

Chapter Two

MINISTERS' CODE OF CONDUCT

INTRODUCTION: It has become necessary to instill measures of discipline into the ministerial service in this Group to ensure serenity, unity and to make our Assemblies model indeed.

MINISTER'S RELATIONSHIP WITH THE AUTHORITY OF THE GROUP

1. Unreserved obedience is expected from every Minister to the policies of this group.
2. Every assembly minister is responsible to the national body through the State Minister to the Coordinating Council Chairman or the District Superintendent as the case may be, therefore no Minister is an island to himself. Every Minister should co-operate and be obedient to the State Minister/Zonal Leader or D/S as the case may be. (see CACSA Organogram).
3. State Ministers are under obligation to carry out the policies of the group and pursue it to the letter.
4. Assembly Ministers or Church Council must channel all their communication to the National level through the D/S, to DCC Chairman, to State Ministers, and to the Directorate of Church Matters.
5. The Church programmes must be monitored by State Minister to ensure its relevance to the progress and the standard upheld by the Group.
6. Invitation of Minister: Assembly Minister must seek permission from DCC Chairman through D/S to invite outside minister for ministration in his assembly. In addition, any invitation that will take a minister from his duty post for more than 3 days must be cleared from DCC Chairman. However, If the minister concern is the DCC Chairman or State Minister, he must seek permission from the N/L
7. Attendance of Programmes: All Ministers must attend monthly Ministers' retreat. No minister should arrange any programme in that weekend in his Church. Minister who will not be able to attend monthly ministers' retreat should seek permission from the President in writing through the State Minister and Directorate of Church Matters.

DRESSING CODE

1. All ordained ministers must be in their CAC approved official robe during Sunday services and others official duties.
2. Unofficial dressing is only permitted during the new year thanksgiving service.
3. Ministers must dress corporately and decently in all their official appearances including mid-week programmes. Extravagance and immodesty must be avoided.
4. Lady evangelists and Mid-wives should be decent in their manner of dressing.

DUTIES OF CACSA CHURCH MINISTERS

DCC CHAIRMAN as the head of the Coordinating Council

The Chairman shall perform the following;

- a. Exercise responsibility for the overall spiritual welfare of the Districts under his care. And he must have a good rapport with all the D/S under him.
- b. Take interest as is appropriate in the well-being of the members of his DCC.
- c. Initiate and monitor the proper execution of all DCC programs
- d. Keep necessary records of ministers, finance and transactions in his Coordinating Council.
- e. Report his activities monthly or periodically to the Leadership of Group.
- f. Live exemplary Christian life which shall present him as a role model to ministers and members under his supervision.
- g. Set goals annually for the DCC and work towards achieving the set goals.
- h. Develop the DCC in the area of evangelism and intercede for the Districts and members under his watch.
- i. The Chairman has the right to transfer any worker from any District with due consultation with the D/S and final approval from the National Leader.
- j. The Chairman could call on any D/S to join him in any Assembly within D/S jurisdiction for service.
- k. All rights and privileges including financial benefits should be given to the chairman in the Headquarters.
- l. Promotion and transfer letters must pass through the Chairman to the D/S before getting to the affected worker.
- m. Perform such other functions as may be assigned to him by the National Leader/ Governing Council of CACSA.
- n. At the DCC Headquarter church, the D/S of that district shall be in another church.

DISTRICT SUPERINTENDENT (D/S)

as the Head of the District.

