordination Credentials.**

This certifies that ..... is an ordained minister in good and regular standing in the Pilgrim Holiness Church and is therefore commended to the Christian fellowship of the people of God everywhere, as long as . . . . . spirit, practice, and teaching correspond with the teachings of the Word of God and the Manual of the Pilgrim Holiness Church.

Praying that ..... ministry may be blessed to the salvation of many souls, we commend ..... to the keeping of God.

In Testimony Whereof, we hereunto affix our names this ..... day of ..... 19 .....

.....  
General Superintendent

.....  
General Secretary

**Section 202. Evangelistic Commission.****¶1. Evangelist's Certificate**

This certifies that ..... being a ..... minister in good standing in the Pilgrim Holiness Church, and having given evidence of evangelistic gifts and ability, is hereby commissioned as a regular evangelist for one year. .... is commended to the fellowship of the people of God everywhere, provided ..... spirit, practice, and teaching correspond with the Word of God and the Manual of the Pilgrim Holiness Church. Praying that ..... ministry may be blessed to the salvation and edification of many souls, we commend ..... to the keeping of God.

In Testimony Whereof, we now affix our names this ..... day of ..... 19 ....

.....  
District Superintendent

Issued at ..... under authority of .....  
District Conference.

.....  
District Secretary

**¶2. Song Evangelist's Certificate**

This certifies that ..... being a member in good standing in the Pilgrim Holiness Church, and having gifts and ability, is hereby commissioned as a regular song evangelist for one year. .... is commended to the fellowship of the people of God everywhere provided ..... spirit and practice correspond with the Word of God and the Manual of the Pilgrim Holiness Church. Praying that ..... ministry may be blessed to the salvation and edification of many souls, we commend ..... to the keeping of God.

In Testimony Whereof, we now affix our names this ..... day of ..... 19 ..... Issued at ..... under authority of the ..... District Conference

.....  
District Superintendent

.....  
District Secretary

¶3. Song Evangelist's Permanent Credential.

This certifies that ..... being a member in good standing in the Pilgrim Holiness Church, and having gifts and abilities, is hereby commissioned as a regular song evangelist and is commended to the fellowship of the people of God everywhere as long as ..... spirit and practice correspond with the Word of God, and the Manual of the Pilgrim Holiness Church.

Praying that ..... ministry may be blessed to the salvation and edification of many souls, we commend ..... to the keeping of God.

In Testimony Whereof, we now affix our names this ..... day of ..... 19.... Issued at ..... under the authority of the ..... District Conference.

.....  
District Superintendent

.....  
District Secretary

**Section 203. Certificate of License as Deaconess.**

This certifies that ..... is this day recognized as a deaconess for one year. Being in good and regular standing in the Pilgrim Holiness Church, she is commended to the Christian fellowship of the people of God everywhere, and is authorized to perform all of the duties pertaining to the office, provided her spirit, practice, and teaching correspond with the teachings of the Word of God and the Manual of the Pilgrim Holiness Church.

Praying that her labors may be blessed to the salvation of many souls, we commend her to the keeping of God.

In Testimony Whereof, we hereunto affix our names this ..... day of ..... 19 .....

.....  
Gen. Superintendent

.....  
Dist. Superintendent

.....  
Gen. Secretary

.....  
Dist. Secretary

**Section 204. Certificate of Ordination as Deaconess.**

This certifies that ..... is an ordained deaconess in good and regular standing in the Pilgrim Holiness Church. She is therefore commended to the Christian fellowship of the people of God everywhere, and is authorized to perform all the duties pertaining to the office as long as her spirit, practice, and teaching correspond with the teachings of the Word of God and the Manual of the Pilgrim Holiness Church.

Praying that her labors may be blessed to the salvation of many souls, we commend her to the keeping of God.

In Testimony Whereof, we hereunto affix our names this ..... day of ..... 19 .....

.....  
General Superintendent

.....  
General Secretary

**Section 205. Special Appointment.**

(The following certificate is for special use both in the districts and in the general church.)

