

POLICIES AND PROCEDURES PROPOSAL  
For  
CAPM Network

CAPM Network  
P.O. Box 28500  
Cleveland, Ohio 44128



## **Policies and Procedures**

This document includes policies and procedures adopted by the fellowship for the matters not covered or fully described in the Constitution and Bylaws of CAPM Network.

### **Purpose of Policies:**

The purpose of the policies is to provide the CAPM Network and its leaders with direction and structure for the carrying out of the fellowship's mission in the responsible, accountable, and effective manner that honors the House of the Lord.

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**Ministry Description: Regional Apostle**

### **Job Summary:**

The Regional Apostle must first have and maintain a close personal relationship with Jesus Christ, and an unwavering loyalty and love for his or her Chief Apostle of the fellowship, other leadership, and the church members. The Regional Apostle is the extension of the Chief Apostles' ministry, in many areas, and should thus seek to emulate the same shepherd's heart for those he works with and oversee, and performs all matters of business with the same integrity.

### **Regular Duties:**

The Regional Apostle must keep a continual line of communication with the Chief Apostle, and acting as the liaison between the state Apostle and the Chief Apostle, communication should be established by fax, e-mail, telephone or written letter. The Chief Apostle must be informed on all matters concerning both the regions and states.

1. Growth of fellowship in the regions.
2. Coordination of churches in regions.
3. Annual regional meetings.
4. Regional scholarship support.'
5. Develop regional outreach plans
6. Oversight of state Apostle in the regions
7. Develop regional intercessory prayer team and oversees state prayer team.
8. Teach the CAPM Message as a part of the Gospel of Jesus Christ.

(A detailed and concise description of these duties will be given at a later time).

### **Working Relationships :**

The Regional Apostle is responsible to function under the oversight of the Chief Apostle in areas of business matters, teaching, counseling, and any other area as the Chief Apostle directs. Regional Apostles are responsible for specific regions of the country.

These regions may encompass several different states if need be, and they are responsible for developing a relationship with and between the different churches and ministries in their region.

They are also responsible for giving spiritual oversight and accountability to these ministries.

They are also responsible for finances for the regional needs of their areas, and for the national needs of the Fellowship. Regional Apostles are also responsible for church recruitment to increase the fellowship.

**Qualifications:**

- Must be born again, water baptized and continually filled with the Holy Spirit. Ephesians 5:18-21
- Must regularly attend online prayer and be involved in the fellowship activities.
- Must possess the ability to get along with people
- Must have a record and history of Ministry experience

**Training and Development:**

- Self initiated study
  - In consultation with the Chief Apostle
- A. Take courses and studies to improve your skills.
- B. Attend church business and supervisory seminars.

"And whatsoever ye do, do it heartily, as to the Lord"  
Colossian 3:23

**Ministry Description: State Apostle**

**Job Summary:**

The State Apostle must first have and maintain a close personal relationship with Jesus Christ, and an unwavering loyalty and love for his or her Chief Apostle of the fellowship, other leadership, and the church members. The State Apostle or Apostle is the extension of the Regional Apostle, he/she should have a shepherd's heart for those he/she works with and oversee, and should perform all matters of business with the same integrity.

### **Regular Duties:**

The State Apostle must keep a continual line of communication with the Regional Apostle, and acting as the liaison between the Church and the Regional Apostle, communication should be established by fax, e-mail, telephone or written letter. The Regional Apostle must be informed on all matters concerning-both the states and churches.

1. Growth of fellowship in the state.
2. Coordination of churches in state.
3. Annual state meetings.
4. State scholarship support.
5. Develop state outreach plans.
6. Oversight of Pastors in state.
7. Develop state intercessory prayer teams.
8. Teach the Justice Message as a part of the Gospel of Jesus Christ to all churches.

(A detailed and concise description of these duties will be given at a later time).

### **Working Relationships:**

The State Apostle is responsible to function under the oversight of the Regional Apostle in areas of business matters, teaching, counseling, and any other area as the Regional Apostle directs. State Apostles are responsible for specific churches of the states.

Each state my encompass several churches, the state Apostle or-Sdp, are responsible for developing a relationship with the different churches and ministries in their state.

They are also responsible for giving spiritual oversight and accountability to these ministries and churches. They are also responsible for finances for the state needs of their areas, and for the regional needs of the Fellowship. State Apostles or uon6ps are also responsible for church recruitment to increase the fellowship.

### **Qualifications:**

- Must be born again, water baptized and continually filled with the Holy Spirit. Ephesians 5:18-21
- Must regularly attend online prayer and be involved in the fellowship activities.
- Must possess the ability to get along with people

### **Training and Development:**

- Self initiated study
- In consultation with the Chief Apostle

A. Take courses and studies to improve your skills.

B. Attend fellowship business and supervisory seminars.

"And whatsoever ye do, do it heartily, as to the Lord"  
Colossian 3:23

### **Ministry Description:**

#### **Apostle Of Policies and Procedures**

### **Job Summary:**

The National Apostle of Policies and Procedures must first have and maintain a close personal relationship with Jesus Christ, and an unwavering loyalty and love for his or her Chief Apostle of the fellowship, other leadership, and the church members. He/She is the extension of the Chief Apostles' ministry in the area of Apostle of Policies and Procedures. He/She is to provide administrative support to help ensure the efficient daily operation of the ministry so all matters of Policies and Procedures are done decently and in order with the highest degree of integrity to the glory of God.