The D/S shall perform the following;

- a. The D/S in the District Headquarters is the Senior Pastor, while other pastors in the district headquarters are "Curates" or "Associate pastors" under him. He is the Chairman of the Board of Elders in the headquarters church.
- b. Exercise responsibility for the overall spiritual welfare of the Churches under his supervision. He must ensure that the CAC doctrines are adhered to strictly, he is to check the following books on getting to any Assembly:
 - Membership register
 - Birth register
 - Preacher book.
 - Communion register.
 - Marriage register.
 - Death register etc.
- c. Take interest as is appropriate in the well-being of the ministers and members of his District.
- d. Initiate and monitor the proper execution of all the programs of churches under him
- e. Keep necessary records of ministers, finance and transactions in his District.
- f. Report his activities monthly or periodically to the DCC Chairman e.g. marriage, burial, misconducts from ministers, successes, new innovations e.t.c.
- g. The D/S should carry along the DCC Chairman in conducting marriages, burial and other important ceremonies.
- g. Live exemplary Christian life which shall present him as role model to ministers and members in his District.
- h. Set goals annually for the Churches under him and work toward achieving the set goals.
- i. Develop the District in the area of evangelism and intercede for the Churches and members.
- j. Referred Cases that cannot be resolved to the Chairman.
- k. He is to organized the transfer of workers under him and forward same to the Chairman for President's approval.
- l. All rights and privileges including financial benefits should be given to the chairman in the Headquarters
- m. Perform such other functions as may be assigned to him by the DCC Chairman.

PASTOR

The Pastor shall perform the followings:

- a. Exercise responsibility for the overall spiritual welfare of the Church in his care. He must understand that he is representing Christ and the authority of the Church.
- b. Take interest as is appropriate in the well-being of the members of his Assembly; and report cases he cannot handle to the D/S
- c. Initiate and monitor the proper execution of all Church programmes
- d. Keep necessary records of members, finance and transactions in his Assembly. He must remit all moneys due to the appropriate quarters through the D/S e.g. MDF, Tithes remittance, Evangelism fund etc.
- e. Report his activities monthly or periodically to the D/S.
- f. Ordination of elders and deaconesses shall be conducted at the DCC Headquarters Church, while Evangelists' ordination shall take place at the National Headquarters. All special services like weddings, burial must be done with the D/S approval.
- g. Live exemplary Christian life which shall present him as role model to members.
- h. Set goals annually for the Church and work toward achieving the set goals.
- i. Develop the Church in the area of evangelism and intercede for the Church and members.
- j. Perform such other functions as may be assigned to him by the D/S.

ABSENCE FROM DUTY POST

1. Before assembly Pastor can leave his duty post for other commitment, he must inform and receive permission from the D/S as the case may be.
2. Those ministers having the opportunity of being invited to programs should not stay more than 5 days outside their station in a quarter.
3. The State Minister/DCC Chairman/ District Supt. Visiting other assemblies must do so when capable assistant is available to hold forth.
4. Those Pastors (full time) whose families are outside their stations cannot receive more than 3 days off to interact with their families in a month except on emergency cases.
5. Any full time Minister who unnecessarily absents himself from his duty post may have his salary slashed or replaced with another minister if he is a Volunteer.

CHURCH FINANCE

1. An Assembly Minister as the Chief Accounting Officer of the Church must be abreast of the income and the expenditure of the Church.
2. Remittance and other dues to the National or the State or District should be of great priority before any other expenses.
3. Except in an obvious situation with official permission, no excuse will be accepted for not paying remittance and Evangelism fund and other dues to the National purse every month. Any defaulting Minister will face sanction.
4. Ministers must make sure that the assemblies keep account with reputable banks for prudence. The account number must be submitted to Finance Directorate.
5. Periodic checking of account must take place from time to time
6. Remittance to the bank must be made on the Monday after the last Sunday of the Month
7. For no reason should Church money be loaned to anybody.

OTHERS

1. It is compulsory for the family members of all ministers to attend CACSA established assembly wherever they are, except in places where there is no CACSA assembly. Anything short of this will be viewed as a divided loyalty; any defaulting Minister will face disciplinary action.

2. Minister in charge of any Assembly should not preach more than 3 times during Sunday service within a month.

3. Mid-wives should have their special section to discuss common issues and pray as it affects their unit during the monthly Ministers' meeting.