**Certificate of Special Appointment**

This certifies that ..... is an accredited representative of the Pilgrim Holiness Church and is under appointment to special work, as follows:

.....  
.....  
Said appointment is effective from ..... to .....  
unless revoked prior thereto.

This certificate is issued under authority of the .....  
of the Pilgrim Holiness Church, and is revokable at any time by  
.....

Issued at ..... on the ..... day of .....  
19 .....

.....  
District Superintendent

.....  
District Secretary



## **PART VII**

### **STUDY COURSES**

#### **Local Preacher's Study Course**

**Section 206. Course of Study Leading to District License.**

**Books to be Studied:**

Bible I, Exploring the New Testament (pages 9-225)

New Training for Service—Sharp

Bible History—Blaikie & Matthews

Plain English Handbook—Walsh (with workbook)

The Galilean Fisherman—Witmer

Bible Doctrines—Smith

Foundations of Doctrine—Jessop

Manual of the Pilgrim Holiness Church

Scriptural Holiness—English Authors

**Books for collateral reading:**

All About the Bible—Collett

Entire Sanctification—Ruth

Story of the Christian Church—Hurlbut

Redemption Completed—Huffman

Christian Purity (Abridged)—Foster

Preacher and Prayer—Bounds

#### **Licensed Preacher's Study Course**

##### **FIRST YEAR**

**Section 207. (Prerequisite: Local Preacher's Study Course or Equivalent)**

**Books to be Studied:**

Bible II, Exploring the Old Testament (pages 13-208)

Christ's Life and Ministry—Winchester

Life of Paul—Stalker

General Biblical Introduction—Miller  
Homiletics and Pastoral Theology—Hogue  
Christian Theology, Volume I—Wiley  
Bible Atlas—Westminster  
Lessons in Parliamentary Procedure—Plummer

**Books for collateral reading:**

How to Study—Kornhauser  
The Crises of the Christ—Morgan  
Impressions—Knapp  
Beacon Lights of Faith—Wimberly  
The Preacher, His Life and Work—Jowett  
The Way to Pentecost—Chadwick

**SECOND YEAR**

**Books to be Studied:**

Bible III, Exploring the New Testament (pages 210-424)  
Christian Theology, Volume II—Wiley  
A System of Christian Evidence—Keyser  
Chaos of Cults—Van Baalen  
All About the Sunday School—Font and French  
The Stones Cry Out—Huffman  
Social Policies in the Making—Landis  
Christ in All the Scriptures—Hodgkin

**Books for collateral reading:**

After Sanctification—Anderson  
Tongue of Fire—Arthur  
Perfect Love (Abridged)—Wood  
The Messianic Hope in Both Testaments—Huffman  
My Message to Sunday School Workers—Lawrence  
Ministerial Ethics and Etiquette—Harmon  
American Freedom and Catholic Power—Blanshard

**THIRD YEAR**

**Books to be Studied:**

Bible IV, Exploring the Old Testament (pages 209-415); Exploring the New Testament (pages 425-448)  
Jesus is Coming—Blackstone  
Bible Basis of Missions—Glover  
Christian Theology, Volume III—Wiley

A System of General Ethics—Keyser  
A Compendium of Church History—Zenos  
The Holy Spirit—Huffman  
How We Got Our Denominations—Stuver

**Books for collateral reading:**

The Harmony of Science and Scripture—Rimmer  
Progress of World-Wide Missions—Glover  
Central Idea of Christianity—Peck  
From Chaos to Character—Marston  
Pastor's Legal Advisor—Brand & Ingram  
Holiness Triumphant—Chapman

### **Licensed Deaconess' Course**

**Section 208.** This is the course of study leading to ordination of deaconesses.

#### **FIRST YEAR**

**Books to be Studied:**

Bible Doctrines—Smith  
Teacher's Training Lessons—Hurlbut  
A Story of the Christian Church—Hurlbut

**Books for collateral reading:**

Plain Account of Christian Perfection—Weasley  
Building the Home Christian—Huffman  
Deeper Experience of Famous Christians—Lawson

#### **SECOND YEAR**

**Books to be Studied:**

Foundations of Doctrine—Jessop  
All About the Bible—Collett  
Galilean Fisherman—Witmer  
Bible History—Blaikie & Matthews

**Books for collateral reading:**

Perfect Love (Abridged)—Wood  
Bible History of World Government—Smith  
Impressions—Knapp  
Life of Christ—Stalker

**Section 209.** Examination or equivalent school credits are required on books "to be studied." Also written statements are required certifying to the careful reading of collateral books.