### **Regular Duties:**

Assist the Chief Apostle and the Apostolic Presbytery in developing of Policies and Procedures in the Fellowship International and is given the authority and responsibility to oversee.



1. Church Membership requirements.
2. Individual membership requirement.
3. The design and standardization of all forms, manuals etc.
4. The issuing of all licenses and renewal.
5. The issuing of all ordination certificates to any office.
6. Work with Chief Apostle to create Job descriptions for all other department and offices.
7. Develop entire policy manual and to have custodial over that manual.
8. Design of all applications for admissions
9. Custodian of all policies and procedure
10. Sit on council related to matters of policy violation or application.

(A detailed and concise description of these duties will be given at a later time).

#### **Working Relationships:**

He/She is responsible to function under the oversight of the Chief Apostle in teaching, counseling and other areas as the Chief Apostle directs. He/She serves as a member of the Board of Directors.

#### **Qualifications:**

- Must be born again, water baptized and continually filled with the Holy Spirit. Ephesians 5:18-21
- Must regularly attend online prayer and be involved in the fellowship activities.
- Must possess the ability to get along with people
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#### **Training and Development:**

- Self initiated study
- In consultation with the Chief Apostle you should:
  - A. Take courses and studies to improve your skills.
  - B. Attend seminars on Policies and Procedures for both Churches, businesses and schools.

"And whatsoever ye do, do it heartily, as to the Lord"  
Colossian 3:23

**Ministry Description:  
District ruling elders)**

**Job Summary :**

The District Elders must first have and maintain a close personal relationship with Jesus Christ and an unwavering loyalty and love for his or her Chief Apostle and the fellowship members.

He/She functions under the authority of the State Apostles . The State Apostles will appoint the district elders; he/she will also divide their states into districts, as they perceive the need to do so with the approval of the Chief Apostle.

(All regional, state, district and other appointments are subject to review of adjustments by the national presbytery).

(A detailed and concise description of these duties will be given at a later time).

**Ministry Description:  
Pastors**

**Job Summary:**

Pastors must first have and maintain a close personal relationship with Jesus Christ, and an unwavering loyalty and love for his or her Chief Apostle of the fellowship, other leadership, and the church members. He/She is the extension of the Chief Apostle's ministry, and should have the same shepherd's heart for those he/she works with and oversees, and should perform all matters with the same integrity.

**Regular Duties:**

The Pastor shall represent the church in the local community, through his and the church participation in civic affairs acceptable and compatible with CAPM beliefs and doctrines. The Pastor shall support and faithfully execute the constitution and Bylaws of CAPM Network.

1. The Pastor shall serve as the spiritual leader of the church, leading its membership to fulfill the functions of the church: though worshipping, ministering, educating, witnessing and fellowshiping.
2. The Pastor shall serve as overall director of

evangelism of the Church.

3. The Pastor shall plan all worship service of the Church; He shall coordinate such services with Church leaders and shall preach at all worship services except where special events are planned.
4. The Pastor shall ensure that a qualified person is available to preach in his absence.
5. The Pastor shall work with the Church in planning and conducting revival services and shall work in securing leadership for such services as necessary.
6. The Pastor shall provide counseling for Church members and their families as requested, as he/she is led by the Holy Spirit, within the abilities of his/her schedule. He/She may refer such persons to outside counseling resources, such as social workers, psychologists or other professionals he/she deems necessary. The Pastor shall not accept compensation for any counseling services he/she renders.

(A detailed and concise description of these duties will be given at a later time).

### **Working Relationships :**

The Pastor should attend conventions and meetings, as he/she is able. Praying for the church and its people, setting an authentic example of Christian living, and serving as immediate supervisor for all church staff. Working with and being responsible directly to the congregation and participating in and coordinating church services.

### **Qualifications:**

- Must be born again, water baptized and continually filled with the Holy Spirit. Ephesians 5:18-21
- Must give lectures and teach bible study classes and be involved in all church activities.
- Must be 21 years of age, (Females 18) and possess the ability to get along with people
  - Should continually be active in preaching the Gospel.
- Should have no less than 3 years of Pastoral experience.

### ***Training and Development:***

- Self initiated study
- In consultation with the Chief Apostle you should:
  - A. Take courses and studies to improve your Pastoral skills.
  - B. Attend church administration and leadership seminars.

"And whatsoever ye do, do it heartily, as to the Lord"  
Colossian 3:23

### ***Services to Ministries and Ministers:***

**Purpose:** To provide recognition and credentials for those who have been called by God to the ministry, have prepared themselves for the work, and showed themselves faithful.

**Requirements:** Credentials are offered in three categories, the requirements vary. The three categories are Exhorter Certificate, Licensed Minister and Ordained Minister. Each application is received and approved on an individual basis, without regard to race, color, or ethnic origin, solely upon character, calling, salvation experience, and preparation.

