

South Texas Policies

DISTRICT POLICIES

SOUTH TEXAS DISTRICT UPCI

ADOPTED BY THE DISTRICT BOARD

ARTICLE I

CHILDREN'S MINISTRY

Section 1. Name

1. This department shall be the district Sunday School Department as described in the policies of the United Pentecostal Church International.
2. Within the South Texas District, this department shall be known as Children's Ministry.

Section 2. Officers

1. The district Children's Ministry Department shall have a district Children's Ministry director, a district Children's Ministry secretary-treasurer, and a sectional Children's Ministry director from each section. These officers shall be the district Children's Ministry committee. This committee may also include an educational director, rally and convention superintendent, a publicity director, and any other assistants as approved by the District Board.
2. The district Children's Ministry executive committee shall consist of the district Children's Ministry director, the district Children's Ministry secretary-treasurer, and the district superintendent.

Section 3. Election of Officers

1. The district Children's Ministry director and the district Children's Ministry secretary-treasurer shall be elected by the District Conference for a term of two years or until their successors are chosen. The two officers shall be elected on alternating years, the Children's Ministry director being elected concurrent with the district superintendent, and the district Children's Ministry secretary-treasurer being elected concurrent with the district secretary-treasurer.
2. The sectional Children's Ministry director shall be nominated by the district superintendent, district Children's Ministry director, and the district presbyter of the section concerned, and shall be elected by the ministers of that section, for a term of two years or until a successor is chosen.
3. As with all elected officers, they shall be subject to term limits as defined in Article I, Section 8 of the South Texas District Constitution.

Section 4. Qualifications

1. The district Children's Ministry officers shall hold ministerial license with the United Pentecostal Church International and be members in good standing of the South Texas District.
2. The district Children's Ministry director shall hold general license or be ordained.

Section 5. Duties

1. Duties of the district Children's Ministry director
 - a. Oversee the district Children's Ministry program.
 - b. Work in harmony with the General Sunday School Division.
 - c. Preside at all district Children's Ministry committee meetings.
 - d. Report to and work under the supervision of the District Board.
 - e. Make an annual written report to the District Board and District Conference.
 - f. Serve as a member of the General Sunday School Board.
2. Duties of the district Children's Ministry secretary-treasurer
 - a. Take minutes of Children's Ministry committee meetings and preserve Children's Ministry records.
 - b. Oversee the district Children's Ministry funds, which shall be deposited with and disbursed by the district secretary-treasurer.
 - c. Report to and work under the supervision of the district Children's Ministry director.
3. Duties of the sectional Children's Ministry directors
 - a. Plan, promote, and conduct all Children's Ministry activities in the section.
 - b. Work in full cooperation with and under the supervision of the district Children's Ministry director.
 - c. Work in harmony with and under the supervision of the sectional presbyter.

Section 6. Finances

1. All local Sunday schools are encouraged to give a tithe of their income to the district Children's Ministry treasury or else give a minimum monthly offering of \$20.00.
2. All district Children's Ministry funds shall be received by the district secretary-treasurer.
3. The disbursement of all district Children's Ministry funds shall be initiated by the district Children's Ministry secretary-treasurer upon request of the district Children's Ministry director and with approval of the district secretary-treasurer.
4. A percentage of the Save Our Children offering retained in the district may be sent to the sectional treasuries for the purpose of promoting Children's Ministry. This percentage shall be determined annually by the District Board.

Section 7. Children's Ministry Events

1. It is recommended that the district Children's Ministry program include an annual children's camp, one or more Children's Ministry conventions or seminars per year, sectional rallies, the General Sunday School teacher training program, the General Sunday School financial program, the General Sunday School promotional program, and any other programs adopted by the General Sunday School Division.

2. The South Texas District Children’s Ministry may coordinate and supervise an annual children’s camp. This shall be planned at the departmental planning session each year with the activities, promotions, and speakers to be approved by the District Board.

Section 8. Children’s Ministry Promotion

1. All district Children’s Ministry programs shall be under the direction of the District Board.
2. The South Texas District has adopted the General Sunday School Division policy of the United Pentecostal Church International.

ARTICLE II GLOBAL MISSIONS

Section 1. Preamble and Name

1. Inasmuch as we are called of God to go into all the world and preach the gospel to every creature, it is the purpose of the United Pentecostal Church International to carry the gospel to the whole world and to help establish self-supporting, self-governing, and self-propagating national churches.
2. The Global Missions policy of the South Texas District is a cooperative effort among local pastors and churches, the General Global Missions Division, and missionaries. It is the desire and burden of this department for every church in the district, regardless of size, to have the opportunity to host a missionary service and hear from the heart of a burdened missionary.
3. The name of this department shall be the South Texas District Global Missions Department.

Section 2. Purpose

1. To arrange the itineraries for missionaries under appointment and on furlough in the district.
2. To assist Associates in Missions who originate from the South Texas District in raising their budget. Assistance will be provided on the basis of need and with approval of the district superintendent and district Global Missions director. Assistance in scheduling services for AIMers must not interfere with obligations to fully appointed missionaries.
3. To promote Faith Promise and Partners in Missions in the district, providing materials and assistance when possible to any pastor who desires help.
4. To promote the cause of Global Missions whenever and wherever possible.

Section 3. District Global Missions Board (or Committee)

1. The district Global Missions committee shall consist of:
 - a. District Global Missions director.
 - b. District Global Missions secretary-treasurer, if the District Board deems this position to be necessary.
 - c. Sectional Global Missions directors, one from each section.
2. **Qualifications:** Each member must hold ministerial license with the United Pentecostal Church International and be a member in good standing of the South Texas District.
3. **Duties:** Meet as often as necessary, at least twice a year, to conduct business and plan the programs for the department.

4. The purpose of this board is to carry out the responsibilities in Section 2 above.

Section 4. District Global Missions Director

1. The district Global Missions director shall be elected by the District Conference.
2. The term of office shall be for two years, concurrent with the district superintendent. As with all elected officers, he shall be subject to term limits as defined in Article I, Section 8 of the South Texas District Constitution.
3. Qualifications
 - a. These are the same as that of a presbyter.
 - b. He must have demonstrated interest in the global missionary endeavor of the United Pentecostal Church International and an ability to inspire such an interest in others.
4. Duties
 - a. Oversee the district Global Missions program, promoting the cause of Global Missions and carrying out the purpose of the district Global Missions Department in Section 2 above.
 - b. Work in harmony with the General Global Missions Division.
 - c. Preside at all district Global Missions board meetings.
 - d. Coordinate the itineraries of missionaries under appointment or on furlough with the sectional Global Missions directors.
 - e. Report to and work under the supervision of the District Board.
 - f. Make an annual written report to the District Board and District Conference.
 - g. Attend the meetings of the district Global Missions directors.

Section 5. District Global Missions Secretary-Treasurer

1. The district Global Missions secretary-treasurer shall be elected by the District Conference.
2. The term of office shall be two years, to be concurrent with the district secretary. As with all elected officers, he or she shall be subject to term limits as defined in Article I, Section 8 of the South Texas District Constitution.
3. Duties
 - a. Take minutes of district Global Missions meetings and preserve Global Missions records.
 - b. Oversee the district Global Missions funds, which shall be deposited with and disbursed by the district secretary-treasurer.
 - c. Report to and work under the supervision of the district Global Missions director.
4. If the District Board, in its discretion, decides that there should not be a secretary-treasurer, then the district Global Missions director shall act in this capacity and ensure that these duties are fulfilled.