## Study Course Regulation for Ministers

**Section 210, ¶1.** Men of this world demand a trained mind as well as a willing heart. In offering himself to the service of the gospel ministry, one should not be less diligent, that he may show himself approved unto God, a workman that need not to be ashamed.

¶2. Habits of study, together with Biblical and other knowledge secured through them, are invaluable to ministers. Therefore, to promote the same, the International Conference has provided that a course of study shall be arranged for applicants for licenses as ministers and for ordination as deaconesses and as ministers.

¶3. This course of study is to be directed by the Ministerial Study Course Agency at Headquarters [Sec. 133, ¶1, (10)].

**Section 211, ¶1.** Persons pursuing the courses of study as given hereinbefore shall be governed by the following regulations:

¶2. Those entering the ministry shall immediately begin the prescribed course of study and pursue same until completed. To this end they shall place themselves under the direction of the district educational board and the Ministerial Study Course Agency, which has charge of this work, unless the same course, or its equivalent, is taken in school.

¶3. All licensed ministers failing to complete and report on at least two subjects a year in their required course of study, for two consecutive years, will automatically forfeit their licenses, unless in the judgment of the educational board an exception shall be made. The district council shall have power to review and pass upon such action when it deems it advisable [Section 102, ¶3].

¶4. Licensed ministers are required to complete a minimum of six books each year: three texts and three collateral. In case of failure to meet this requirement, the candidate will automatically forfeit his district license.

In case an exception is made, the candidate must appeal by a



written petition to the educational board with full details for the delay.

¶5. The passing grade of any study shall not be less than an average of 70 per cent.

¶6. If a course in either Bible or theology is taken in school, the chairman of the district educational board may at his discretion require a transcript of credits yearly. If a course of study in Bible or theology has been completed in school, a transcript of credits shall be presented to the chairman of the educational board by the candidate.

¶7. No course of study shall be accepted unless it is the equivalent of all subjects required in the course of study given in this Manual, except when said course or the equivalent is taken by the candidate in an approved school either by correspondence or resident work.

¶8. The General Board shall establish and maintain a central office at the denominational headquarters to conduct study courses for the benefit of the ministry of the Pilgrim Holiness Church.

(1) Such Agency shall be known as the Ministerial Study Course Agency.

(2) It shall exist for the purpose of assisting unordained ministers and deaconesses in completing the study courses required by the church.

(3) This Agency shall provide a list of study course books as authorized from time to time by the General Board.

(4) The Agency shall maintain contact by mail with each enrollee throughout each course of study and shall provide study outlines, examination questions, and other appropriate information.

(5) The Agency shall maintain adequate educational records for the use and benefit of the enrollee and the church.

(6) It shall be understood that this Agency shall in no manner supplant the work of the examining and educational boards of the several districts, but shall cooperate with them by reporting annually on the progress of student ministers and deaconesses within their jurisdiction.

(7) The Agency shall provide suitable transcripts and issue certificates upon the satisfactory completion of the work assigned.

(8) The Agency shall make a report annually to the General Board, which shall reflect the full activities of the Agency.

(9) The Agency shall be authorized to take all necessary steps for the conducting of its work as indicated by this resolution and as may be approved from time to time by the General Board.

(10) All licensed ministers and licensed deaconesses of the Pilgrim Holiness Church not enrolled in schools approved by their district examining board and who are taking study course work shall be required to enroll and carry on their studies with the Ministerial Study Course Agency [Section 133, ¶1 (10)].

(11) The Agency shall charge a fee to each enrollee such as shall be established by the General Board.

