

POLICY MANUAL

Rev. October 2019



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OBJECTIVES OF THIS MANUAL

1. The Alaska Ministry Network Policy Manual is developed by the Presbytery for the expediency of Ministry Network directives to establish its goal in the overall Alaska Ministry Network and its ministries.
2. Ministry policies and procedures are operational, peculiar to accomplish its objectives.
3. Network policies are established to provide an effective communication, thus providing for proper resources and support among the Alaska Ministry Network Office, the Presbytery, pastors and their congregations, as well as Network Ministries.
4. Alaska Ministry Network Policies and procedures are established, reviewed, and changed periodically by the Presbytery, in accordance with Bylaws Article VII, section 5e: "They shall periodically review the Alaska Ministry Network Policy Manual, overseeing and ratifying changes as deemed necessary."

MISSION STATEMENT



Glorifying God and fulfilling the Great Commission, the Alaska Ministry Network partners to produce vibrant followers of Jesus Christ; promoting relationships, providing resources, and equipping leaders.

CORE VALUES

1. Expounding the Word of God

The Word of God, the Bible, is the avenue for our understanding of all that exists, past, present and future. God reveals His character, virtues and the terms of His relationship with man through His Word. God's face is seen, His faithfulness is established, His mercy demonstrated and His unconditional love is declared through the Scriptures in the person of His Son, Jesus Christ. The Word of God inspires, empowers, provides spiritual order, and shares the benefits of a reciprocal relationship between God and man. Therefore, God's Word is the basis for and the rule by which all will be measured relative to the mission and to the ministries of the Alaska Ministry Network of the Assemblies of God.

2. Embracing Pentecostal Ministry

We embrace the dynamic power and gifting of the Holy Spirit working through distinctively Pentecostal ministry, deeply rooted in the experience of the Baptism of the Holy Spirit with the evidence of speaking in tongues. We believe our Spirit empowered ministry will reflect this supernatural dimension in effective evangelism, the manifestation of spiritual gifts, holiness of heart, and power for service.

3. Empowering Apostolic Leadership

The Alaska Ministry Network of the Assemblies of God is based on the New Testament ministry concept of apostolic leadership. Through God-sent, fresh, anointed preaching of the gospel we anticipate the continual expansion of His kingdom. Our leadership is firmly committed to this process by enlisting, equipping, empowering and releasing ministry to every community that we touch. Through relational

leadership that is spiritually responsible, accountable, humble and not eager for selfish gain, we anticipate new levels of biblical multiplication within our network and beyond.

4. Encouraging Ministry Mentorship

We are committed to the education and training of our ministers in order to develop leadership that recognizes and facilitates the gifting of the body of Christ. We understand that good pastoral leadership and passionate preaching come only from a life that has surrendered itself to Christ. This surrendered life is evidenced in godly character and ethical living. We believe networking will provide the connection and encouragement that is crucial to ministerial excellence. God commands good stewardship in all He has entrusted to us. Therefore, we encourage and make a place for the mentoring, coaching, and accountability of our ministers.

5. Enhancing Church Life

We are committed to the natural process of the reproduction of healthy, growing churches. We will pursue effective ministry through evangelism of the lost, fellowship for the churches, and revitalization. We desire to guide and guard the church during pastoral transition. We desire to restore the Body of Christ to health during exceptional times of crisis. We envision through this process that each born again believer, in cooperation with the local church, will be released and equipped to achieve their God appointed potential in ministry, transforming the marketplace.

6. Expanding Missions Endeavors

Our vision is local, national, and global in partnership with ministers and missionaries persistently taking the message of the Gospel to the whole world. Empowered by the Holy Spirit we are determined to equip, enable, and inspire individuals to be involved in missions for God at all times, at all places. We believe a church with vision for missions has reason to exist. Missions in Alaska should be strategic, impacting all regions and peoples.

7. Extending Kingdom Networking

We are committed to the unity of the body through Kingdom Networking. We see connection as an opportunity to empower and resource the Body of Christ. Our heart is to unselfishly and sacrificially minister to those who will partner together in voluntary cooperation without compromising the biblical foundations of this movement. This includes partnering with groups outside the Assemblies of God. We believe God will honor a commitment to diversity.

8. Engaging Cultural Relevance

We desire to be a community of believers that are culturally relevant in communication and in compassionate response to the immediate and long-term needs of people within the influence of the Alaska Ministry Network. We seek innovative ways to adapt our methods to stay at pace with an ever-changing culture while maintaining Scriptural integrity.

CORE BEHAVIORS

1. Passionate Commitment

We turn from minimal expectations, chase excellence in everything we do, and challenge those we lead to give their best to the work of God's Kingdom.

2. Continuous Improvement

We never stop learning and growing, but respond to every opportunity to reach our full kingdom potential.

3. Culture of Honor

We honor those that have laid the path before us and bless those who labor among us, as we embrace a new generation before us.

4. Vision

We believe God has a plan for every church and ministry and we are committed to discover and implement that plan.

5. Holy Spirit Empowerment

We desperately seek the power of the Holy Spirit, the only means by which we can reach the lost and fulfill the commission we've been given.

6. Extravagant Faith

We live in full anticipation that God will do in our church and ministry those things we are willing to believe Him for and trust Him to do.

7. Outward Focus

We actively share in Christ's mission to reach those outside our church rather than remain mired in the self-focus of personal preferences and comfort.

8. Abundance Paradigm

We embrace life with an open hand and not a clenched fist, knowing that God will provide what we need to fulfill His will.

9. Interdependence

We commit to serve one another and cease to compete, so we can help each other succeed.

10. Servant Leadership

We are free to serve people with a pure heart because we are secure in who God has made us to be.

1964-2019



BRIEF HISTORY:

The first missionaries, the Personeuses, came to Juneau, Alaska in 1917. The first "All-Alaska" convention was held in 1945 in Juneau. Conventions soon became a bi-annual affair. In 1956, the Central, Southeast, and Northern Sections were formed, and presbyters were appointed to represent the Alaska field in cooperation with the Home Missions Department. The Arctic section was added in 1960. At the 1964 convention, it was passed to form a district. Brother B.P. Wilson was elected as Superintendent. Alaska officially became a district in August of 1965. Soon, the conventions, "District Councils," became annual meetings. The Western section was formed in 1970, the Arctic section was incorporated into the Western and Northern sections in 1975, and the Peninsula section was formed in 1983.

The following have served as administrative officers:

Superintendent

B.P. Wilson	1964-1974
Willard R. Leisy	1974-1980
Darrell Redfearn	1980-1984
W.J. Bransford	1984-1992
Roland L. Peretti	1992-2000
Ted Boatsman	2000-2008
Bill Welch	2008-Present

Assistant Superintendent

Willard R. Leisy	1970-1974
W.J. Bransford	1974-1984
Ed Hughes	1984-1998
Ted Boatsman	1998-2000
Bill Welch	2000-2008
Gary Morton	2008-Present

Secretary-Treasurer

R.E. Cousart	1964-1974
Darrell Redfearn	1974-1978
Ralph Miller	1978-1996
Norman R. Lindsay	1996-2006

Secretary

J.D. Duncan	2006-2015
Brad Kesler	2015-Present

Treasurer

Lewis (Jack) Aiken	2006-2018
Stephen Brown	2018-Present



**NETWORK
GOVERNANCE
POSITION
DESCRIPTIONS**

A

**POSITION DESCRIPTION:
THE ALASKA MINISTRY NETWORK BODY**

The Body herein referred to is the full Alaska Ministry Network voting membership, consisting of all Ordained, Licensed, Certified Ministers, ministry directors, and recognized delegates of officially affiliated Assemblies, acting at a duly called Alaska Ministry Network Business Meeting. (Alaska Ministry Network Bylaws, Article IV, section 1).

POSITION DESCRIPTION: THE FULL PRESBYTERY

I. General

A. The Executive Presbytery

The Executive Presbyters shall represent the Alaska Ministry Network at the General Council and General Presbytery meetings as prescribed by the General Council Bylaws.