Section 6. Sectional Global Missions Directors

1. Each section of the district shall be represented on the district Global Missions board by a sectional Global Missions director.
2. Sectional Global Missions directors shall be nominated by the district superintendent, the district Global Missions director, and the district presbyter of the section concerned, and shall be elected by the ministers of that section, for a term of two years or until a successor is chosen. As with all elected officers, he or she shall be subject to term limits as defined in Article I, Section 8 of the South Texas District Constitution.

3. Duties
 - a. Work in full cooperation with and under the supervision of the district Global Missions director.
 - b. Work in harmony with and under the supervision of the sectional presbyter.
 - c. Attend the district Global Missions activities when possible and attend the district Global Missions committee meetings.
 - d. Plan and promote missionary rallies in the section.
 - 1) The host pastor shall be instructed in the financial program before it is introduced.
 - 2) The host pastor will be provided with an agenda of the meeting for his approval.
 - 3) No missionary offering is to be raised or received at this meeting. The meeting is to educate and initiate concerning Faith Promise and Partners in Missions.
 - 4) An expense offering is to be taken and given to the sectional director for the expense of this service.
 - 5) After the immediate expense has been taken care of, any excess money is to be forwarded to the district secretary for the Global Missions fund.
 - e. Arrange the itineraries for missionaries who are sent to his section by the district Global Missions director.
 - 1) The sectional director shall follow the guidelines and timetable set forth by the district Global Missions director for contacting churches and scheduling services.
 - 2) The sectional director should schedule a minimum of 70 percent of the services assigned to his or her section.
 - 3) As requested by the district Global Missions director, the sectional director should conduct an exit survey with the pastor within seven days after the missionary service. The survey will be used to evaluate the effectiveness of the missionary service and to determine ways to make improvements. Surveys are to be forwarded to the district Global Missions director.
 - 4) The sectional director should maintain a current database for all churches and daughter works in his or her section, and update it quarterly. Changes should be verified with the district office.

Section 7. Finances

1. There are three sources of revenue for the district Global Missions Department.
 - a. Booking fees (tithes on personal offerings) paid by missionaries who hold services in the district.
 - b. Rebate from the General Global Missions Division for the number of participating churches in the district.
 - c. Monthly Partners in Missions (PIM) contributions from churches or individuals who sponsor the district Global Missions Department.
2. The booking fees and rebate will be used to cover the operating expenses of the district Global Missions Department. The revenue from PIMs will be used for three purposes:
 - a. Make contributions on behalf of the district at conferences and camps, as approved by the district superintendent and district Global Missions director.
 - b. Defray expenses of Faith Promise seminars and of promotional activities at district events.
 - c. Provide missionary services for north american missionaries, based on need and availability. These missionary services must be approved by the district Global Missions director and the district North American Missions director.

Section 8. Global Missions Promotion

1. All district Global Missions programs shall be under the direction of the District Board.
2. The South Texas District has adopted the General Global Missions Division policy of the United Pentecostal Church International.

ARTICLE III NORTH AMERICAN MISSIONS

Section 1. Name

1. The name of this department shall be the South Texas District North American Missions Department.

Section 2. Officers

1. The South Texas District shall have a district North American Missions director, a district North American Missions secretary- treasurer, a district North American Missions committee composed of sectional directors, and a district North American Missions executive committee.
2. As with all elected officers, they shall be subject to term limits as defined in Article I, Section 8 of the South Texas District Constitution.

Section 3. District North American Missions Director

1. Qualifications
 - a. The district North American Missions director shall be at least thirty years of age, must have been a minister in good standing with the United Pentecostal Church International for at least two years, must have been ordained at least one year, must have proven loyal to the organization and the cause of North American Missions by cooperation in building up the work, and must have been a member of the South Texas District for at least one year.
 - b. He or she shall be elected by the District Conference for a two-year term, concurrent with the office of district secretary-treasurer.
2. Duties
 - a. Oversee the district North American Missions program and promote North American Missions work through the district, including time allotted at District Conference and Family Camp.
 - b. Work in harmony with the General North American Missions Division.
 - c. Preside at all district North American Missions board meetings.
 - d. Assist in the raising of funds for North American Missions projects.
 - e. Obtain all available materials to promote North American Missions in the district.
 - f. Report to and work under the supervision of the District Board.
 - g. Make an annual written report to the District Board and District Conference.
 - h. Serve as a member of the General North American Missions Board.

Section 4. District North American Missions Secretary-Treasurer

1. The district North American Missions secretary-treasurer must hold ministerial license with the United Pentecostal Church International and be a member in good standing of the South Texas District.
2. Duties
 - a. Take minutes of North American Missions meetings and preserve North American Missions records.
 - b. Oversee the district North American Missions funds, which shall be deposited with and disbursed by the district secretary-treasurer.
 - c. Report to and work under the supervision of the district North American Missions director.

Section 5. District North American Missions Executive Committee

1. Members
 - a. District North American Missions director.
 - b. District superintendent.
 - c. Sectional presbyter in whose section any particular project under consideration is located.
 - d. Sectional North American Missions director.
2. Duties: Act upon North American Missions matters between meetings of the district North American Missions committee, and act upon daughter work applications.
3. The district superintendent shall chair the executive committee.

Section 6. District North American Missions Board (or Committee)

1. Members
 - a. District North American Missions director.
 - b. District North American Missions secretary-treasurer.
 - c. Sectional North American Missions directors shall be nominated by the district superintendent, the district North American Missions director, and the district presbyter of the section concerned, and shall be elected by the ministers of that section, for a term of two years or until a successor is chosen.
 - 1) Each sectional North American Missions director shall be paid mileage from the North American Missions Department for travel pertaining to district North American Missions special-called meetings.
 - 2) Mileage is not paid to the sectional North American Missions directors to the District Conference.
2. Duties
 - a. Meet together as often as necessary, at least twice each year, to conduct business and plan the programs for the department. All programs outlined and recommended by the district North American Missions board shall be presented to the District Board for their approval.
 - b. Promote evangelism in each section of the district through the planting of new churches and daughter works and related activities.
 - c. Formulate district North American Missions policy, subject to District Board approval. This policy shall not conflict with the General North American Missions Division policy.

- d. Ensure an adequate supply in the district of all literature and evangelism tools that are available through the General North American Missions Division.
- e. Sectional directors are to work in full cooperation with and under the supervision of the district North American Missions director.
- f. Sectional directors are to work in harmony with and under the supervision of the sectional presbyter.

Section 7. Finances

1. To finance the North American Missions program in the South Texas District, it is requested:
 - a. That each church and/or minister send at least one offering each month for this purpose.
 - b. That offerings be taken for this purpose at sectional rallies, with the total offering being submitted to the district secretary-treasurer.
2. All money raised in our district under the banner of North American Missions shall be used exclusively for North American Missions work.
3. An individual who solicits funds for a North American Missions work must have a letter of recommendation from the district North American Missions executive committee of the district.

Section 8. Definition of a North American Missions Work

1. A North American Missions work is defined as a church that is not over five (5) years in existence.
2. In special circumstances, North American Missions funds or other assistance may be requested for a work that does not meet the above definition. In such cases, the request may be reviewed and endorsed by the district North American Missions board, and final approval must be obtained from the district North American Missions executive committee or the District Board.