## **Sunday School Teacher Training Course**

**Section 212, ¶1.** It is recommended that each local church provide for a teacher training class for the purpose of better fitting Sunday school teachers and workers for service. Said class shall be taught by the pastor or some other person suitable for this work. Examinations will be furnished by the general office, and upon completion of the course prescribed, certificates will be granted to those receiving a passing grade. The passing grade shall be 70 per cent.

**¶2.** The Sunday School Teacher Training Course shall consist of the following units of the Evangelical Teacher Training Association courses:

### **Preliminary Course**

Unit I - Old Testament Survey - Law and History

Unit II - Old Testament Survey - Poetry and Prophecy

Unit III - New Testament Survey

Unit IV - A Guide for Child Study

Unit V - Teaching Techniques for Sunday School

Unit VI - Sunday School Success (Units I thru VI by Clarence H. Benson)

## Advance Certificate Course

Unit VII - The Missionary Enterprise - by Culley

Unit VIII - A Guide for Sunday School Evangelism - by Barrett

Unit IX - A Guide for Bible Doctrine (The Doctrines of God, Christ, and the Holy Spirit).

Unit X - A Guide for Bible Doctrine (The Doctrines of Salvation, Inspiration, the Church, Angels, and Last Things) - Units IX and X by Benson

Unit XI - Vacation Bible School - by Clark

Unit XII - Your Bible - by Harris

¶3. The following books are recommended for collateral reading:

New Training for Service—Sharp; Galilean Fisherman—Witmer; When do Teachers Teach—Campbell; Principles of Teaching—Eavy; Moses and the Prophets—Winchester; Personal Soul Winning—Wilkins; Sunday School Evangelism—London; You Can Teach—Berkeley; Know Your New Testament—Earle; Foundations of Doctrine—Jessop; My Message to Sunday School Workers—Lawrence; Teaching Youth in the Church—McRae; Christ's Life and Ministry—Winchester; How to Organize and Administer a Great Sunday School—Entzminger; Ideas for Sunday School Growth—Benson; Teaching Adults—Osteyee; A Brief Life of Paul—Olmstead; Understanding Our Pupils—Little; Understanding Adults—Gorham.

(These books may be ordered from the Pilgrim Publishing House, 226 East Ohio Street, Indianapolis 4, Indiana.)

## PART VIII

### APPENDIX

#### Special Rules of International Conference

##### Organization

**Section 213, ¶1.** When the International Conference convenes, in accordance with the provisions of the Manual, after the devotional services the call of the roll shall be made by the Secretary of the International Conference in the following manner:

(2) The roll of members by districts. If no absentees, the secretary shall record all the delegates of that district as present, and, if a quorum is present, proceed to business.

(3) A majority of the enrollment shall constitute a quorum.

**Section 214.** After the opening session, the International Conference shall meet at 8:00 a.m. and adjourn at 11:30 a.m.; reconvene at 1:30 p.m. and adjourn at 5:00 p.m. But the International Conference, at its discretion, may alter the time of meeting and of adjournment. A recess of ten minutes shall be taken at 10:00 a.m., unless otherwise ordered.

##### The Chairman

**Section 215, ¶1.** The chairman shall take the chair precisely at the hour at which the International Conference is to convene, and cause the session to be opened with a period of devotions. He shall have the roll called and, if a quorum is present, see that the business of the conference proceeds regularly, according to the rules of procedure, and such other rules and regulations as may be adopted by the International Conference.

¶2. The chairman shall decide all questions of order, subject to an appeal to the International Conference. In case of such an appeal, the question shall be taken without debate, except that the chairman may state the grounds of his decision, and the appellant may state the grounds of his appeal.

¶3. The chairman shall appoint all committees, unless otherwise especially ordered by the conference.