B. The Presbytery

The Presbytery is made up of Regional Presbyters, the Network Superintendent, the Assistant Superintendent, Secretary, and Treasurer, by virtue of their office, and honorary Presbyters. Honorary Presbyters shall not have the privilege of participation in presbytery meetings.

II. Duties and Responsibilities

The Full Presbytery shall:

A. Be the directors and trustees of the Network Corporation. They shall have the official oversight of the business and activities of the Alaska Ministry Network, working in keeping with the expressed intent of the Network. Their decision shall be final unless reversed by the Alaska Ministry Network in session.

B. Have the authority to appoint committees and ratify directors as may be required.

C. Review the Alaska Ministry Network Policy Manual periodically, overseeing and ratifying changes deemed necessary.

D. Determine the salary and financial arrangements of the Network with respect to Network officers and the expenses of their offices and review the same annually.

E. Make provision for paying travel expenses of Regional Presbyters, General Presbyters, and Network Officers while traveling on authorized Network business.

F. Provide for annual vacations with pay for all full-time paid Network Officers.

G. Be the Credentials Committee.

POSITION DESCRIPTION: EXECUTIVE PRESBYTERY

I. General:

The Executive Presbytery shall consist of the four executive officers: Superintendent, Assistant Superintendent, Secretary, and Treasurer.

II. Reporting Relationships:

The Executive Presbytery shall:

- A. Communicate as needed to review Network business and activities of the Alaska Ministry Network.
- B. Be amenable to the Network Presbytery.

III. Duties and Responsibilities

The Executive Presbytery shall:

- A. Serve as representatives of the Alaska Ministry Network, executing Network policy established by the Alaska Ministry Network or the Presbytery.
- B. Serve in an advisory capacity to the Network Superintendent.
- C. Be members of the Network Presbytery.
- D. Be empowered to make decisions on matters of business between meetings of the Network Presbytery in accordance with the Alaska Ministry Network Constitution and Bylaws, and perform such other duties as may be assigned by the Alaska Ministry Network or the Network Presbytery. Minutes of the Executive Presbytery will be reviewed by the Network Presbytery and ratified by means of mail, e-mail, telephone, or in person.

IV. Remuneration for Executive Presbyters is as follows:

- A. Travel: The IRS allowance per mile or airfare, and parking fees will be allowed as follows:
 - 1. Presbytery meetings.
 - 2. Official Network-sponsored functions where the Presbyter is notified by mail e-mail, or telephone from the Network Office.
- B. Meals and lodging will be allowed when necessary and in the line with Network business.

V. Sabbatical Leave for Full Time Executive Officers

A. Purpose:

- 1. A sabbatical is an extended time away from usual work for the purpose of study, career development, personal renewal, and/or spiritual development. It is intended to benefit both the individual and his/her position with the AMN.
- 2. One week of accrued vacation may be linked with the sabbatical leave allowing for more personal enrichment time.

B. Eligibility:

- 1. This sabbatical policy applies only to full time executive officers.

**POSITION DESCRIPTION:
EXECUTIVE PRESBYTERY, continued**

2. A sabbatical may be taken after every five years of continuous, full time ministry with the Alaska Ministry Network.

3. It is suggested that only one Executive Officer be granted a sabbatical at any given time.

C. Length: The sabbatical may be granted for up to three months.

D. Request for leave: A typical request would include an explanation of how the sabbatical will benefit the individual and AMN.

E. Approval: The request for sabbatical will be approved by the Presbytery.

F. Other:

1. Regular salary and benefits will continue without interruption.

2. Sabbatical leave is not charged to vacation time.

3. The person's place is not replaced while he/she is on sabbatical.

4. Sabbatical leave should be taken continuously; and should not be broken up into segments without authorization from the Executive Presbytery.

5. Approved but unused sabbatical leave may not be used at another time nor is it paid as unused vacation unless warranted by exceptional circumstances and approved by the Executive Presbytery.

6. Should employment cease prior to completion of the fifth year of fulltime work with the AMN, a previously approved sabbatical will be automatically withdrawn.

POSITION DESCRIPTION NETWORK SUPERINTENDENT

I. General: See Constitution, Article IX; By-laws, Article VII, Section 1

The Network Superintendent shall:

- A. Serve as the Chief Executive Officer of the Network, President of the Corporation, and be responsible for the overall management of the Network Office, including its resources, personnel, and operational objectives.
- B. Provide guidance, counsel and support to ministers and churches of the Network, chair the Annual Alaska Ministry Network Conference and be an ex-officio member of all committees and boards of the Alaska Ministry Network.
- C. Serve on various committees and boards of the General Council as assigned.

II. Duties and Responsibilities:

The Network Superintendent shall:

- A. Be a Corporate Officer.
- B. Devote time to the duties of his/her office, and have personal supervision of all work of the Network in cooperation with the Network Presbytery.
- C. Preside at the meetings of the Alaska Ministry Network.
- D. Preside at the meetings of the Network Presbytery.
- E. Preside at the meetings of the Executive Presbytery.
- F. Co-sign all legal documents.
- G. Be the President of the corporation in all its legal matters.
- H. Perform any other function customary for the presiding officer, or such as may be directed by the Alaska Ministry Network or Presbytery and be given Power of Attorney to enable him/her to carry out these directives, programs, and policies.
- I. Initiate an investigation regarding a credentialed minister upon receipt of written complaint.
- J. Arrange for a time of orientation when new personnel are appointed or elected as Ministry Directors or Presbyters. The Superintendent may ask a designee to assist in the orientation process.
- K. Attend national annual meetings of the Network and District Superintendents at his/her discretion.
- L. Provide counsel and guidance to ministers of the Alaska Ministry Network on an on-going basis and also oversee the pastoral change process, serving as requested in the selection and instruction of pastors in new assignments.
- M. Nominate Ministry Directors for the presbytery's ratification.
- N. Have oversight of all Network publications.

POSITION DESCRIPTION
NETWORK SUPERINTENDENT, continued

III. Boards and Committees on which the Superintendent Serves:

- A. Alaska Ministry Network Presbytery
- B. Alaska Ministry Network Executive Presbytery
- C. Alaska Network Ministries Executive Committees
- D. General Council General Presbytery
- E. Northwest University Board
- F. Northwest University Executive Board
- G. Church Extension Plan Board

POSITION DESCRIPTION: NETWORK ASSISTANT SUPERINTENDENT

I. General:

The Network Assistant Superintendent shall:

- A. Provide oversight of Network affairs during the temporary absence of the Superintendent.
- B. Preside at meetings of the Alaska Ministry Network, the Network Presbytery and the Executive Presbytery in the absence of the Superintendent.
- C. Serve as the Vice-President of the Corporation.
- D. Serve as a General Presbyter, if a senior pastor, and represent the Alaska Ministry Network at the General Council and General Presbytery meetings.

II. Reporting Relationships

The Network Assistant Superintendent shall report to the Network Superintendent, work closely with the Network Presbytery, the Network Executive Presbytery, other Network Office personnel, and ministers of the Network.

III. Duties and Responsibilities:

The Network Assistant Superintendent shall:

- A. Be a corporate officer.
- B. Accept responsibilities as designated by the Superintendent and Presbytery.
- C. Be a member of and attend all Network Presbytery sessions.
- D. Be a member of and attend all Executive Presbytery sessions.
- E. Represent the Alaska Ministry Network at the General Council.
- F. In the event of a vacancy in the office of Network Superintendent, assume that office and perform all duties required until the next Alaska Ministry Network Conference.

IV. Travel Authorization

Assistant Superintendent traveling on behalf of the Network will obtain authorization from the Network Superintendent and will be reimbursed for budgeted expenses.

POSITION DESCRIPTION: NETWORK SECRETARY

I. General:

The Network Secretary oversees the evaluation, distribution, and maintenance of all Network records including: ministerial credentials, legal documents and minutes of all Network level meetings.