Section 9. Beginning a North American Missions Church

1. No minister shall attempt to begin a new church without written permission from the District Board, before whom he or she must appear in person. It is recommended that prior to making application, NAM applicants complete “Church Planters University Training” found at ministrycentral.com.
2. All applications for permission to begin a new church must be submitted in writing ninety (90) days prior to the time applicant desires to meet the District Board. The district secretary shall notify the sectional presbyter of the applicant’s intention at least sixty (60) days prior to the District Board meeting. The presbyter shall notify and meet with the neighboring pastors, if applicable, at least thirty (30) days before the District Board meeting. The neighboring pastors shall be invited to meet with the presbyter, if desired, and/or the District Board to share input, and their views shall be considered before a final decision is made. Any exceptions to the above times are in the discretion of the District Board. The application shall specify an exact location for the new work. If approved, the District Board will establish an permitted radius or boundary in which the work can locate. Any proposed move outside of this approved area will need additional approval from the District Board.
3. Once an application is approved, the church must become affiliated with the United Pentecostal Church International. It is recommended that the following shall be designated as trustees or Church Board members when it is deemed necessary: sectional presbyter, sectional North American Missions director, and local pastor. This board will work with the pastor to secure any loans or grants given to the North American Church and will serve until the assembly has qualified people to replace them.

Section 10. Daughter Works

1. A daughter work is a branch work or other sponsored work that is begun with the intention of ultimately establishing a new church. (This does not include a branch Sunday school, Sunday school annex, North American Bible study, or outreach service in an institution such as a jail, university, retirement home, or nursing home.) No minister or church shall attempt to begin a new daughter work without written permission from the District Board. The application is to be made to the district North American Missions executive committee, which shall obtain input from the neighboring pastors, if applicable. The committee's decision is subject to the approval by the District Board.
2. The District Board strongly urges a daughter work pastor to be licensed as a minister with the South Texas District, or be qualified and actively seeking license with the District.
3. For a daughter work to become a church the mother church pastor must issue a letter of release and the procedure of Paragraphs 1 and 2 of Section 9 must be followed.
4. All new works shall not accept members from nearby UPCI churches for a period of one year.
5. If approved, it is required that the work start within one year of application. However, if more time is needed, the mother pastor should advise the NAM Director.

Section 11. Preaching Point

Preaching Point Definition:

- A preaching point is a regular service or meeting.
- Distinct from the mother church as to location or language.
- Designed to reach people who are currently unchurched.
- The regular service or meeting is seen as a first step toward possibly starting a daughter work or church. The definition of a preaching point does not include a church having a service in a prison, nursing home, jail, on a college campus or in any other institutional setting.

Establishing a Preaching Point

1. With approval of a District North American Missions Executive Committee, an existing church can establish a preaching point in any city or town that does not have a United Pentecostal Church.
2. In the event there is a United Pentecostal Church in the town or city where the preaching point is being considered, the approval of the District Board is required. If this is a metropolitan area with many UPCI works, then due consideration will be given to any other church affected, but this provision does not apply.
3. The existence of a preaching point in a town/city does not preclude another church from applying to start another preaching point or daughter church. It also does not preclude someone applying to start an autonomous church in that town/city.
4. If approved, it is required that the work start within one year of application.

Section 12. Obtaining Financial Assistance

1. When ministers or churches desire financial assistance from the North American Missions Department to help them in evangelizing new fields or in building new works, they shall make written application using the appropriate form from the district North American Missions Department.
2. The sectional presbyter and the sectional North American Missions director shall investigate each request and submit their findings to the district North American Missions executive committee.
3. It is the responsibility of the sectional presbyter and the sectional North American Missions director to implement the following safeguards:

- a. To see that funds are properly used as requested.
- b. To see that deeds, liens, and affidavits are properly executed.
4. Unless otherwise specified, all financial assistance shall be considered an interest-free loan to be repaid by monthly and annual North American Missions offerings.
5. Loans in the amount of \$1,000.00 or more shall be secured by a note and deed of trust or other acceptable lien.
6. Grants will only be provided to affiliated churches.

Section 13. Portable Church Building

1. The district North American Missions Department is authorized to purchase a portable church building to be used in the establishing of new works under direction of the District Board.

Section 14. North American Missions Promotion

1. All District North American Missions programs shall be under the direction of the District Board.
2. The South Texas District has adopted the General North American Missions Division policy of the United Pentecostal Church International.

Section 15. North American Missions Sections Within the District

1. A NAM Section is a specific geographical area set aside from one or more sections to receive special emphasis by the whole district for the long-term purpose of establishing a full-status section.
2. A NAM Section is differentiated from a full-status section in the following manner:
 - a. It is treated as a circle of an existing section or sections.
 - b. The district NAM Director and NAM Secretary-Treasurer serve in ex officio capacities as presbyter and secretary respectively.
 - c. The sectional presbyter or presbyters from which the NAM Section is formed remains the voting-member representative for its ministers on the district board.
 - d. The NAM Director oversees the NAM Section and serves as its non-voting liaison on the district board.
 - e. Ministers in a NAM Section vote on all offices except that of presbyter and secretary-treasurer.
 - f. It is expected that a full complement of department and ministry offices will not be possible, but can be implemented as needed and able.
 - g. The NAM Section will receive direct support from the NAM Department and from other churches and ministers.
3. An area considered for NAM Section status should meet the following criteria:
 - a. Has a clearly defined contiguous landmass with enough shared characteristics to function as a section.
 - b. Has a minimum of 7 ministers and 5 works.
4. A NAM Section proposal can originate from a minister, a section, the NAM department, the district board, or the district conference. The following procedure is to be followed:
 - a. A proposal that clearly defines the possible area of a NAM Section should be sent to the NAM Director with a copy sent to the District Superintendent.
 - b. The NAM Director will examine the proposal to see if it meets the established criteria and will make a recommendation to the district board.

- c. Should the district board determine the proposal has merit, the the District Superintendent or his design will seek input and consensus from the minister in the section(s) affected.
 - d. If a consensus is reached in favor of the proposed NAM Section proposal, it will be added as a business item at the next district conference.
5. A NAM Section can either be promoted to a full-status section or dissolved by action of the district board.
- a. The criteria for promotion to a full-status section include reaching the threshold of at least 15 ministers and 10 works, enough qualified individuals to fill all of the section offices, and the consent of the minsters to leave the NAM Section designation.
 - b. The criteria for dissolution include the inability of the NAM Director and Secretary-Treasurer to adequately minister to the defined area, the failure to expand the number of ministers and works, and the desire of ministers to leave the NAM Section designation.

ARTICLE IV LADIES MINISTRY

Section 1. Name

1. The name of this department shall be the South Texas District Ladies Ministry.

Section 2. Officers

1. District Ladies Ministry president (or director)
2. District Ladies Ministry secretary-treasurer
3. Sectional Ladies Ministry president (or director) and, when necessary, secretary-treasurer

Section 3. Election of Officers

1. The district Ladies Ministry president shall be elected by the District Conference for a period of two years, to be concurrent with the election of the district superintendent.
2. The district Ladies Ministry secretary-treasurer shall be elected by the District Conference for a term of two years, to be concurrent with the election of the district secretary-treasurer.
3. The sectional Ladies Ministry president and sectional Ladies Ministry secretary-treasurer shall be nominated by the district superintendent, the district Ladies Ministry president and the district presbyter of the section concerned, and shall be elected by the ministers of that section, for a term of two years or until a successor is chosen.
4. As with all elected offices, all these officers shall be subject to term limits as defined in Article I, Section 8 of the South Texas District Constitution.
5. **Qualifications:** All officers must be ladies and must be members in good standing of a local United Pentecostal Church in the South Texas District.

