



Men's Ministries Manual



Congregational Holiness Church
Men's Ministries

HOW TO GET STARTED

Men demonstrating their concern for the whole man and the entire community in which the church serves. Involvement in ministry not only helps others but holds the key to man's personal happiness.

How can the local church start a Men's Ministry? Organizing a Men's Ministry is a relatively simple matter. It can be accomplished with minimal effort and a small number of men. However, before it can become a successful program, a number of steps must be taken. Listed below are eight steps to a full organization. Each step should be followed through to completion before the next step is undertaken.

Step #1

Talk over plans with your Pastor, secure his authorization for organizing a Men's Ministries, and secure his assurance of full support.

Step #2

Call together a group of interested men. Outline and discuss the plan thoroughly. Secure assurance from these men that they will take temporary leadership responsibilities. Set a date for the first meeting of all the men of the church.

Appoint a temporary committee. One member may arrange for the program while another publicizes the meeting and its program. The Pastor and the temporary committee have the full responsibility of planning all activities for this meeting in order to ensure a successful program.

Submit to the Pastor a proposed slate of officers. (See instructions on the selection of officers)

Step #3

Call an organizational meeting to which all of the men of the church are invited. Be sure that you allow plenty of time for questions and discussion.

Step #4

At the organizational meeting, vote on a proposed slate of officers. Hereinafter the meeting shall be directed by the newly elected director.

Step #5

Convene the first meeting of the Men's Ministries officers as soon as possible. In this meeting be sure to:

- A. Complete the application for the Chapter.
- B. Determine the date(s) for the next regular monthly meeting(s) and prepare a resolution regarding the permanent meeting time.
- C. Prepare plans for the program for the next monthly meeting.
- D. Make tentative plans for the Charter time.

Step #6

Convene the second monthly meeting of the Men's Ministries.

A. Approve the application for the Charter.

B. Establish a permanent meeting time.

Step #7

Convene the second monthly meeting of the Men's Ministries officers.

A. Outline the duties of each committee chairman.

B. Begin preliminary planning for each committee.

C. Make final plans for Charter time.

D. Mail the General Men's Ministries Office a list of your membership and their addresses.

Step #8

Convene the third monthly meeting as Charter time. Request the District Executive Director to present the Charter to the Pastor and the Men's Ministries Director.

ELECTION OF OFFICERS

In the formative stages of the organization, the Pastor of the local church should appoint a nominating committee at least a month before the first organized meeting of all the men of the church. This committee of three men should personally contact the men being considered for the election of the director. Each candidate should indicate his willingness to serve so as to ensure success during the first year. The director must be a member of the local church and be approved by the Pastor and the Church Board. All other officers will be appointed by the Director and approved by the Pastor and Church Board. The term of office is set by the Discipline of the Congregational Holiness Church.

DUTIES OF OFFICERS

DIRECTOR- The Director is the executive officer of the Men's Ministries. It is his duty to preside at all regular and special meetings. He should be responsible for the general activities of the local fellowship. The Director will keep the Pastor informed of all fellowship activities.

FIRST ASSISTANT DIRECTOR- The First Assistant Director is the assistant to the Director. He shall preside at all meeting in the absence of the Director. His responsibilities also include seeing that all committees are organized.

SECOND ASSISTANT DIRECTOR- The Second Assistant Director shall assist the First Assistant Director. He shall assume the responsibilities of the First Assistant Director in the absence of the Director. He will also be the National Director of the Royal Rangers.

SECRETARY- The Secretary shall keep all records of the Men's Ministries. These records shall include all business meeting as well as all regular meetings. The secretary's records shall be kept in an orderly manner and shall be presented for approval at each meeting of the Men's Ministries. (The duties of the Secretary and the Treasurer may be combined).

ASST. SECRETARY/TREASURER- Shall collect and disburse all monies of the Men's Ministries. Complete and proper records shall be kept, and a written report shall be made to each meeting of the Men's Ministries. Disbursements shall be made only on authorization of the Men's Ministries or of those persons so designated. All monies shall be kept in a bank account in the name of the Men's Ministries or in the name of the general treasury of the local church if the Pastor so desires.