II. Reporting Relationships:

The Network Secretary reports to the Network Superintendent and serves on committees of the Alaska Ministry Network as designated by the Network Presbytery, Network Superintendent, or the Alaska Ministry Network in session.

III. Duties and Responsibilities

The Network Secretary shall:

- A. Be a corporate officer.
- B. Have duties determined by the Network Presbytery in harmony with the provisions of Alaska State law.
- C. Be a member of the Network and General Presbytery.
- D. Be a member of the Executive Presbytery
- E. Serve as Secretary of the meetings of the Executive Presbytery.
- F. Be custodian of the official seal.
- G. Oversee the recording of all credentialed ministers, churches and affiliated ministries within the Network.
- H. Be authorized to sign all official and legal documents and checks, as need may require, and perform such other functions as may be directed by the Network Presbytery or Network in session.
- I. Oversee the timely recording, coordination, and publishing of all Network minutes and reports, including the Annual Alaska Ministry Network Conference, meetings of the Executive Presbytery, Network Presbytery, and all other Network Committees and boards as required.
- J. Respond to requests for pulpit ministry, church dedications, mortgage burnings, or other occasions requiring Network level participation.
- K. Assist pastors in the proper development of local church constitution and by-laws and in incorporation.
- L. Be available to give counsel and guidance to ministers in church and family needs when necessary.
- M. Maintain accurate and timely credential records and process credential renewal applications for Network ministers.
- N. Oversee the timely mail-out of all Network-level minutes.

IV. Travel Authorization

Network Secretary traveling on behalf of the Network will obtain authorization from the Network Superintendent and will be reimbursed for budgeted expenses.

POSITION DESCRIPTION: NETWORK TREASURER

I. General:

As Chief Financial Officer, he/she (in conjunction with the Finance Committee and Network Presbytery) oversees the development and maintenance of all Network financial accounting systems, reports and investments of the Network.

II. Reporting Relationships:

The Network Treasurer reports to the Network Superintendent and serves on committees of the Alaska Ministry Network as designated by the Network Presbytery, Network Superintendent, or the Alaska Ministry Network in session.

III. Duties and Responsibilities

The Network Treasurer shall:

- A. Be a corporate officer.
- B. Have duties determined by the Network Presbytery in harmony with the provisions of Alaska State law.
- C. Be a member of the Network Presbytery.
- D. Be responsible for the maintenance and publication of Network financial records and custodian of Network funds.
- E. Contract annually with a Certified Accountant to review Network finances.
- F. Be authorized to sign all official and legal documents and checks, as need may require, and perform such other functions as may be directed by the Network Presbytery or Network in session.
- G. Serve on the Network Finance Committee and oversee the acquisition and management of all funds, including: the acquisition of the Network-sponsored loans, the placement of Network funds in various investments, or the co-signing for Network churches or Network projects.
- H. Direct all Alaska Ministry Network funds and assure the most cost effective investment and/or dispersal of such funds as recommended by the Finance Committee and directed by the Network Presbytery.
- I. Oversee the establishment of a system of internal financial controls that will be reviewed by the Network Finance Committee.

IV. Travel Authorization

Treasurer traveling on behalf of the Network will obtain authorization from the Superintendent and will be reimbursed for budgeted expenses.

POSITION DESCRIPTION: REGIONAL PRESBYTER

I. General:

A. Regional Presbyters are elected by the Alaska Ministry Network in session and serve as members of the Network Presbytery. The Network Presbytery shall be preserved as a distinctive body, giving general oversight to the spiritual, executive and legal functions of the Alaska Ministry Network as assigned to it by the Constitution and Bylaws.

B. When new Presbyters are elected to the Presbytery, the Alaska Network Superintendent will arrange for a time of orientation, it being understood that the Superintendent may ask a designee to assist in the orientation process.

II. Reporting relationship:

The Network Presbytery functions under the direction of the Alaska Ministry Network in session and its Constitution and Bylaws. The Network Presbytery works closely with the Superintendent who is Chairman and President of the corporation.

III. Duties and Responsibilities

The Regional Presbyter shall:

A. Represent the Network constituency, to serve in keeping with the expressed intent of the Network in session and make a report to the body.

B. Assist the Superintendent in the oversight of official meetings and other Network matters and in making investigations.

C. Fulfill the following regional duties:

1. Plan and conduct official meetings.
2. Send notification of official meetings (speaker and location) and other regional meetings to the Network Office.
3. Supervise the Developing Assemblies of his/her region.
4. Be an ex-officio of all Developing Assembly's Committee's.
5. Serve as chairman of the Developing Assembly Advisory Pulpit Committee.
6. Encourage the constituency to support the Alaska Ministry Network spiritually, morally, financially, and in every way.
7. Work in close harmony with the Network Superintendent and keep him informed of developments within the region.
8. Work in close harmony with the ministers and ministries of their region encouraging them to keep the Presbyter informed of the welfare and progress of the work in the minister's respective field.

**POSITION DESCRIPTION:
REGIONAL PRESBYTER, continued**

D. Other

1. Promote understanding and harmony with the Network Office.
2. Encourage a spirit of trust and unity through personal contacts and through counseling with pastors and congregations when needed.
3. Promote and teach a concept of ethical relationships between ministers, churches and the general membership.
4. Be sensitive to the needs and of ministers of their region to accomplish the following items:
 - a) Coordinate ministry activities in their region.
 - b) Attend official Network-sponsored functions when notified by the Network Office.
 - c) Participate in regional and Network committees as assigned.
 - d) Lead or counsel congregational business sessions as requested.
 - e) Lend counsel in selecting new pastors in cooperation with the Superintendent.
 - f) Counsel with regional pastors, i.e., encourage, exhort, guide advise.
 - g) Promote and supervise new ministries in the region, i.e., special projects, new churches, etc.
 - h) Participate in camp programs where possible.
 - i) Carry out other assigned duties as authorized by the Superintendent.
 - j) Have a time of orientation with the Superintendent. The Superintendent may ask a designee to assist in the orientation process.

IV. Remuneration:

- A. Travel: The IRS allowance per mile or airfare and parking fees will be allowed as follows:
1. Regional fellowship meetings.
 2. Official regional or Network functions where the Presbyter's presence is requested by the Superintendent.
 3. Official Network-sponsored functions where the Presbyter is notified by a Network Officer.
 4. Regional committee meetings.
 5. Counseling with pastors and churches when needed.

All of the above will be in cooperation with and following the guidelines of the Network Office.

**POSITION DESCRIPTION:
REGIONAL PRESBYTER, continued**

B. Meals and travel will be allowed as follows:

1. Where Network-approved travel and business may necessitate.
2. Meetings of the Presbytery.
3. A specific expense allowance may be granted for special Network-sponsored functions. Notification will be at the prerogative of the Superintendent.
4. Newly-elected Presbyters shall begin to receive expense remuneration when they officially take office or following the Alaska Ministry Network Conference in which they were elected.

V. Church and ministerial concerns:

The regional Presbyter and the Superintendent shall work together as a team in handling delicate church and ministerial problems. A memo of the matter shall be kept on file.

VI. Minutes of the Executive Presbytery

Minutes of the Executive Presbytery are transferred to the Network Presbytery and ratified by the Presbytery.

Northwest University Board Representation

1. The Superintendent shall serve on the Northwest University Board of Directors, by virtue of office.
2. In accordance with Northwest University Bylaws, the AMN Presbytery shall nominate, at the proper time, three persons to be forwarded to Northwest University for consideration as board members. The Superintendent will present names to the Presbytery for consideration. Northwest University will choose one of the nominees to serve on the Board. Of these nominees:
 - a. One shall be a woman;
 - b. One shall be non-credentialed.



ALASKA NETWORK MINISTRIES

B

POSITION DESCRIPTION: MINISTRY DIRECTORS

I. Authorization

The Superintendent will nominate one or more persons for each Ministry Director position to be approved by the presbytery, subject to review every four (4) years and upon the election of a new Network Superintendent.