Section 4. Duties

1. Duties of the district Ladies Ministry president
 - a. Oversee the district Ladies Ministry program, and promote Ladies Ministry work throughout the district.

- b. Visit various churches of the district when invited to promote local Ladies Ministry organizations.
 - c. Work in harmony with the General Ladies Ministry.
 - d. Preside at all district Ladies Ministry committee meetings.
 - e. Report to and work under the supervision of the District Board.
 - f. Make an annual written report to the District Board and District Conference.
 - g. Serve as a member of the General Ladies Ministry Committee.
 - h. The Director will appoint a qualified LUV Committee Marketing Coordinator and an Assistant, both approved by the District Board, to promote LUV Conference under the direction of the Ladies Ministry Director (compensation agreed upon by District Secretary and Ladies Ministry Director):
 - (1) In November, begin LUV Ladies conference marketing design and promotions, followed by an advertisement in the November/December issue of the District magazine.
 - (2) In December, prepare mass marketing mail outs, emails, and LUV Conference registration.
 - (3) In January, send weekly email reminders regarding registration, promotions, and announcements to LUV Alumni
 - (4) Coordinate the LUV Conference in March
2. Duties of the district Ladies Ministry secretary-treasurer
- a. Take minutes of Ladies Ministry committee meetings and preserve Ladies Ministry records.
 - b. Oversee the district Ladies Ministry funds, which shall be deposited with and disbursed by the district secretary-treasurer.
 - c. Report to and work under the supervision of the district Ladies Ministry director.
 - d. Begin marketing design for Mothers Memorial drive during the month of April, and kick off Mother's Memorial in May. In June, place a Mother's Memorial promotional flyer and deadline reminder in the District magazine.
 - e. Conclude the Mother's Memorial fundraising drive in August by the national deadline and announce the current year top five in giving. Follow up with a letter thanking these churches for their participation and giving. The Ladies Ministry Director may approve additional funds incurred for an assistant during the Mother's Memorial fundraiser.
 - f. In October, place an article detailing the Women of Wonder program and thank those who participated.
3. Duties of the Ladies Ministry sectional president and sectional secretary
- a. Keep a record of all sectional rallies and meetings.
 - b. Inform the Ladies Ministry leaders of local churches of any Ladies Ministry activities in the section.
 - c. Work in full cooperation with and under the supervision of the district Ladies Ministry director.
 - d. Work in harmony with and under the supervision of the sectional presbyter.

Section 5. Finances

- 1. It is recommended that, with the consent of the pastor, each lady contribute a minimum of one dollar per month into the Ladies Ministry of the local church.
- 2. Each local church Ladies Ministry is encouraged to give a tithe of its income to the Sectional Secretary-Treasurer or else give a minimum monthly offering of \$20.00. Of the amount received by the Sectional Secretary-Treasurer, it is recommended that 50% be sent to the District Ladies Ministries.

3. Of the 50 percent of the Mother's Memorial Offering retained in the district, the Ladies Ministry Department may send a percentage to the sections for the purpose of promoting Ladies Ministry within the sections. This percentage shall be determined annually by the District Board.

Section 6. Ladies Ministry Promotion

1. All district Ladies Ministry programs shall be under the direction of the District Board.
2. The South Texas District has adopted the General Ladies Ministry policy of the United Pentecostal Church International.

ARTICLE V MEN'S MINISTRY

Section 1. Name

1. The name of this department shall be the South Texas District Men's Ministry.

Section 2. Purpose

1. To inform and inspire Apostolic men, by developing and disseminating information pertinent to being men of moral and spiritual power.
2. To unite Apostolic men and to motivate and mobilize Apostolic men to find their place in kingdom service.

Section 3. District Director

1. Election: The district director of men's ministry shall be nominated by the District Board and ratified by the district conference for a term of two years or until his successor is chosen. His term shall be concurrent with that of the district superintendent. As with all elected officers, he shall be subject to term limits as defined in Article I, Section 8 of the South Texas District Constitution.
2. Qualifications: Must be a man of unquestionable character and integrity, at least 25 years-old, hold ministerial license with the United Pentecostal Church International, and be a member in good standing of the South Texas District.
3. Duties.
 - a. Oversee the district Men's Ministry program, doing everything possible to inspire each local congregation to establish and maintain a ministry to men, as the pastors deem appropriate.
 - b. It is recommended that he organize a district men's conference or retreat.
 - c. Work in harmony with the general men's ministry called Apostolic Man.
 - d. Preside at all district Men's Ministry committee meetings. This committee is to be composed of members appointed by the district superintendent in consultation with the district Men's Ministry director.
 - e. Report to and work under the supervision of the District Board.
 - f. Make an annual written report to the District Board and District Conference.
 - g. Ensure that minutes are taken at district Men's Ministry committee meetings and preserve men's Ministry records.

- h. Oversee the district Men's Ministry funds, which shall be deposited with and disbursed by the district secretary-treasurer.

Section 4. Finances

1. It is recommended that revenue be obtained through the registration of men for membership in the Apostolic Man ministry. That registration will entitle one to receive the Apostolic Man magazine, online e-zine updates, as well as have access to any members-only area of the ministry website.
2. It is recommended that all men's conferences consider including a small amount in their registration fees to help underwrite the efforts of the general program.
3. A Father's Day Offering will be received for Men's Ministry with 50 percent to be sent to the General Men's Ministry and 50 percent to be retained in the district.

Section 5. Men's Ministry Promotion

1. All district Men's Ministry programs shall be under the direction of the District Board.
2. The South Texas District has adopted the General Men's Ministry policy of the United Pentecostal Church International.

ARTICLE VI

PUBLICATIONS AND COMMUNICATIONS COMMITTEE

Section 1. Name and Purpose

1. The official publications arm of the South Texas District shall be the PUBLICATION AND COMMUNICATIONS COMMITTEE.
2. This committee shall be responsible for the following areas:
 - a. The South Texas *Vision*, which shall be published digitally bimonthly to transmit the district's vision to the constituency while also serving as a public relations tool. A couple of print editions may also be published each year for special events.
 - b. The South Texas District website, subject to the WEBSITE POLICY AND PROCEDURES in the South Texas District Manual.
 - c. The Audio/Video Production for the purpose of recording and archiving district events.

Section 2. Funds

1. Prices and policies of the Publication and Communications Committee shall be set by the District Board.
2. Funds for the Publication and Communications Committee shall be deposited with and disbursed by the district secretary-treasurer.

Section 3. Material

1. Each department of the South Texas District shall cooperate in furnishing material for each *Vision* publication, with the editor retaining editorial privilege as to the material used.
2. Each department who wishes to have audio/video recordings for district events shall utilize the Publication and Communications committee.

Section 4. Staff

1. The District Board shall appoint and ratify the Publication and Communications committee members, which shall include the following:
 - a. Editor of the South Texas *Vision*
 - b. Webmaster for the South Texas District website
 - c. Audio/Video production and sales for South Texas District events, may be one or two persons.
 - d. The Publication and Communications Committee chair may include other personnel as may be necessary to complete the operations of the committee.
2. The Publication and Communications Committee chair and staff shall work under the direction of the District Board, the members of which are appointed by the District Superintendent in consultation with the chair.
3. The purpose of the Publication and Communication Committee is to examine, review, and publish all media efforts of the district. They are further to establish policies and procedures for these efforts, and to make recommendations to the District Board. All policies are subject to the approval of the District Board.