### Order of Business

**Section 216, ¶1.** The International Conference in its deliberations shall proceed in the following order of business:

- (1) Devotionals
- (2) Roll Call
- (3) Reading of minutes
- (4) Reports
  - (a) General Superintendents
  - (b) General Treasurer
  - (c) Secretary of World Missions
  - (d) Secretary of Church Extension
  - (e) Secretary of General Sunday Schools and Youth
  - (f) Publishing Agent
  - (g) Editor
  - (h) Other church institutions
  - (i) Statistician
- (5) Unfinished business
- (6) New business, which would be the report of Polity Committee as pertaining to:
  - (a) Doctrine and government
  - (b) Ways and means
  - (c) All other resolutions

These calls shall be made in the order herein given, and shall be severally completed before the introduction of other business, except by a formal suspension of the rules. They shall be repeated in the same order, until dispensed with by a formal vote.

### Motions and Resolutions

**Section 217, ¶1.** Resolutions shall be written and presented in duplicate by the mover. A motion shall be reduced to writing if the chair or secretary requests it.

**¶2.** All written motions, reports, and communications to the International Conference shall be passed to the secretary, to be read by him to the International Conference.

### Voting

**Section 218, ¶1.** Every member who is within the bar at the time the question is put shall vote unless, for special reasons, excused by the International Conference.

¶2. No delegate shall leave the Conference without the consent of the Conference.

¶3. Voting shall be by the uplifted hand, or may be taken by ballot, or by "Ayes" and "Noes," except that all officers and members of the General Board shall be elected by ballot.

¶4. In all matters not specified herein, the proceedings of the General Conference shall be governed by common parliamentary law. These rules may be suspended at any time by a vote of three-fourths of the members present and voting.

### Conveyance of Church Property

**Section 219, ¶1.** All grants, conveyances, devises, gifts, transfers, and assignments hereafter made of any property, real, personal, or mixed, to the general church shall be made to "The Pilgrim Holiness Church Corporation."

¶2. All grants, conveyances, devises, gifts, transfers, and assignments hereafter made of any property, real, personal, or mixed, to or for any Pilgrim Holiness Church district shall be made to the trustees of such district, first naming them, followed by these words:

"Trustees, and to their successors in office, in trust for the use and benefit of the ministry and membership of the Pilgrim Holiness Church in the United States of America, subject to the Manual of said church, as from time to time revised and authorized." Or if the district is incorporated that such property may be transferred to such district of the Pilgrim Holiness Church, Incorporated.

¶3. All grants, conveyances, devises, gifts, transfers, and assignments hereafter made of any property, real, personal, or mixed, to or for any local church or mission of the Pilgrim Holiness Church, shall be made to the trustees of such local church or mission, first naming such trustees and followed by these words:

"Trustees, and to their successors in office in trust for the use and benefit of the ministry and membership of the Pilgrlm Holiness Church in the United States of America, subject to the Manual of said church as from time to time revised and authorized." Or if the local church is incorporated that such property may be transferred to said local corporation.

**Section .220 Grantors of General Church Property.** ¶1. All grants, deeds, and conveyances of any general church property, to be the same real, personal, or mixed, shall be valid if made by the Pilgrim Holiness Church Corporation, by its General Superintendent and attested by its General Secretary, and authorized or approved by the General Board or Executive Council.

¶2. All grants, deeds, and conveyances of district property shall be valid if made by the district trustees or district corporation and authorized by the district council.

¶3. All grants, deeds, and conveyances of local church property shall be valid, if made by the local church trustees, or the local corporation, if authorized by the local church board; provided, that any conveyance or mortgage of real estate held by the local trustees or the local corporation shall be authorized or approved by both the local church board and the district superintendent of the district wherein such property is situate.

**Section"221. Conformity with State Law.** In the event that any of the foregoing provisions shall conflict with the laws of the state wherein any of such property is situate, such provision shall be deemed to be modified to conform with any such state law.

**Section 222.** All monies received from any such sale shall not be used or reinvested, except by the written consent of the district council or General Board.

¶1. **Form for Bequest of Money or Personal Property.** I give, devise, and bequeath to The Pilgrim Holiness Church Corporation, a corporation created and existing under and by virtue of the laws of the State of Indiana, the sum of ..... dollars (or if personal property, notes, bonds, etc., describe the same); and the receipt of the treasurer of the said corporation shall be a full and sufficient discharge to my executor of the same.