II. Orientation

When new Ministry Directors are appointed, the Alaska Network Superintendent will arrange for a time of orientation, it being understood that the Superintendent may ask a designee to assist in the orientation process.

III. Reporting Relationships

The Ministries shall function in cooperation with the Alaska Ministry Network and with the National (General Council) Ministry. He/She shall report to the Network Superintendent. The Superintendent or his designee may serve on a Ministry Executive Committee which will consist further of the Ministry Director and Assistant Director.

IV. Travel Authorization

Directors traveling on behalf of the Network and/or ministry business will obtain authorization from the Superintendent and will be reimbursed for approved expenses incurred from their ministry's budgeted funds.

V. Other Department Personnel

A. The Assistant Director shall be nominated by the Ministry Director to be ratified by the presbytery, subject to review every two (2) years and upon the appointment of a new Director. There may be more than one assistant director.

B. Regional Representatives shall be appointed by the Director after consultation with the Presbyter and Superintendent, subject to review every two (2) years. Their decision shall be final.

VI. General Qualifications

A. All officers shall be individuals of good report, who are not novices and whose Christian experience shall conform to Biblical standards of leadership. They shall be members in good standing, and regular attenders, of an Alaska Ministry Network Assemblies of God church.

B. Members of the Executive Committee shall have actively participated in Alaska Ministry for at least one (1) year.

C. Regional Representatives shall have resided in the Network for at least six (6) months.

Ministry Directors, continued

VII. Duties of the Officers

A. Ministry Director

1. Shall serve as the Executive Director of the Ministry.
2. He/She will preside over meetings of the Executive Committee and shall represent the Ministry in contacts with the National Ministry, where pertinent.
3. The Director shall have the prerogative to discuss with the Superintendent matters of importance to the applicable Ministry; The Superintendent may bring it to the presbytery's attention as appropriate.

B. The Assistant Ministry Director

1. Shall assist the Director.
2. Shall Serve on the Executive Committee.
3. Shall assume such responsibilities as may be requested by the Director.
4. In the event the Director is absent or the Ministry Director 's office becomes vacant, the Assistant Director shall serve as Acting Director until the Superintendent shall nominate another Director in the same manner as previously stated. If there is more than one Assistant Director, the Superintendent will choose which Assistant Director will serve as Acting Director.

VIII. Vacancies

A. Any office may be declared vacant by 2/3 vote of the Presbytery at any meeting or special vote called for this purpose.

B. Grounds for such action may be:

1. Unscriptural conduct.
2. Departure from the Tenets of the Faith.
3. Loss or suspension of credentials.
4. Abandonment of the position.
5. Noncompliance of duties.

C. The Superintendent may declare the position abandoned if the Director misses more than half of the scheduled Ministry meetings within a calendar year or fails to report as requested by the Presbytery or Superintendent.

D. The unexpired term of Ministry Assistant Director shall be filled by appointment by the Acting Director and ratified at the next meeting of the Presbytery or by a vote called for that purpose.

Ministry Directors, continued

E. The unexpired term of a Regional Representative shall be filled by the Regional Presbyter and Ministry Committee in conjunction with the Ministry Director.

IX. Finances

A. The Ministry shall be financed by:

1. Tithes and offerings of local Assemblies, groups, rallies, seminars.
2. Income from Ministry projects, camps and retreats.

B. Reports and monies from Ministry events shall be forwarded to the Network Office on appropriate forms within 15 days following the event.

C. Requests for and returns of cash advance funds ("Petty Cash") shall be done on the appropriate forms within 15 days following the event.

D. Requests for reimbursement shall be countersigned by the Director and Business Administrator.

E. The Director shall submit a budget for approval for the following year seven (7) days prior to the October Finance Committee meeting and shall be approved by the Network Presbytery Finance Committee.

F. Purchase requests over \$500 must be signed and approved by the Business Administrator and Ministry Director unless stated in the yearly budget.

G. The Ministry Director shall maintain a contingency balance in the ministry fund equal to 2% of the annual budgeted expenses or \$1,000, whichever is greater. If the fund balance falls below the required balance, the Ministry Director shall work to restore the balance to the required amount.

If, after the third quarter, a ministry is projected to have a negative budget variance of over 10% or \$5,000, whichever is less, the ministry director shall submit an explanation in writing to the October Presbytery with their budget for the next year.

Alaska School of Ministry (AKSOM)

I. Qualifications of Director

The Director shall be an ordained minister in good standing with the Assemblies of God. The Director shall be academically qualified, possessing a minimum of a Master's Degree. This education should include either an Undergraduate or Graduate Degree in Bible, Theology, or Ministry.

II. Responsibilities of Director

The Director shall:

- A. Interface with the DSOM movement, staying current with policies and curriculum.
- B. Provide classes that fulfill educational requirements for credentialing. In this process, the Director will interface and work with the Credentialing Assistant and the Secretary.
- C. Facilitate Venues across Alaska, including on and off the road system.
- D. Assist local Pastors in creating Focus Groups and promoting AKSOM in their churches.
- E. Maintain accurate records and transcripts for student records.
- F. Maintain a faculty of qualified instructors.
- G. Promote the Alaska School of Ministry as a tool for Christian Education and discipleship in the local church, and serve as a resource to the CE Director.

Chi Alpha Ministries

I. Qualifications of the Director

- A. The Director shall be an ordained or licensed minister in good standing, actively pursuing ordination with the General Council of the Assemblies of God.
- B. The Director shall be actively involved with ministry in the Alaska Ministry Network.

II. Composition of the Leadership Team

- A. The Chi Alpha Leadership Team shall be chosen by the Director, in consultation with the Superintendent, and shall consist of:
 - 1. The AMN Chi Alpha Director.
 - 2. The AMN Chi Alpha Assistant Director.
 - 3. An AMN Chi Alpha Staff Member or Campus Director.
 - 4. An AMN local Pastor.
 - 5. A business person who is a member of an AMN church.
 - 6. Other persons may be added to the leadership team when deemed appropriate.

III. Responsibilities of Director

The Director shall:

- A. Advocate and cast network wide vision for Chi Alpha and University ministry in Alaska.
- B. Develop a network wide, unified, strategy for university ministry.
- C. Establish new campus and discipleship ministries in Alaska.
- D. Supervise, resource, and advise local campus leadership.

E. Maintain policies governing network appointed Chi Alpha ministries, to be approved by the Network Superintendent.

1. Facilitate staff hiring and positions for campus ministries.

2. In consultation with the Alaska Home Missions Team, participate in the approval process for nationally appointed Chi Alpha U.S. missionaries and Missionary Associates.

3. Approve assignments for credentialed ministers leading a Chi Alpha, non-credentialed Chi Alpha leaders, or bi-vocational Chi Alpha ministers, in consultation with the Network Superintendent. All persons on staff at Chi Alpha will be screened through the Network Office.

F. Recruit personnel for Alaska Chi Alpha ministries.

G. Connect local Chi Alpha ministries and leaders to the national movement.

H. Cast vision and facilitate Chi Alpha International (XAi) and Chi Alpha Rural Alaska (XAra) – a strategic vision and mission to reach internationals and rural Alaskans at the university.

Children’s Ministries

I. Qualifications of Director

The Director shall be credentialed by the Assemblies of God.

II. Responsibilities of Director:

The Director shall:

A. Promote and encourage Children’s Ministry on the local and Network Level.

B. Promote Kid’s Camps, regional and Network rallies and other inter-church activities.

C. Assist local Children’s Ministry groups at the invitation of the pastor.

D. Assist the Royal Ranger Ministry Director and Network Girls Ministry Director in promotion of their ministries.

E. Promote National Children’s Ministry projects.

F. Ensure that all workers at Network Sponsored events have been placed on the “approved worker” list. This includes an application and a certification that the local church has screened the worker in a process that includes an application, references, and interview. The Network will also be required to conduct a criminal records check for each adult worker at a camp serving minors.

G. Promote Christian Education resources for ministry to ages birth through elementary school, in cooperation with the CE Director.