Section 5. Support

1. The Committee will be supported primarily by sales of audio and video recordings of district.

ARTICLE VII SPANISH MINISTRY

Section 1. Purpose and Principles

1. Purpose: Within the borders of the South Texas District reside many people who speak Spanish exclusively or primarily and who prefer to attend worship services conducted in Spanish. Since our mandate is to preach the whole gospel to the whole world, it is necessary for us to develop a strategy to reach these people. The purpose of the Spanish Ministry of the South Texas District of the United Pentecostal Church International is as follows:
 - a. Evangelize and disciple Spanish-speaking people in the South Texas District.
 - b. Encourage the planting of churches that minister in the Spanish language.
 - c. Train and equip Spanish-speaking ministers.
 - d. Encourage English-speaking ministers and churches to assist in the efforts to reach out to Spanish-speaking people with the gospel.
 - e. Assist Spanish-speaking believers, ministers and churches in functioning as integral members of the South Texas District.
2. Spanish Ministry is organized on the basis of language, not race, national origin or culture.
3. This policy applies only to South Texas District activities. With regard to national and international activities, South Texas District ministers shall follow the policy of the United Pentecostal Church International. At present, the General North American Missions Division oversees national Spanish-language efforts in the United States and Canada, while the General Global Missions Division oversees efforts in other countries.

4. Spanish-speaking ministers remain an integral part of the South Texas District with the same privileges and responsibilities as other ministers, including voting and holding office.
5. Nothing in this policy alters the District Constitution or the General Constitution.
6. All district Spanish Ministry programs shall be under the direction of the District Board.

Section 2. Voting and Holding Office

1. For the elections of Spanish Ministry director and Spanish Ministry secretary, the nominating constituency shall be licensed and ordained ministers of the South Texas District who minister to the Spanish-speaking community (see paragraph 3 for detailed definition) and the voting constituency shall be the qualified voters of the district.
2. For the elections of the sectional Spanish Ministry directors, the voting constituency shall be the qualified voters of the sections.
3. For all other elected offices, the voting constituency shall be licensed and ordained ministers of the South Texas District who minister to the Spanish-speaking community. This definition includes pastors, pastoral assistants, evangelists, and daughter work pastors who minister to Spanish-speaking churches, and it includes pastors of English-speaking churches who have a Spanish-speaking daughter work.
4. The following are eligible to hold an office in Spanish Ministry: Licensed and ordained ministers of the South Texas District who minister primarily in the Spanish language and who otherwise qualify for a particular office. This definition includes pastors, pastoral assistants, evangelists, and daughter work pastors who minister to Spanish-speaking churches.
5. As with all elected officers, the officers in Spanish Ministry shall be subject to term limits as defined in Article I, Section 8 of the South Texas District Constitution.

Section 3. Spanish Ministry Director

1. **Election:** At the annual District Conference, the licensed and ordained ministers of the South Texas District who minister to the Spanish-speaking community (see Section 2, Paragraph 3 for detailed definition) shall nominate by secret ballot a qualified individual to fill the office of Spanish Ministry Secretary. The three highest names shall be brought to the entire voting constituency of the South Texas District which shall elect one of these individuals to be the Spanish Ministry director for the district.
2. **Qualifications:** The director must be at least thirty (30) years of age; must have been a minister in good standing with the organization for five (5) years; must have been ordained a minimum of one year; must have proven himself loyal to the organization by cooperating in building up the work, and must conform to the fundamental doctrine. His primary ministry must be in the Spanish language.
3. **Term of office:** He shall serve for a term of two years concurrent with that of the district superintendent.
4. **Duties**
 - a. Serve as a liaison between the district and the Spanish-speaking ministers, keeping a clear and constant flow of communication between them; and keep the district superintendent fully informed of all developments.
 - b. Serve as chairman of the Spanish Ministry board and regional committees.
 - c. Lead Spanish Ministry in developing and promoting ministry among Spanish-speaking people in accordance with the purposes listed in Section 1 and present a yearly plan to the District Board for approval.
 - d. Oversee the budget and activities of Spanish Ministry.

- e. Assist the District Board in screening Spanish-speaking ministers who seek to be licensed by the district and translating for them if necessary.
- f. Assist in the incorporation of Spanish-speaking ministers who come from other countries, districts, or organizations.
- g. Serve as a liaison on the District Board with a voice and a vote, except in areas of ministerial discipline or judicial matters.
- h. Report to and work under the supervision of the District Board.
- i. Make an annual written report to the District Board and District Conference.

Section 4. Spanish Ministry Secretary

1. Election: At the annual District Conference, the licensed and ordained ministers of the South Texas District who minister to the Spanish-speaking community (see Section 2, Paragraph 3 for detailed definition) shall nominate by secret ballot a qualified individual to fill the office of Spanish Ministry Secretary. The three highest names shall be brought to the entire voting constituency of the South Texas District which shall elect one of these individuals to be the Spanish Ministry secretary in the district.
2. Qualifications: The secretary must be at least thirty (30) years of age; must have been a minister in good standing with the organization for two years; must have been ordained a minimum of one year; must have proven loyal to the organization by cooperating in building up the work; and must conform to the fundamental doctrine. His primary ministry must be in the Spanish language.
3. Term of office: He shall serve for a term of two years concurrent with that of the district secretary.
4. Duties
 - a. Report to and work under the supervision of the district Spanish Ministry director.
 - b. Assist the Spanish Ministry director as requested by him.
 - c. Take minutes of Spanish Ministry board and regional committee meetings and preserve Spanish Ministry records.
 - d. Oversee the district Spanish Ministry funds, which shall be deposited with and disbursed by the district secretary-treasurer, and make an annual financial report to the Spanish Ministry board for review and approval. He shall not request disbursement of any funds without the approval of the Spanish Ministry director.

Section 5. Sectional Directors

1. Sectional Director: Each section that has at least two autonomous Spanish-speaking churches shall elect a sectional director for Spanish Ministry. Where there are less than two Spanish-language churches, the Spanish director will select a qualified minister from the section to fill the position.
2. Nomination: A committee composed of the district superintendent, the Spanish Ministry director and the sectional presbyter shall nominate one qualified minister within the section for sectional director every two years. If there are more than seven autonomous Spanish-speaking churches in a specific section, the licensed Spanish-speaking ministers of that section shall convene before the section conference to cast a straw poll for the nominee. The Spanish Ministry director and the presbyter of that section shall agree upon one of the top two nominees from the straw poll results to be presented to the section conference upon the district superintendent's approval.
3. Elections: The sectional director shall be elected for a two-year term at the sectional conference by the entire voting constituency of the section.
4. Qualifications: The sectional director shall be a licensed minister in good standing with the organization for two years; must have held a general license for a minimum of one year; must have

proven loyal to the organization by cooperating in building up the work, and must conform to the fundamental doctrine.

5. Duties
 - a. Serve as a member of the Spanish Ministry board and regional committee.
 - b. Serve as a liaison between the section and the Spanish Ministers; maintaining a clear and constant flow of communication between them and keeping the sectional presbyter fully informed of all developments.
 - c. Promote Spanish Ministry in the section, including meetings, fundraising and SMO.
 - d. Interpret for Spanish-speaking ministers in the section as needed.
 - e. Work in full cooperation with and under the supervision of the district Spanish Ministry director.
 - f. Work in harmony with and under the supervision of the sectional presbyter.
 - g. Coordinate and work in harmony with the Spanish Ministry director in the organizing of any activities on the regional level.