**¶2. Form for a Devise of Land.** I give, devise, and bequeath to The Pilgrim Holiness Church Corporation, a corporation created and existing under and by virtue of the laws of the state of Indiana, the following described lands and premises, viz: .....; to have and to hold the same, with the privilege and appurtenances unto said corporation, its successors, and assigns forever.

**¶3. Form for a Devise of Residuary Estate or Any Part Thereof.** I give, devise, and bequeath to The Pilgrim Holiness Church Corporation, a corporation created and existing under and by virtue of the laws of the state of Indiana, all (or some specific part of) the rest, residue, or remainder of my estate, real or personal, to have corporation, its successors, and assigns forever; and the receipt of the treasurer of said corporation shall be a full and sufficient discharge to my executor for money and personal property.

**Section 223.** All property deeded to the Pilgrim Holiness Church should be made to correspond to the form of deed in this appendix

## General Church Associations

**Section 224.** The following associations, under the direction of the Pension Board, are operated for the benefit of the Pilgrim Holiness Church:

- (1) Ministerial Benefit Association.
- (2) The Pension Plan.

### **Section 225, ¶1. Ministerial Benefit Association.**

There are seven trustees, known as the Pension Board, elected by the General Board. These trustees are elected for a term of four years each. Written reports are made to the General Board, as requested, and to the International Conference [Section 133, ¶1, (23)].

**¶2. The Pension Plan** shall be directed by the Pension Board. [Section 231].

**Note:** Further information concerning the service offered through these associations may be secured by writing the headquarters office, 230 E. Ohio St., Indianapolis 4, Ind.



## Districts and Their Boundaries

[*District Boundaries are set by the Executive Council, Sec. 135, ¶1 (3)*].

**Section 226. California District** shall include all of the state of California.

**East Michigan District** shall include all that part of Michigan that lies east of a straight line from Bay City through Adrian, Michigan, to the Ohio border.

**Eastern District** shall include all of the state of Delaware and all of the state of Maryland except the following counties: Montgomery, Howard, Prince Georges, and Charles. It shall also include that portion of Virginia that lies east of the Chesapeake Bay and south of the state of Maryland.

**Eastern Ohio District** shall include the eastern part of the state of Ohio, which is bounded on the west by U.S. highway No. 23 running from Portsmouth Ohio, to Toledo, Ohio. All cities, towns, and villages on said boundary line, to the extent of their present corporation limits, shall be a part of the Eastern Ohio District. On the east it is bounded by a line beginning at Painesville, Ohio, at the northern terminus of Ohio state highway No. 44 on Lake Erie, then running southward on Ohio state highway No. 44 through Ravenna, thence to Canton, thence southward on highway No. 8 to Dover, thence southeasterly along U.S. highway No. 250 to Wheeling, West Virginia.

**Idaho-Washington District** shall consist of the state of Idaho, that portion of the state of Washington which lies east of the Cascade Mountain range and that part of the state of Oregon which lies east of a line running from the California state line on U.S. highway No. 97 north through Bend, Oregon, to a junction on state highway No. 50, thence on state highway No. 23 north to The Dalles, with the exception that the church at Klamath Falls and the city of Bend, Oregon shall be in the Pacific-Northwest District.

**Illinois District** shall include all of the state of Illinois.

**Kansas District** shall include all of the state of Kansas.

**Kentucky District** shall include all of the state of Kentucky ex-

cept the church at Jellico, Kentucky, shall be in the Tennessee District.

**Michigan District** shall include all that part of Michigan that lies west of a straight line from Bay City, Michigan, through Adrian to the Ohio border and that part of Michigan known as the Upper Peninsula.

**New York District** shall include all of the states of New York and Massachusetts. It also includes the churches located in Brookdale, Pennsylvania; Green Grove, Pennsylvania; Sayre, Pennsylvania; and Tunkhannock, Pennsylvania.

**North Carolina District** shall include all of the state of North Carolina.

**North Central District** shall include all of the state of Iowa and that portion of Missouri that lies north of U.S. highway No. 50. In addition, all of the cities of St. Louis, Webster Groves, and Kansas City, with their suburbs, shall be included in the North Central District.