III. Royal Ranger Ministry Director shall:

A. Be appointed by the Children’s Ministry Director in consultation with the Superintendent and

Royal Ranger leadership.

- B. Oversee the Royal Ranger Program in Alaska.
- C. Shall serve on the Children's Ministries Executive Committee.
- D. Assume responsibilities as requested by the Children's Ministry Director.

IV. Network Girls' Ministry Director shall:

- A. Be appointed by the Network Children's Ministry Director in consultation with the Superintendent and Network Girls' Ministry leadership.
- B. Shall oversee the Network Girls' Ministry Program in Alaska.
- C. Shall serve on the Children's Ministries Executive Committee.
- D. Assume responsibilities as requested by the Children's Ministry Director.

Christian Education

I. Qualifications of Director

The Director shall be an ordained or licensed minister in good standing actively pursuing ordination with the General Council of the Assemblies of God. The Director shall have demonstrated an aptitude as a teacher and administrator in Christian Education.

II. Composition of the CE Committee

The Christian Education Assistant Directors shall consist, by virtue of office, of:

- A. The Children's Ministries Director: The CM Director will be responsible primarily for promoting Christian Education resources for ministry to ages birth through elementary school, in cooperation with the CE Director.
- B. The Youth Director: The Youth Director will be responsible primarily for promoting Christian Education resources for ministry to junior high and high school students, in cooperation with the CE Director.
- C. The AKSOM Director: The AKSOM director will promote the Alaska School of Ministry as a tool for Christian Education and discipleship in the local church, and serve as a resource to the CE Director.

III. Responsibilities of Director

The Director shall:

- A. Promote and encourage adult Christian Education on the local and Network level.
- B. Coordinate with Children's Ministry Director and Youth Ministry Director to ensure that age appropriate Christian Education is being promoted in the Network.

- C. Raise awareness in the Network of current Christian Education materials that are available at the national level for both teacher training and classroom use.
- D. Attend the annual national training event, if funding is available.
- E. Assist local churches in Christian Education development at the request of the Pastor.

Men's Ministries

I. Responsibilities of the Director

The Director shall:

- A. Promote and encourage Men's Ministries on the local and Network Level.
- B. Assist local men's groups at the invitation of the pastor.

Pastoral Care Ministries

I. Qualifications of Director

- A. The director shall be ordained with the Assemblies of God, and have some education or experience with pastoral care ministries.

II. Pastoral Care Team

- A. The assistant director shall be nominated by the director, and ratified by the Presbytery.
- B. In addition to the Assistant Director, pastoral care members will be selected from each region of the state, unless qualified persons are not available. Members will be selected by the Director, in consultation with the Superintendent.
- C. Members are selected from interested AMN pastors who are in good standing with the Network and currently ordained. Other credentialed ministers and non-credentialed professionals within the AMN may also be considered providing they have specific pastoral care training and experience.

III. Duties of the Director

- A. The Pastoral Care director shall maintain a pastoral care manual, in consultation with the Superintendent.
- B. The Pastoral Care director shall provide oversight of the care team.
- C. The Pastoral Care director shall maintain appropriate records, and provide a year-end report to the Superintendent.
- D. The Pastoral Care director shall ensure that Pastoral Care team members secure the Pastoral Care Ministry Disclosure forms signed by those receiving ministry prior to the second follow-up communication. These forms are to be confidentially transferred to the director as custodian, to be kept in perpetuity.

Women's Ministries

I. Responsibilities of the Director

The Director shall:

- A. Promote and encourage Women's Ministries on the local and Network Level.
- B. Support and aid missionaries, Bible Colleges, and other ministries to Alaska and around the world.
- C. Assist local women's groups at the invitation of the pastor.

Youth Ministries

I. Qualifications of the Director

The Director shall be an ordained or licensed minister in good standing, actively pursuing ordination with the General Council of the Assemblies of God.

II. Responsibilities of Director

The Director shall:

- A. Promote and encourage Youth Ministry on the local and Network level.
- B. Promote youth camps, Regional and Network rallies, and other inter-church activities.
- C. Assist local youth groups at the invitation of the pastor.
- D. Promote and encourage ministry to college students on the local and Network level.
- E. Ensure that all workers at Network Sponsored events have been placed on the "approved worker" list. This includes an application and a certification that the local church has screened the worker in a process that includes an application, references, and interview. The Network will also be required to conduct a criminal record check for each adult worker at a camp serving minors.
- F. Promote Christian Education resources for ministry to junior high and high school students, in cooperation with the CE Director.

Missions

Missions is an official ministry of the Alaska Ministry Network, and is comprised of Alaska Home Missions, World Missions, and U.S. Missions. Leadership and responsibilities are delineated in Section D: Missions, of the Policy Manual.

Other Approved Ministries

I. General

Other Approved Ministries are ministries such as Evangelists that have been approved to raise support in Alaska for such ministry and have been given permission to have their support channeled through the Network Office.

II. Qualifications

Other Approved Ministries shall:

- A. Be approved by the Executive Presbytery of the Alaska Ministry Network.
- B. Be directed by a licensed or ordained minister with the Assemblies of God to qualify for support.
- C. Have at least \$50 per month regular support to be approved.
- D. Be expected to submit an annual Ministry report to the Alaska Ministry Network Office. Timely receipts and expressions of thanks should be also sent to the donors.



CHURCHES

C

Developing Churches

I. Definition

A Developing Assembly is an Assemblies of God church that:

- A. Has applied for and received recognition as a Developing Assemblies of God church from the Alaska Network Presbytery.
- B. Is not self-governing.

II. Supervision

A Developing Assembly and its leadership shall:

- A. Be amenable to the Alaska Ministry Network Presbytery in matters of doctrine and polity.
- B. Be accountable to the Presbytery, and participate in cooperative fellowship with the Presbyter and other ministers of the Region.
- C. Conform to the Alaska Ministry Network Constitution and By-laws.
- D. Submit a copy of their annual church report, annual business report with minutes, financial statements, annual budget, and other reports to the Network Office and to their Regional Presbyter in a timely manner.
- E. Have building projects, remodels, and structural/mechanical alterations approved by the Presbytery.
- F. Have no right to incur any legal or financial obligation of any kind or nature in excess of \$500 except by written action of the Network Presbytery.
- G. Submit any name changes to the Alaska Ministry Network Presbytery for approval.
- H. Not enter into any type of rental agreements without Presbytery approval.
- I. Have loans that are co-signed by the Alaska Ministry Network such as CEP, MBA or a conventional bank loans transferred to that church when it becomes financially strong enough to collateralize its own loan or when it becomes a General Council affiliated church.
- J. Maintain required insurance coverage and provide documentation to the Network Office.
- K. Maintain a screening process for all employees and volunteers working with minors, including an application, reference checks, criminal records check, and interview.
- L. Be held accountable for the policies and procedures delineated in the Constitution & Bylaws and this policy manual. If policies are not followed, the Presbytery will take action.

Developing Churches, continued

III. Characteristics

A Developing Assembly shall:

A. Have Presbytery as its official board. The Pastor must be available to meet with the Executive Presbytery, Regional Presbyter, Business Administrator, and Alaska Home Missions Director at least once annually, either in person or electronically. The Business Administrator and Alaska Home Missions Director shall serve as ex-officio members for these meetings.

B. Have the Presbyter of the region as ex-officio of all committees and chairman of the advisory Pulpit Committee.

C. Have the right to have an advisory committee.

D. Have a consistent meeting place.

E. Have Presbytery approved leadership. If the church lacks approved leadership for a period of 2 years, the Presbytery will consider whether or not the church should be closed. If a church lacks approved leadership for 3 years, the Presbytery will consider whether the church properties should be liquidated.

F. Actively pursue sovereign church status by being self-supporting, self-propagating, and self-sufficient.

G. Be eligible to send a delegate to the Alaska Ministry Network in session but not eligible to send one to the General Council.