Section 6. Spanish Ministry Board (or General Committee)

1. Composition: The Spanish Ministry board shall consist of the Spanish Ministry director, the secretary and the sectional directors.
2. Duties
 - a. Develop and promote ministry among Spanish-speaking people in accordance with the purpose listed in Section 1; and, develop a yearly plan for the District Board for their approval.
 - b. Recommend and prepare instructors to teach seminars for ministerial license in Spanish. The District Board will appoint the instructors.
 - c. Plan an annual Spanish camp meeting and ministers conference.
 - d. Plan district, regional and sectional meetings, rallies and seminars in the Spanish language to minister in areas such as leadership, church growth, Sunday school, youth ministry, men's ministry, women's ministry, and music ministry.
 - e. The board may recommend applicants and sites for new churches and daughter works. All such applications will be processed according to existing district policy.
 - f. Promote Spanish ministry in any section that does not have at least two Spanish-language churches, working with the director who has been appointed in that section.
 - g. Meet three times a year, at the discretion of the Spanish Ministry director. The Spanish Ministry director may call for additional meetings as needed.

Section 7. Regional Directors

1. Regions: For the purposes of Spanish Ministry, the district shall consist of the following regions:
 - a. East: Houston Metro East Section and Houston Metro West Section
 - b. Central: Gulf Coast Section and Central Coastal Bend Section
 - c. South: Greater Coastal Bend Section and Rio Grande Valley Section
 - d. West: Austin/Hill Country Section and Southwest Section
2. Appointments: For each region, the Spanish Ministry director shall appoint one of the sectional directors in that region to serve as regional director. When needed, he shall appoint another sectional director in that region to serve as regional secretary.
3. Term: The terms of regional director and secretary shall be concurrent with that of sectional director.

4. Regional committees: The Spanish Ministry director, the secretary, and the sectional directors of a particular region shall compose the Spanish Ministry regional committee. At the discretion of the Spanish Ministry director, he may invite the various committee leaders of that region to attend the regional committee meeting.
5. Duties: The regional committee shall make plans as directed by the Spanish Ministry director. The committee shall then make recommendations to the Spanish Ministry board.
6. Regional evangelistic meetings: Regional evangelistic meetings shall be planned by the Spanish Ministry director and secretary together with the sectional directors, the committee leaders, and the mission evangelism director from the region. All plans are subject to approval by the Spanish Ministry board and the District Board.

Section 8. Other Committees

1. Spanish Ministry may organize the following committees as needed for the purpose of enhancing Spanish ministry in the district:
 - a. Women's committee, men's committee, children's ministry committee, music committee, promotional committee, mission evangelism committee, and youth committee.
 - b. Spanish Ministry may organize any other committees deemed necessary for the sake of revival.
2. The chairperson of each committee shall be elected by the Spanish ministers at the District Conference. The Spanish Ministry board may present a nomination to the conference.
3. Committee members shall be elected by the Spanish Ministry ministers at each regional conference. One member shall be chosen from each region.
4. The term of office for each committee chairperson and committee member is for two years, concurrent with that of the district superintendent.
5. The qualifications for committee personnel are as follows:
 - a. Each committee member must be in good standing with the organization, must have worked under the ministry of a Pastor for at least one year, must have proven loyal to the organization for two years by cooperating in building up the work, and must conform to the fundamental doctrine. His or her primary ministry or church involvement must be in the Spanish language. Each men's committee member must also be licensed as a minister for a minimum of one year; and each ladies' committee member and children's ministry coordinator must be licensed or married to a licensed minister in the organization.
 - b. In addition, the men's committee chairman, Sunday school committee chairman, music committee chairman, mission evangelism committee chairman, and youth committee chairman shall be a licensed or ordained minister and must have held license for a minimum of two years.
6. The departments and committees of the South Texas District are encouraged to invite the respective Spanish Ministry committee chairpersons to attend their committee meetings.

Section 9. Spanish-language Meetings

1. Plans for district-wide meetings shall be presented to the District Board for approval as to the dates, place, purpose, and speakers.
2. Plans for regional meetings shall be presented for approval to (a) the general committee of Spanish Ministry and (b) to the District Board or to the presbyters in that region.
3. Plans for sectional meetings shall be presented for approval either to the District Board or the presbyter of the section.
4. Local churches may sponsor meetings in accordance with the Manual of the United Pentecostal Church International.

Section 10. Ministerial Training

1. Spanish Ministry is authorized to organize a ministerial training program and Biblical Studies program, subject to approval by the District Board.
2. A certificate of completion will be granted.
3. The projected locations are as follows: Rio Grande Valley, Houston, San Antonio, Austin, and other areas as needed.
4. The general committee will select the following, subject to approval by the District Board:
 - a. A director and secretary for each location
 - b. Teachers
 - c. Curriculum
5. The training program will be funded by Spanish Ministry and a small tuition fee.
6. The purpose will be to train ministers in the following areas:
 - a. Doctrine
 - b. Holiness and Christian living
 - c. Ethics
 - d. Practical ministry, including evangelism, discipleship, counseling, and preaching.
 - e. Church administration; including organization, finances, management and legal issues.
 - f. District and national organizational structure.
7. Students will be recommended by their pastors and approved by the general committee.
8. This plan shall be coordinated with the District Board.

Section 11. Fundraising

1. Spanish Ministry shall have the right to appeal to all the ministers and churches of the district for financial contributions. Spanish-language churches will be encouraged to bring an offering to the annual Spanish camp meeting.
2. A contribution to Spanish Ministry, known as Spanish Ministry Offering (SMO), shall be a requirement to receive the annual award for 100 percent cooperation.

ARTICLE VIII YOUTH MINISTRY

Section 1. Name

1. The name of this department shall be the South Texas District Youth Ministry.

Section 2. Officers

1. District Youth Ministry president (or director)
2. District Youth Ministry secretary-treasurer
3. Sectional Youth Ministry director, one from each section

Section 3. Qualifications

1. All district Youth Ministry officers must hold ministerial license with the United Pentecostal Church International, be members in good standing of the South Texas District, and be under their thirty-sixth birthday, unless in special cases the District Board unanimously agrees to lift the age limit.

Section 4. Election of Officers

1. The district Youth Ministry president and secretary-treasurer shall be elected by the District Conference for a term of two years or until their successors are chosen. The two officers shall be elected on alternating years, the president being elected concurrent with the district superintendent, and the secretary-treasurer being elected concurrent with the district secretary-treasurer.
2. Sectional directors shall be nominated by the district superintendent, the district Youth Ministry president, and the district presbyter of the section concerned, and shall be elected by the ministers of that section, for a term of two years or until a successor is chosen.
3. As with all elected officers, they shall be subject to term limits as defined in Article I, Section 8 of the South Texas District Constitution.

Section 5. Duties of District Youth President

1. Oversee the district Youth Ministry program and diligently endeavor to promote the general and district Youth Ministry programs.
2. Work in harmony with the General Youth Division.
3. Preside at all district Youth Ministry committee meetings.
4. Report to and work under the supervision of the District Board.
5. Make an annual written report to the District Board and District Conference.
6. Serve as a member of the General Youth Committee.

Section 6. Duties of District Youth Secretary-Treasurer

1. Take minutes of Youth Ministry committee meetings and preserve Youth Ministry records.
2. Oversee the district Youth Ministry funds, which shall be deposited with and disbursed by the district secretary-treasurer.
3. Report to and work under the supervision of the district Youth Ministry director.