**Northern Indiana District** shall include that part of Indiana that lies north of U.S. highway No. 36 to the west of Indianapolis and north of U.S. highway No. 40 to the east of Indianapolis, except that all of Marion County shall be included in the Northern Indiana district.

**Oklahoma District** shall include all of the state of Oklahoma.

**Ontario District** shall include all of the province of Ontario, in the Dominion of Canada.

**Pacific-Northwest District** shall include that part of the state of Washington which lies west of the Cascade Mountain range and that part of the state of Oregon which lies west of a line running from California state line on U.S. highway No. 97 north through Bend, Oregon, to a junction on state highway No. 50, thence on state highway No. 23 north to The Dalles. The church at Klamath Falls and the city of Bend, Oregon, shall be in the Pacific-Northwest District.

**Pennsylvania-New Jersey District** shall include all of the state of New Jersey and that part of the state of Pennsylvania that lies east of a line running south from the western edge of Olean, New

York, to the west edge of Caledonia, Pennsylvania, thence in a straight line to the western edge of Cresson, Pennsylvania, thence in a straight line to the west edge of Cumberland, Maryland, with the exception that the following churches in the northern part of Pennsylvania shall be in the New York district: Brookdale, Green Grove, Sayre, and Tunkhannock.

**Pittsburgh District** shall include that part of the state of Pennsylvania which lies west of a line running south from the western edge of Olean, New York, to the west edge of Caledonia, Pennsylvania, thence in a straight line to the western edge of Cresson, Pennsylvania, thence in a straight line to the west edge of Cumberland, Maryland; and that part of the state of Ohio that lies east of a line beginning at Painesville, Ohio, at the northern terminus of Ohio state highway No. 44 on Lake Erie, then running southward on Ohio state highway No. 44 through Ravenna, thence to Canton, thence southward on highway No. 8 to Dover, thence southeasterly along U.S. highway No. 250 to Wheeling, West Virginia; and that part of the state of West Virginia that lies north of U.S. highway No. 250 running from Wheeling, West Virginia, to the southwest corner of the state of Pennsylvania.

**Rocky Mountain District** shall include all of the states of Colorado and Nebraska.

**South Central District** shall include all of the state of Arkansas and that part of Missouri which lies south of U.S. highway No. 50, with the exception that all of the cities of St. Louis, Webster Groves, and Kansas City, with their suburbs, shall be in the North Central district.

**Southern Indiana District** shall include that part of Indiana that lies south of U.S. highway No. 36 to the west of Indianapolis and south of U.S. highway No. 40 to the east of Indianapolis, except that all of Marion County shall be included in the Northern Indiana District.

**Tennessee District** shall include all of the state of Tennessee and Mineral Springs, Georgia, also the church at Jellico, Kentucky.

**Virginia District** shall include all of the state of Virginia, except



the following counties: Prince William, Fauquier, Warren, Frederick, Clarke, Loudoun, Northampton, and Accomack.

**Western Ohio District** shall include that part of the state of Ohio that lies west of U.S. highway No. 23, which runs from Portsmouth, Ohio, to Toledo, Ohio, with the exception that all cities, towns, and villages on said boundary line, to the extent of their present corporation limits, shall be a part of the Eastern Ohio District.

**West Virginia District** shall include all of the state of West Virginia, except that portion which lies north of U.S. highway No. 250 running from Wheeling, West Virginia, to the southwest corner of the state of Pennsylvania.

### Home Missionary Districts

**Section 227. Arizona-New Mexico District** shall include all of the states of Arizona and New Mexico.

**Atlantic-Southeast District** shall include all of the state of South Carolina and all of the state of Georgia except the church in Mineral Springs, Georgia, which shall be in the Tennessee District.

**Capital District** shall include all of the District of Columbia; Montgomery, Howard, Prince Georges, and Charles Counties in Maryland; and Prince William, Fauquier, Warren, Frederick, Clarke, and Loudoun Counties in Virginia.