H. Be required to advance to Network or General Council status when eligible to do so.

Ministry Network Churches

I. Definition

- A. A Ministry Network affiliated assembly has applied for and received a certificate of affiliation from the Alaska Ministry Network of the Assemblies of God but not the General Council of the Assemblies of God.
- B. A Ministry Network affiliated assembly is an Assemblies of God church that has 10 or more active voting members.

II. Supervision

A Ministry Network Affiliated Assembly shall:

- A. Be amenable to the Alaska Ministry Network in matters of doctrine and polity.
- B. Have access to the general oversight and pastoral care of Network officers.
- C. Have the services of the Alaska Ministry Network available to assist the assembly in dealing with problems.
- D. Conform to the Alaska Ministry Network Constitution and By-laws.
- E. Submit a copy of their annual business report with minutes, financial statements and other reports to the Network Office in a timely manner.
- F. Submit any name changes to the Alaska Network Presbytery for approval.

III. Characteristics

A Ministry Network Assembly shall:

- A. Consist of 10 or more active members.
- B. Be self-supporting, self-governing, and autonomous in operation.
- C. Be incorporated.
- D. Have the power to choose its pastor.
- E. Have the right to elect an official board.
- F. Be eligible to send a delegate to the Alaska Ministry Network in session but not eligible to send one to the General Council.

General Council Churches

I. Definition

- A. A General Council affiliated assembly is one that has applied for and received a certificate of affiliation from the General Council of the Assemblies of God.
- B. A General Council affiliated assembly is an Assemblies of God church that has a minimum of 20 active voting members.

II. Supervision

A General Council Affiliated Assembly shall:

- A. Be amenable to the General Council and the Alaska Ministry Network in matters of doctrine and polity.
- B. Have access to the general oversight and pastoral care of the Network officers.
- C. Have the services of the General Council and the Alaska Ministry Network available to assist the church in dealing with any of its problems.
- D. Conform to the General Council of the Assemblies of God Constitution and Bylaws.
- E. Have reports filed in a timely fashion with the Alaska Ministry Network and General Council as required.
- F. Submit any name changes to the Alaska Ministry Network Presbytery for approval.

III. Characteristics

A General Council Assembly shall:

- A. Consist of 20 or more active members.
- B. Be self-supporting, self-governing, and autonomous.
- C. Be incorporated.
- D. Elect their own pastor.
- E. Elect an official board.
- F. Be eligible to send a delegate to the General Council, as well as to the Alaska Ministry Network in session.

Recommended Steps of Christian Reconciliation (Template for Organizational Assistance)

Because Spirit-filled Christians value godly relationships above mere forms of religion, we believe that it will honor God to promote reconciliation and unity among believers and within congregations. The comments which follow, which are based on Scripture, may have beneficial counsel for many situations in need of reconciliation, but the specific purpose of this document is to provide clarity for those situations when Organizational Assistance may be requested for the purpose of bringing reconciliation among church leaders, including ministers who are credentialed with the Assemblies of God.

“Behold how good....” Psa. 133:1

Based on the fact that Scripture provides many specific instructions for resolving conflicts and discord between fellow-believers, we know that friction and strife does arise occasionally between good people who love the Lord. Consequently, we should not be surprised or automatically offended just because irreconcilable differences have arisen between church members and church leaders and may involve a credentialed Assemblies of God pastor. Rather, we should look expectantly to God for wisdom and the ability to learn from the situation so all involved are better off in the future.

“Barnabas wanted to take John, also....” Acts 15:3-40

When the affairs of a General Council affiliated assembly are involved, we propose the following recommended steps for resolving disagreements and offenses involving credentialed ministers, including those situations where circumstances evolve to the point that Organizational Assistance is being requested.

These recommendations pertain to cases where the pastor has been offended by a member or fellow minister and to cases where the member or other minister is the offended party. They are not meant to supersede proven congregational policies already in place for the resolution of conflicts between church members. Nor are they intended to supersede established denominational systems for healthy accountability. They are offered as a supplemental, detailed process for resolving persistent conflicts, especially when credentialed ministers are involved.

Step 1

The offended party, whether a pastor, credential holder, or church member, should first of all pray asking God for:

- Wisdom to handle this conflict (James 1:5),
- God’s own perspective on the situation so as to avoid over-reacting, under-reacting, or unnecessary hurts based on incorrect assumptions (Phil. 3:15),
- Words seasoned with grace, humility, and effectiveness (Eph. 4:15; Col. 4:6),
- A conciliatory attitude in himself that seeks forgiveness and relational restoration rather than to prove a point or get one’s own way (Eph. 4:29, 32),
- A conciliatory and understanding attitude on the part of the other party (James 3:17-18),
- Blessings on the life and ministry of the other party (Luke 6:28),
- A divinely orchestrated meeting in which the right things are said the right way to the right people with the right motive at the right time under the right circumstances (Eph. 5:8-10).

If most of these preparations are “right” but even one is “wrong,” the entire attempt at reconciliation can be undermined.

These preparations will not only eradicate or diminish unloving attitudes; they will also bring a crucial

question into focus: “Has this person sinned against me or am I just being overly sensitive to legitimate criticism or a difference in style or approach?” If the latter, you should resolve the issue in prayer, just between you and the Lord. You may realize that it is best to live and worship together at peace knowing that these non-eternal differences exist but are outweighed by greater virtues uniting the two of you in Christ. On the other hand, if the person has sinned against you, or if you feel an irresolvable concern over the relationship or the situation, proceed to Step 2.

Step 2

Go directly to the party you believe has offended you or about whom you are concerned and share your perspective on the problem between the two of you (Mt. 18:15). Invite the Spirit’s influence by beginning and ending with prayer. With an open and sincere heart, offer to hear the other person’s point of view (Romans 12:9-10). Together discuss possible avenues of reconciliation remembering that forgiveness and relational healing is the goal.

Step 3

If Step 2 does not result in reconciliation, make written notes of your efforts at reconciliation, taking care to list dates, times, locations, participants, and key points of the conversation. Then, schedule a second meeting with the other party and bring with you a trusted, mature Christian leader from your church, preferably a neutral party, to witness your attempt at reconciliation. Invite the witness/es to share during the meeting any observations or counsel that seems appropriate. (Mt. 18:16)

Step 4

At this point in the process it may help to pause for fresh reflection. Again ask, “Has this person sinned against me or am I just being overly sensitive to legitimate criticism or a difference in style or approach?” You may conclude at this point that it is best to live and worship together at peace knowing that some non-eternal differences exist but are outweighed by greater virtues uniting the two of you in Christ. On the other hand, you may realize that it is necessary to remove yourself from this congregation to prevent ongoing, irresolvable frustration (Romans 12:16-18).

Step 5

If, after attempting Steps 1-3, and, after further reflection you remain convinced that the offense or disagreement involves a violation of Scripture, then you may decide to contact your sectional/area presbyter. If feasible, you should inform the other party that you are seeking the presbyter’s involvement. You will first need to clearly demonstrate to your presbyter that you have applied Steps 1-3, and, in the case of a church member (or members), you must explicitly affirm your status as a member of the church. If the offending party is the sectional/area presbyter, then contact the district office for the name of the executive presbyter in your region of the state or another suitable presbyter who would fulfill the role prescribed for the sectional/area presbyter in the following steps (1 Timothy 5:19).

Step 6

Your sectional/area presbyter will ask for your written permission to share the content of your conversation with the other party and, possibly, with other district leaders at his discretion. Church members should proceed in full understanding of their situation:

- If you are a member of a district affiliated congregation (not a General Council affiliated church), the sectional/area presbyter or district officers will address and, if necessary, direct the course of reconciliation.
- If you are a member of a General Council affiliated congregation, then you should become familiar with the bylaws of your church, the district, and the General Council pertaining to resolving conflict.

If you desire advice and counsel from your sectional/area presbyter, counsel will be given based on the circumstances and personalities involved. If that counsel is not satisfactory you may appeal to the district officers for their advice and counsel.