Section 7. Duties of Sectional Youth Ministry Directors

1. Cooperate with the pastors in fostering youth work in the churches throughout the section.
2. Be in charge of the rallies of the section.
3. Attend all duly called meetings of the district Youth Ministry committee.
4. Work in full cooperation with and under the supervision of the district Youth Ministry director.
5. Work in harmony with and under the supervision of the sectional presbyter.
6. When needed, the sectional director, with the approval of the sectional presbyter, shall appoint circle youth leaders to take charge of circle youth rallies under the direction of the sectional Youth Ministry director and sectional presbyter.

Section 8. District Youth Committee

1. Members

- a. District Youth Ministry president
 - b. District Youth Ministry secretary-treasurer
 - c. Sectional Youth Ministry directors
2. Duties
- a. Plan all activities pertaining to the district Youth Ministry.
 - b. Assist and advise the district Youth Ministry.
 - c. Diligently promote the district Youth Ministry programs.

Section 9. Finance

1. Each local church youth group is encouraged to give a tithe of its income to the district Youth Ministry treasury or else give a minimum monthly offering of \$20.00.
2. All Sheaves for Christ offerings shall go into the district Youth Ministry treasury for proper distribution according to general policy.
3. SFC Allocation Policy to the Sections:
 - a. Each section will receive an allocation from the annual SFC offering to help subsidize youth ministry expenses in the section.
 - b. Allocation percentage:
 - 1) Sixty percent is given to the General Youth Division.
 - 2) Forty percent is retained by the District.
 - 3) Ten percent of the forty percent raised by the section is retained by the section. (For instance, if a section raises \$10,000, \$6,000 goes to the GYD, \$4,000 stays in the STX District, and \$400 stays in the section for operating expenses.)
 - c. These funds must be used solely for the purpose of youth ministry.
 - d. More can be allocated from the general fund to the section by request of the presbyter and/or sectional youth director and the signed approval of the Youth President.
 - e. The sectional allocations must not leave the District account in a deficit.
 - f. The District youth ministry reserves the right to eliminate or minimize allocations based upon the needs of the District youth ministry. The Youth President must notify the presbyter and sectional youth director prior to the calendar year of the need to do so.

Section 10. Youth Camp Policy

1. District youth camp executive committee
 - a. District Youth Ministry president, chairman
 - b. District superintendent
 - c. District Youth Ministry secretary-treasurer
 - d. Youth camp principal
2. Duties of the executive committee
 - a. Select a youth camp principal subject the approval of the District Board.
 - b. Compile a potential curriculum for the youth camp, subject to the approval of the District Board.
 - c. Submit a list of names to the District Board for approval, of ministers and teachers deemed necessary for the operation of the camp each year.
 - d. Select faculty from the returned approved list.

- e. Determine remuneration and expenses to be paid to the youth camp principal, evangelist, faculty, and workers.
- f. Set the youth camp tuition with the approval of the District Board.
3. Youth camp committee
 - a. District Youth Ministry president
 - b. District Youth Ministry secretary-treasurer
 - c. Sectional Youth Ministry directors
4. Duties of the youth camp committee
 - a. Meet at least once a year as scheduled by the Youth Ministry president.
 - b. Choose the camp evangelist, subject to the approval of the District Board.
 - c. Make arrangements for youth camps.
5. Youth Camp discipline committee
 - a. This committee is composed of the camp principal and the youth camp faculty members whom he appoints.
 - b. This committee will handle each case of an alleged violation of general rules and decide upon any discipline to be imposed. Anyone who is believed to have violated the general rules of the camp will be referred to the discipline committee.

Section 11. Youth Ministry Promotion

1. All district Youth Ministry programs shall be under the direction of the District Board.
2. The South Texas District has adopted the General Youth Division policy of the United Pentecostal Church International.

ARTICLE IX

NATIONAL AND INTERNATIONAL PROJECTS

Section 1. General

1. The South Texas District wholeheartedly supports and encourages cooperation among its constituency for all the national and international projects of the United Pentecostal Church International, including Christmas for Christ, Mother's Memorial, Partners in Missions, Save Our Children, Sheaves for Christ, and all other programs approved or endorsed by the General Conference or General Board.

Section 2. Tupelo Children's Mansion

1. Each minister and church is requested to pray for and support Tupelo Children's Mansion by monthly and special offerings sent directly to the Mansion.
2. The superintendent of the Mansion is invited to bring a representative group to a district level meeting annually, such as District Conference or Family Camp, at the discretion of the district superintendent and the District Board, and a liberal offering will be received.

ARTICLE X
INSURANCE AND BENEVOLENCE

Section 1. Insurance

1. Applications for insurance with the United Pentecostal Church International are issued to every minister upon approval for license. They should be completed and mailed to the headquarters office of the United Pentecostal Church International within thirty days of affiliation.

Section 2. Benevolent Fund

1. In order to show our love and deep appreciation to each other as ministers of the gospel in the time of bereavement because of death of a minister or minister's spouse, we offer our ministers and their spouses the opportunity to participate in the Ministers Benevolent Association of the Texas District, so long as the Texas District shall agree to allow participation by members of the South Texas District. This is in order to show our love and concern and is not to be construed as insurance.
2. Any minister who is a member in good standing with the South Texas District may become a member of the Benevolent Fund. A member minister may also enroll his or her spouse in the Benevolent Fund.
3. The Benevolent Fund is open to all ministers for thirty (30) days after they receive their license or transfer to the district and for thirty (30) days after each annual Texas District Conference.
4. For further information about the terms, conditions, privileges, and responsibilities of membership, refer to the Benevolent Fund Policy of the Texas District of the United Pentecostal Church International, which has its district headquarters in Lufkin, Texas (See the Texas District Policy on page # of this manual)
5. Enrollment applications and the Benevolent Fund Policy are available from the secretary-treasurer of the South Texas District. (See the Enrollment Form on page 85 of the 2011 manual).

ARTICLE XI
DISTRICT MEETINGS

Section 1. District Conference

1. The District Conference is the governing body of the South Texas District of the United Pentecostal Church International. (See Article III, South Texas District Constitution.)

Section 2. Sectional Conferences

1. Every other year, on the year of the election of the district superintendent, each section shall have a spring conference (i.e., in the first half of the year before the District Conference). The purpose is to elect all sectional officers and handle any other pertinent sectional business.
2. Each section shall also have a spring conference in nonelection years, and it may have a fall conference (i.e., in the second half of the year) in any year. The time and place shall be designated by the sectional presbyter. The agenda for this meeting shall consist of business, fellowship, seminar, preaching, or a combination of these.
3. The district superintendent and district secretary shall be invited to all sectional conferences.
4. The district superintendent shall preside over the election of all sectional officers, or if he is unable to attend, he may designate the district secretary to preside over any elections.

5. Eligible voters at the sectional conferences preceding the District Conference are entitled to put forward names to be considered on the nominating ballot at the District Conference for the following offices: district superintendent, except in the event of death, resignation or removal (see Article I, Section 9); district secretary-treasurer; Children's Ministry director; Children's Ministry secretary-treasurer; Global Missions director; Global Missions secretary-treasurer; North American Missions director; North American Missions secretary-treasurer; Ladies Ministry president; Ladies Ministry secretary-treasurer; Youth Ministry president; and Youth Ministry secretary-treasurer. These names will be tabulated and forwarded to the District Conference by a pre-nomination committee.