**Florida District** shall include all of the state of Florida.

**Gulf States District** shall include all of the states of Louisiana, Mississippi, and Alabama.

**Texas District** shall include all of the state of Texas.

**Wisconsin District** shall include all of the state of Wisconsin.

### EDUCATIONAL INSTITUTIONS

**Section 228, ¶1.** There are four recognized Bible colleges serving the Pilgrim Holiness Church in the United States and Canada, namely:

- Central Pilgrim College, Bartlesville, Oklahoma
- Eastern Pilgrim College, Allentown, Pennsylvania
- Frankfort Pilgrim College, Frankfort, Indiana
- Southern Pilgrim College, Kernersville, North Carolina



Such recognized institutions are each separate corporations but are directed by their respective boards, which are provided by the church districts they serve. These educational institutions are under the supervision and control of the General Board, in accordance with the stated Policy of said General Board.

¶2. There is a liberal arts college known as Owosso College at Owosso, Michigan. It is under the direct supervision of a board which is elected by the General Board. In the liberal arts field, this college serves the entire church.

¶3. Patronizing territory allotted the several educational institutions as passed by action of the General Board is as follows:

Central Pilgrim College: The Arizona-New Mexico, California, Gulf States, Idaho-Washington, Kansas, North Central, Oklahoma, Pacific-Northwest, Rocky Mountain, South Central, and Texas districts.

Eastern Pilgrim College: The Capital, Eastern, Eastern Ohio, New York, Ontario, Pennsylvania-New Jersey, and Pittsburgh districts.

Frankfort Pilgrim College: The Illinois, Northern Indiana, Southern Indiana, Western Ohio, and Wisconsin districts.

Owosso College: The East Michigan and Michigan districts.

Southern Pilgrim College: The Atlantic-Southeast, Florida, Kentucky, North Carolina, Tennessee, Virginia, and West Virginia districts.



**Southern Zone**

Rev. M. C. Kittle

Largo, Florida

Rev. E. C. Swanson

Ft. Lauderdale, Florida

Rev. W. L. Surbrook

Elkin, North Carolina

**Western Zone**

Rev. H. K. Busby

Lamont, Kansas

Rev. R. G. Flexon

Bartlesville, Oklahoma

Rev. Lundy Hill

El Monte, California

**Section 231.** Directors for the Ministerial Benefit Association and The Pilgrim Pension Plan are to be known as The Pilgrim Pension Plan Board.

**Pilgrim Pension Plan Board Members**Rev. Paul F. Elliott, *Chairman*Rev. R. A. Beltz, *Director and Treasurer* \*Rev. J. D. Abbott, *Secretary* \*

Rev. E. V. Halt \*

Rev. William H. Neff

Mr. L. B. Gallimore

Mr. John Sheets

\* *Financial Committee***Section 232. Members of the Polity Committee****EXECUTIVE COUNCIL**

Rev. R. C. Hawkins

Lebanon, Indiana

Rev. J. D. Abbott

Indianapolis, Indiana

Rev. P. W. Thomas

Indianapolis, Indiana

Rev. Armor D. Peisker

Frankfort, Indiana

Rev. W. H. Neff

Indianapolis, Indiana

**CENTRAL ZONE**

Rev. Mark Storey

Bedford, Indiana

Kendall Hayhurst

Terre Haute, Indiana

**EASTERN ZONE**

Rev. R. D. Gunsalus

Allentown, Pennsylvania

Harold A. Garrison

Allentown, Pennsylvania

**NORTHERN ZONE**

Rev. M. L. Goodman

Owosso, Michigan

Burdette Shattuck

Owosso, Michigan

**SOUTHERN ZONE****Rev. Adrian Grout****High Point, North Carolina****L. B. Gallimore****Greensboro, North Carolina****WESTERN ZONE****Rev. H. K. Busby****Lamont, Kansas****Joe Potts****Ojai, California****Section 233. Special Appointees****Committee on Equalization of Conference Expense****Rev. W. R. Phillips****Kernersville, North Carolina****Mr. J. F. Olsen****Binghamton, New York****Mr. Raymond Halt****Indianapolis, Indiana**



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