Step 7

When you discern the overall well-being of a church or ministry remains in jeopardy despite your efforts as outlined above, you may appeal to the sectional/area presbyter for more formal “organizational assistance” as described in the bylaws of the General Council of the Assemblies of God (Article VI., section 4, paragraph c). This must be done in writing at the initiative of either: 1) the pastor, or 2) a member (or members) of a church board speaking on behalf of a majority of the board, or 3) a member (or members) of the church speaking on behalf of at least 30% of the voting members of the congregation who have signed a petition requesting “organizational assistance.” To minimize the potential for confusion and delays, it is highly recommended that the petition be signed and turned over to district officers in a period not to exceed 30 days in total.

Step 8

Once a formal and valid appeal for “organizational assistance” has been received, the situation will be addressed as prescribed by the General Council bylaws (cited above):

- The sectional/area presbyter and district officers will weigh the situation together and attempt to seek reconciliation with the parties involved.
- If that does not prove effective, the district officers may approach the district presbytery for approval to conduct an investigation at the local church level.
- Depending on the results of an investigation, the district officers may offer further counsel to the parties involved, or they may ask the church leaders to consider taking a congregational vote to temporarily revert the church from “General Council” status to “District Affiliated” status until the problem is resolved. In some situations, the District Presbytery may opt, as per the General Council bylaws (cited above), to revert the General Council church to District Affiliated status without a congregational vote. No church will be reverted from General Council to District Affiliated status without the prior approval of the District Presbytery. Once a church is reverted to District Affiliated status, it remains under the supervision of the district, it abides by the approved constitution and bylaws of District Affiliated churches, and all major church decisions require the approval of the district leaders until the church is returned to General Council status.



MISSIONS

D

POSITION DESCRIPTION: ALASKA US MISSIONS DIRECTOR

I. General:

The Superintendent is the Network US Missions Director.

II. Duties and Responsibilities:

The Network US Missions Director shall:

A. Provide oversight of, and direction for, all US missions work of the Network in cooperation with the Network Presbytery.

B. Serve as the supervisor of all US Missions personnel in cooperation with the missionary's Regional Presbyter.

C. Approve all missionary assignments and furloughs.

POSITION DESCRIPTION: DIVISION OF US MISSIONS MISSIONARY

I. General:

US Missionaries are ministers, and sometimes spouses of ministers, who have received national appointment. They serve within one of six departments of the Division of US Missions: Intercultural Ministries, Teen Challenge, Mission America Placement Service, Church Planting, Chi Alpha Ministries, and Chaplaincy.

II. Reporting Relationship

The US Missionary relates directly the Network's US Missions Director for all matters related to his/her appointment.

III. Assignment

The US Missionary must serve within his/her US ministry assignment unless otherwise designated by the Network's US Missions Director.

IV. Prerogatives

The missionary is always privileged to have direct communication with the US Missions Director and his/her Regional Presbyter.

V. Work Funds

The Alaska Ministry Network office may elect to process US Missionary work funds at the request of the US Missionary, in cooperation with the US Missions office. Work funds will be processed through an accountable reimbursement program, and all expenditures must qualify as a business expense according to IRS regulations. Receipts must be turned in to the AMN office within 60 days of the expenditure. After being turned in, a receipt may be reimbursed for the current calendar year and the calendar year immediately preceding the current year.

POSITION DESCRIPTION: ALASKA WORLD MISSIONS DIRECTOR

I. General:

At the request of the Superintendent, the Assistant Superintendent shall serve as the Network World Missions Director.

II. Duties and Responsibilities

The Alaska World Missions Director shall:

- A. Grant permission to World Missions Personnel to approach Pastors within the Alaska Ministry Network for support.
- B. Oversee all communications between World Missionaries and the Alaska Network.
- C. Process all appointments for World Missionary status originated from the Alaska Ministry Network.
- D. Represent the Alaska Ministry Network at Regional and National World Missions events.

POSITION DESCRIPTION: ALASKA HOME MISSIONS DIRECTOR

I. General

The Alaska Home Missions Director is appointed by the Superintendent in consultation with the Presbytery.

II. Qualifications of Director

The Director shall be an ordained minister in good standing with the Assemblies of God. The Director shall have background experience in missions and shall have demonstrated spiritual leadership, cooperation, and ministry within the Alaska Ministry Network.

III. Responsibilities of Director

- A. The primary assignment of the Director shall include assisting the Superintendent by:
 - a. Promoting the advancement of the Kingdom of God in every Region of Alaska;
 - b. Encouraging evangelism and discipleship in various cultural missions venues;
 - c. Serving as a missions resource for churches and ministers;
 - d. Finding various ways to assist in strengthening the ministry hubs and village ministries;
 - e. Assisting in training future Alaska leaders;
 - f. Actively engage in Promoting Alaska Home Missions locally and nationally;
 - g. Recruiting Servant Leaders for the Alaska harvest field;
 - h. Identifying church plants and planters;
 - i. Assisting Administratively as requested.
- B. The Director shall work closely with the Superintendent and Business Administrator in overseeing the raising of funds and budgeting for the Alaska Missions account. An annual budget will be submitted to the Finance Committee.
- C. The Director shall assist the Superintendent in identifying Alaska Mission Projects.

- D. The Director shall work closely with the Superintendent and the Church Construction and Assessment Coordinator, to maintain a list of property needs of all Network Developing Assemblies.
- E. The Director shall assist the Network Office in maintaining a list of contact personnel associated with Alaska Home Missions churches, ministries and properties in the absence of a lead pastor.



OTHER ENTITIES

E

Little Beaver Camp

I. Responsibilities of the Administrator:

The Administrator shall:

- A. Oversee the renting of the facilities.
- B. Oversee and coordinate capital projects in accordance with the approved budget.
- C. Promote LBC to churches and organizations.
- D. Assume such responsibilities as assigned by the Superintendent or the presbytery.

II. Responsibilities of the Facilities Manager:

- A. Report to the Administrator on the day-to-day running of the facilities.
- B. Oversee the day-to-day maintenance of LBC facilities.
- C. Reside on the property.
- D. Serve as a member of the Camp Planning Committee.
- E. Assumes such responsibilities as assigned by Administrator.



ADDITIONAL INFORMATION

F

SUBJECT: LEGAL MATTERS

I. LOCAL PROPERTY TAX EXEMPTIONS

Property tax exemptions vary from community to community. Check with the local tax authorities for regulations that apply.

II. FEDERAL TAX EXEMPTION

Churches may use the General Council Federal Tax Exemption number as an umbrella for their church-related programs. Contact the Network Office for further information.

III. EMPLOYEE IDENTIFICATION NUMBER(EIN)

All Assemblies, regardless of church status, shall obtain their own EIN number.

SUBJECT: LOAN PROGRAM

I. REVOLVING LOAN FUND (RLF)

A. The Revolving Loan Fund is an in-house loan program to assist in the building of Assemblies of God churches, parsonages or related buildings, or to assist in purchasing church equipment or vehicles.

B. This program has a limit of \$400,000 per church, aggregate. If the loan request exceeds \$400,000, full presbytery approval is required.

C. All loans shall be approved by the majority of the Executive Presbytery, the regional presbyter of the pertinent region or an appointed presbyter, the Finance Committee Chairman, and the Business Administrator.

D. Under no conditions will a personal loan be authorized.

E. Any approved Alaska Ministry Network Assembly of God Ministry is eligible to apply.

F. The interest rate will be reviewed annually or by special action of the Network Presbytery.

G. The term of a loan will be no greater than twenty (20) years unless otherwise specifically approved at the time of the loan.

1. All Loans over \$50,000 must be secured. In the case of vehicles, The Alaska Ministry Network shall be shown as Leinholder on the title. For real property, a Deed of Trust will be executed in favor of the Alaska Ministry Network.

2. All draws against an approved loan must be in writing, by a previously authorized person, using a designated AMN form. Electronic correspondence (e-mail from authorized person's computer) will be accepted by the Business Administrator as an acceptable version. The endorsed check, upon deposit, will signify lende acceptance of the disbursement.