Section 3. Family Camp

1. The South Texas District may have an annual Family Camp, and if so the District Board is to arrange for this meeting.
2. All monies received at the annual Family Camp and all pledges and offerings shall be sent to the district secretary-treasurer.

Section 4. Annual Planning Session

1. Each departmental committee shall meet at least once a year to plan events for the upcoming year.
2. These plans shall be submitted at a district planning session, which shall be held annually to plan activities for the upcoming year. This meeting shall include the district superintendent, the district secretary-treasurer, and each department head. The chairs of special committees may also be invited to attend.
3. All departmental programs, promotions, and special meetings, and all speakers chosen for these activities, shall require the approval of the District Board.
4. Each department and ministry shall develop an annual budget to be reviewed by the Budget Committee and approved by the District Board. Departments and ministries are required to operate within the approved budget.

Section 5. Vacancies in Sectional Offices

1. In the event a sectional office becomes vacant, it may be filled until the next sectional conference by an appointment of a committee of three: the district superintendent, the particular section's presbyter, and the particular department's director.
2. In the case of a vacancy in the office of sectional presbyter or secretary, the district superintendent shall call a special election within 30 days of the vacancy, and the eligible voters of the section shall choose a replacement for the office vacated.

Section 6. Department Directors

1. The department director should seek to maintain harmony between the department and the District Board.
2. The department director should discuss any committee proposals with the district superintendent prior to meeting with the District Board.
3. The department director may meet with the District Board by requesting such a meeting through the district superintendent or district secretary-treasurer. The following policies govern the department director's meeting with the board:
 - a. Actions requested by the department director should reflect the will of the committee by a majority vote and be reduced to a single page if possible.
 - b. Speaker suggestions for departmental events can be presented in one of the following manners:

- 1) A pool of many possible names may be recommended to the board for an event from which the department might select speakers;
- 2) The names of three suggested speakers may be recommended to the board for each speaking slot available.

Section 7. Children and Youth Worker Policy

1. Since the welfare of children and youth are of primary concern to the South Texas District, it is required that any worker in a sectional, regional or district function be screened and trained.
2. Each worker should receive written approval from his or her pastor to work in South Texas functions for a specific calendar year. The local church should certify that the worker has no history of physical or sexual abuse of minors. The local churches are encouraged to run a background check on each of their workers.
3. Each worker should be a minimum of eighteen years of age.
4. Each worker should receive instruction prior to or at the function specifying what is the expected conduct and appropriate behavior.
5. Workers are not allowed to administer corporal punishment.
6. All activities involving minors shall be supervised by at least two adults.
7. For all events, workers shall supervise minors until they are delivered to the care of parents, guardians, or local church chaperones.
8. Workers shall report to the departmental director any case of suspected child abuse, sexual misconduct, or other suspicious behavior. The departmental director shall in turn notify the district secretary and/or district superintendent. In all cases, the matter shall be kept in confidence pending an analysis of the situation and appropriate action by district leadership. As a matter of policy, the district will fulfill all legal requirements in this area and will not allow those who have sexually abused minors to work in any position involving supervision of or ministry to children or youth.

Section 8. Displays and Distribution of Materials at District Events

1. Only the approved departments and committees of the South Texas District are permitted to set up displays at South Texas Events. An exception to this is the singers and preachers ministering in the events.
2. No distribution of materials is permitted at these events without the prior consent of the district superintendent

Section 9. Leadership and Platform Guidelines

1. The following guidelines apply to musicians, singers, choir members, worship leaders, and speakers for district and sectional functions of the South Texas District.
2. Personal Relationship with God
 - a. All participants should have the endorsement of their pastor. The pastor should ensure that they meet the following spiritual qualifications.
 - b. Personal faith in Jesus Christ, repentance from sin, water baptism in the name of Jesus Christ, and the baptism of the Holy Spirit.
 - c. Conducting oneself everywhere in a manner becoming to a Christian, including morality, honesty, and integrity in every area of life.
 - d. Endeavoring to manifest brotherly love and fellowship toward all of God's people.
 - e. Supporting the local assembly with faithful attendance, prayer, tithes, and offerings.

- f. Adhering to and practicing the holiness teachings of the local church.
- 3. **Outward Appearance**
 - a. It is important to understand that holiness is both inward and outward. Holiness must come from God, and it must come from within a person. We cannot make ourselves holy by adhering to a list of rules. For the sake of public ministry, however, we ask that each person uphold the following guidelines regarding outward appearance. These guidelines are based on scriptural principles, and some are specifically for the sake of presenting an appearance appropriate to the occasion. (For specific scriptural teachings, see Deuteronomy 22:5; Jeremiah 4:30; I Corinthians 11:1-16; I Timothy 2:9-10; I Peter 3:3-4.)
 - b. Dress modestly and in a manner appropriate to your sex. Avoid extremely thin or tight clothing, and extravagant, showy, or extremely costly clothing.
 - c. Ladies should wear dresses or skirts that cover the knee, and any slits should be below the knee. Sleeves should be to the elbow. Avoid low necklines.
 - d. Men should wear pants, long-sleeved shirt, tie, and optionally a jacket.
 - e. Ladies should not cut their hair. Men should cut their hair short and should not wear facial hair. Hair should be arranged or combed neatly. Avoid extravagant, showy, or wild hairstyles.
 - f. Do not wear ornamental jewelry. A wedding ring is permissible if approved by the pastor.
 - g. Do not use makeup or hair dye.

Section 10: Dramatic Presentations Guidelines

- 1. **Purpose:** This policy provides general guidelines for dramatic presentations at any district or sectional event sponsored or sanctioned by the South Texas District United Pentecostal Church. While we recognize that dramatic presentations are increasingly popular, and that churches have a broad range of guidelines for such presentations, following the guidelines below will promote unity among our district.
- 2. **Definition:** Dramatic presentations include dramas, skits, expressive signing, comedy routines, sleight of hand, or other presentations that may be dramatic in nature.
- 3. **Responsible Party:** The departmental or district representative in charge of any event is responsible to obtain information about a particular dramatic presentation before the event to determine its compliance with this policy. The representative may require the presentation to be adjusted or cancelled, if necessary, to comply with these guidelines.
- 4. **Summary:** Dramatic presentations should be performed in a tasteful, inoffensive, and godly manner. See the points below for additional details.
- 5. All presentations should comply with all other modesty and dress requirements. Some costumes or styles of dress for dramatic presentations may vary somewhat from normal district platform requirements, but they should never be immodest or offensive.
- 6. Wholesome language should be used in dramatic presentations. Words considered as “curse words” or the slang replacements for such should not be used, even for dramatic effect and even if our secular culture commonly uses such language.
- 7. Racially stereotypical or demeaning comments, jokes, costumes, or makeup are considered inappropriate and are never allowed.
- 8. Choreographed movements are sometimes used for dramatic effect, but at no time will choreographed dancing be allowed. This policy is not intended to prevent synchronized sign language presentations. This policy requires some discretion by the responsible party, but we would prefer erring on the side of a stricter interpretation.

9. Artistic makeup is sometimes used for dramatic effect, but this should not include makeup intended for beautification purposes similar to that restricted by the South Texas District Platform Guidelines.
10. The district superintendent or secretary, the district departmental director or secretary, or the pastor of the host church may require additional guidelines for particular events if they deem necessary. In such cases, the responsible party will be notified as soon as possible—preferably in the pre-event planning stage.
11. If any of these guidelines conflict with the South Texas District policies, the South Texas District policy will prevail.