**Process:** CAPM uses the Biblical principle of sponsorship endorsement when awarding credentials much like when Barnabus accompanied Paul before the Elders in Jerusalem lending credibility to his calling, conduct, and character.

New applicants are sponsored by a Minister of and established CAPM Church JFIAA (CAPM Network Apostolic Alliance) Member, endorsed by the CAPM presbytery, then awarded credentials. Persons interested in credentials and seeking sponsorship should contact our office for an application and related information.

Ordained Ministers pay \$100.00 per year for credentials.

Licensed Ministers pay \$75.00 per year for credentials.

Exhorters Certificate pay \$50.00 per year for credentials.

### ***Ministerial Relations and Discipline***

- A. All ministers failing to abide by the decisions of the Board of Directors shall upon request relinquish all

credentials or license having been issued by this fellowship.

- B. Any minister whose behavior or conduct is brought into question because of acts contrary to the standards and practices of the CAPM Network, shall be assured of a fair hearing with privileges of producing witnesses and evidence. If found to have acted improperly, said minister may have his/her license suspended.

### ***Marriage and Divorce (Innocent Party)***

Inasmuch as a call to Ministry is the highest call on Earth, we believe and teach that it is the will of God that a person have only one(1) living husband or wife. However, inasmuch as the Bible teaches only one unforgivable sin, and that being blasphemy against the Holy Ghost, and insomuch as the Bible also teaches that God's gifts and callings are without repentance, we feel there is sufficient evidence to show that God does not necessarily remove his hand from a person, who, if God does not, then neither should we. Therefore, any minister involved in a divorce and remarriage should expect to submit to a full investigation of cooperation to this matter, appear before the duly appointed examining board for final determination as to whether or not he or she should be granted affiliation with the fellowship.

### ***Moral Obligation***

- A. 1 Timothy 3:1-7
- B. Titus 1:6-9
- C. The scripture plan of government and direction to ministers is that they should be without moral reproach. The minister is a divine appointment, and not a human invention. Therefore, every minister has the moral obligation to work diligently to keep his/her office without reproach in order to do the most good to bring the life and happiness of Jesus Christ to immortal souls.

### ***CAPM Associates.***

A person with whom one is a partner, fellow worker, a companion. (A church that is established by a fellowship).

### ***CAPM Affiliates.***

To take in as a member or branch, to connect or associate. (A church that is already established and comes under a

fellowship) .

## Organization Affiliations

### **Church Coverings:**

This affiliation is for Pastors that understand the order of God to be accountable to someone other than their selves. In the same light of understanding the church need to be accountable outside itself.

Anyone coming into the Organization under this affiliation is required to submit themselves to the Chief Apostle as a Son or Daughter in the Lord.

Here are the qualifications for this affiliation.

1. There must be a birthing within the heart or spirit of a spiritual Son or Daughter which produces such a relationship with the Chief Apostle.
2. A son/daughter should willingly submit and serve by means of responding when called upon and yielding ministry gifts.
3. A son/daughter must be willing to receive correction in righteousness from the Chief Apostle.
4. A son/daughter must be willing to support the ministry physically and financially.
5. All sons/daughters along with their church must be willing to be inducted into the organization according to the policies, procedures and guidelines of the organization.
6. Sons/daughters are EXPECTED to attend Fellowship events.

### **Mentorship**

This affiliation is for Pastors that maybe under Denominational covering but sense the calling of Destiny to go beyond the experience of their denomination.

This affiliation is for individuals not their church.

Here are the qualifications for this affiliation.

1. The pastor must value the Chief Apostle's knowledge, wisdom and insight.
2. The pastor must be willing to submit him/herself to the Chief Apostle
3. The pastor must be willing to financially sow into the Chief Apostle.
4. The pastor is EXPECTED to attend Fellowship events.

### ***Changes to Policies and Procedures***

The Chief Apostle and the Board of Directors have full power and authority to alter, amend, or repeal the Policies and Procedures at any regular or special meeting at which a majority is present, by the votes of the entire Board of Directors.

### **Tithing:**

"Honor the Lord with thy substance, and with the first fruits of all thine increase..."Proverbs 3:9

All Pastors, Ministers and Members of the Fellowship International are required to pay tithes.

Pastors and Ministers with a church are required to pay 10% of their gross personal income and 10% of their churches gross income.

Ministers that do not have a church are required to pay 10% of their personal gross income. All tithes should be sent to CAPM Network by the 10<sup>th</sup> of each month.

"Thus speak unto the Levites, and say unto them, When ye take of the children of Israel the tithes which I have given you from them for your inheritance, then ye shall offer up an heave offering of it for the LORD, even a tenth part of the tithe..." Numbers 18:26 (KJV).

"(Verse 28) You must present one-tenth of the tithe received from the Israelites as a gift to the LORD. From this you must present the LORD's portion to Aaron the priest. (Verse 29) Be sure to set aside the best portions of the gifts given to you as your gifts to the LORD\_" Numbers 18:28-29

(NLT)