H. A 1% processing fee will be charged to loans in excess of \$75,000, and the processing fee can be rolled into the loan. There may be an additional fee added for more than one draw per month.

I. A Promissory Note must be executed by both parties before loan proceeds are distributed.

J. A fund will be maintained for Doubtful Accounts equal to 5% of the loans in force on December 31 of the previous year.

K. Title insurance will be required for any loan of \$50,000 or more.

L. 2% giving to the Alaska Network is a requirement for churches receiving an RLF Loan.

M. In the event of a hardship, the Presbytery may allow a moratorium on payments and/or interest if needed, to be reviewed annually.

SUBJECT: FINANCE TEAM COMPOSITION

The Finance Team will be chaired by the Treasurer, and will consist of the Treasurer, Superintendent, Assistant Superintendent, and Business Administrator, by virtue of office. It will also include up to four additional AMN ministers, one of which may be a Presbyter. These ministers will be appointed by the Superintendent in consultation with the Treasurer. They should have a background in and understanding of financial matters.

These members will be appointed for a two year term, and can be reappointed for two (2) additional two year terms. The terms of the additional members shall be staggered. After completing three two-year terms, the additional members of the finance team must step down for at least one year, but may be reappointed after that period of time. The Superintendent and Treasurer may waive the requirement to step down for at least one year if deemed appropriate.

Travel expenses to the finance team meetings will not be reimbursed, so it is preferable that the finance team members live in the Anchorage vicinity.

SUBJECT: NETWORK OWNED PROPERTY RENTAL POLICY

A. Normally, rental involvements are to be avoided.

B. In the event of a rental situation, it should not be entered into without the following:

1. Written consent from the Network Office.
2. A written inventory and evaluation of the facility signed by the leaser before and the occupancy.
3. A copy of the proposed lease provided to the Network Office for review and approval.
4. A copy of the lease agreement signed by all parties sent to the Network Office.

SUBJECT: TITHES AND DUES

I. DESIGNATED TITHES AND DUES

A minister's contribution to the Alaska Ministry Network cannot be considered tithe/dues if it is designated for specific usage other than tithe/dues.

II. MINIMAL DUES ADJUSTMENT

The Alaska Ministry Network Presbytery will review the minimum ministers dues in the October presbytery and amend them when it is deemed appropriate.

SUBJECT: TRAVEL AUTHORIZATION

This policy applies to all Network Office Personnel, including Executive officers and/or Directors or personnel on authorized special assignment.

I. POLICY

Business by Network Office employees and/or approved personnel in support of official Network Office business activities will be authorized as follows:

A. Directors traveling on behalf of the Network and/or ministry business will obtain authorization from the Superintendent and will be reimbursed for expenses incurred from their ministry budgeted funds.

B. The Superintendent shall notify the Assistant Superintendent when leaving the country, and of any pending business in the event any decisions are to be made. The Business Administrator will notify the Assistant Superintendent of any discretionary decisions to be made in the absence of the Superintendent.

C. If both the Superintendent and the Assistant Superintendent are out of the country at the same time, the Superintendent shall designate the Secretary or Treasurer to be in charge. All major decisions shall be referred to the Network Presbytery.

D. In the event all four Executive Officers are unavailable and unreachable at the same time, the Senior Presbyter shall be in charge. All major decisions will be referred to the Network Presbytery.

SUBJECT: EDUCATIONAL REQUIREMENTS FOR CREDENTIALING

There are four ways to complete the educational requirements for credentialing:

1. Educational requirements can be completed at an Assemblies of God college or university: Students with a Bible, Theology, or a Ministry major at any Assemblies of God college or university are eligible to apply for a credential by completing:

Core of 24 Bible/Theology Credits

- Total of 48 credits for certificate
- Total of 72 credits for license
- Total of 92 credits for ordination

2. The educational requirements can be completed at an accredited college or university that is not affiliated with the Assemblies of God as follows:

A degree from a Bible college, university or seminary not affiliated with the Assemblies of God is acceptable provided the transcripts are available and follow the equivalent credit guidelines listed above. The school must carry an accreditation recognized by the Council for Higher Education Accreditation (CHEA). In addition, the applicant must complete the AG History, Missions, and Governance course through a DSOM course or Global

University/Berean School of the Bible.

3. The educational requirements can be completed through a District Schools of Ministry approved school or through Global University/Berean School of the Bible.

4. If the potential credentiallee desires to gain credit for courses from a church based school or a college not carrying the proper accreditation listed above, it must be a school that is approved by the District or Network where the school is located. Schools that do not fit in to the three categories above, or are not approved by the District or Network where the school is located, will not be recognized.

SUBJECT: ECCELIASTICAL ENDORSEMENT FOR CHAPLAINCY PROGRAMS

The Alaska Ministry Network may offer Ecclesiastical Endorsement for Chaplaincy programs in the following fields:

- Corporate Chaplaincy
- Health/Hospital Chaplaincy
- Correctional Chaplaincy
- Public Safety Chaplaincy
- Disaster Relief Chaplaincy

Ecclesiastical Requirements for Chaplaincy Endorsement will include the following:

- Ordination and in good standing with the Alaska Ministry Network.
- One year of experience in volunteer Chaplaincy field of choice.
- Letter of recommendation by the applicants Presbyter.
- Letter of recommendation by the applicants Pastor
- One page summary identifying ministry experience.
- Application will be examined and voted on by the Presbytery.

Liability

Each Chaplain is responsible in association with their using agency for liability insurance coverage regarding the exercise of their ministry. No liability insurance coverage for chaplains in ministry is provided by the Alaska Ministry Network of the Assemblies of God.

Renewals

All AMN Ecclesiastical Endorsements are valid for two years, and must be renewed biennially. The renewal is the responsibility of the Chaplain. The renewal form should be submitted to the Network Office, with a fee of \$25. The renewal may be approved by the Superintendent or Secretary.

SUBJECT: MINISTER RECORDS CONFIDENTIALITY

The ministers files maintained by the Secretary's office of the Alaska Ministry Network are deemed to be confidential records of the Alaska Ministry Network and shall not be disclosed, in whole or in part,

to any person or entity other than officers of the Alaska Ministry Network, officers of other General Council Assemblies of God affiliated district councils or networks, or the General Council of the Assemblies of God, as required for processing credential applications or disciplinary matters, or any relevant information pertaining to the minister's fitness for ministry, or in response to a legally enforceable subpoena issued by a court or administrative agency in compliance with The General Council of the Assemblies of God Bylaws, ARTICLE VII. MINISTRY, Section 13. Transfer of Information.

SUBJECT: SHORT TERM MISSIONS TRIP INSURANCE

Short Term Missions Trip Insurance through Mission Assure, of AG Financial, is affordable and provides important coverage for churches and the Alaska Ministry Network. A link to Mission Assure will be posted under Resources on the Alaska Ministry Network website.

It is required that this insurance is obtained for:

- a. All missions teams or individuals being sent or received by Developing Assemblies;
- b. All missions teams or individuals being sent or received by Network Ministries;
- c. All missions teams or individuals being sent or received by Little Beaver Camp and Camp AN.

It is highly recommended that this insurance be obtained by:

- a. All AKMN churches for teams being sent or received by the church;
- b. All AKMN ministers going on a short term missions trip.

SUBJECT: PARTIAL LIST OF FORMS AVAILABLE IN THE NETWORK OFFICE

ADFF-1	Request for Petty Cash Reimbursement
ADFF-2	Reimbursement Authorization Form
ADFF-4	Purchase Authorization Form
ADPF-5	Network Travel Request Form
ADFF-9	Cash Count Form
ADFF-18	Housing Allowance Form
ADPF-21	Primary Screening Form
ADPF-22	Camps, Retreats, and Event Record Form
ADFF-25	Petty Cash Advance Reconciliation
ADFF-26	Revolving Loan Fund Application Form
ADFF-27	Direct Giving Report Form
ADFF-29	Cash Count Procedure Form
ADFF-31	Mileage Log Form
ADFF-32	Per Diem Request Form