HELPING HANDS COORDINATOR- Shall oversee the operations of the Helping Hands Ministry of the Men's Ministries. He shall take requests for assistance to be approved by the Men's Ministries. He will secure financing and workers for each project approved by the Men's Ministries. He will make sure that the projects are completed to the satisfaction of all. He shall keep records of all projects, including costs, workers, and dates.

RECRUITMENT AND TRAINING

A team can be built when men serve in an area where are qualified and have a desire to serve.
But
this may also involve training.

Two ways to find these men are:

1. Use a ministry survey, or
2. Recruit men who have general qualifications and train them for a specific ministry.

Below is a copy of the Men's Ministries Ministry Survey. Copies of this form, as shown below, can be prepared locally.

MEN'S MINISTRIES MINISTRY SURVEY (To Best Serve Your Pastor And Local Church)

NAME: _____ **PHONE:** _____

ADDRESS: _____

PROFESSION/OCCUPATION: _____

(X) What you are willing to serve:

- | | | |
|---|---|--|
| <input type="checkbox"/> Accountant | <input type="checkbox"/> Administration | <input type="checkbox"/> Visitation |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Asst. Superintendent | <input type="checkbox"/> Personal Evangelism |
| <input type="checkbox"/> Treasurer | <input type="checkbox"/> Dept. Superintendent | <input type="checkbox"/> Follow-up |
| <input type="checkbox"/> Librarian | <input type="checkbox"/> Secretary of S. School | <input type="checkbox"/> Jail |
| <input type="checkbox"/> Library Committee | <input type="checkbox"/> Teacher-Adult | <input type="checkbox"/> Literature |
| <input type="checkbox"/> Usher | <input type="checkbox"/> Teacher-Youth | <input type="checkbox"/> Bus Ministry |
| <input type="checkbox"/> Building Committee | <input type="checkbox"/> Teacher-Children | <input type="checkbox"/> Visitation |
| <input type="checkbox"/> Children's Church | <input type="checkbox"/> Asst. Teacher | <input type="checkbox"/> Royal Rangers* |
| <input type="checkbox"/> Nursery Director | <input type="checkbox"/> Asst. Day Care | <input type="checkbox"/> Home Missions |
| <input type="checkbox"/> Missionary Education | <input type="checkbox"/> Class Leader | <input type="checkbox"/> Radio Ministry |
| <input type="checkbox"/> Construction | <input type="checkbox"/> Maintenance | |
| <input type="checkbox"/> Other _____ | | |

*See insert for Royal Rangers

POLICY AND BYLAWS OF THE CONGREGATIONAL HOLINESS CHURCH, INTERNATIONAL MEN'S MINISTRIES

Name:

This organization shall be known as the Congregational Holiness Church International Men's Ministries Ministry

Purpose:

Realizing that God has given to the Congregational Holiness Church many laymen, each gifted of ministry, there shall be a Men's Ministries Committee, which shall motivate men to discover their ministry, prepare them for ministry, and provide/suggest opportunities for service as part of the church's ministry.

All activities shall be based on the dual objective of winning men to Christ and encouraging and developing active participation of men in the ministries of the church. Men's Ministries shall be made up of laymen of all levels, united by the following Statement of Purpose.

1. To provide masculine Christian fellowship.
2. To inspire, teach, and equip Congregational Holiness men to become involved in Christian evangelism.
3. To create for Congregational Holiness men the opportunity to serve by challenging, training, and involving them in their gifted ministry under the leadership of the pastor.
4. To challenge Congregational Holiness men to sponsor and participate in ministries that go beyond the church walls.
5. To challenge Congregational Holiness men to organize and support activities for boys through Royal Rangers.
6. The International Men's Ministries Executive Director shall work with the District Director and Pastors to establish a Men's Ministries ministry in every local church.
7. The International Men's Ministries Ministry will work closely with the Mission USA Department to help establish new churches. The International Men's Ministries Ministry will make available to the districts a list of volunteers, their specialty, and availability to assist in the construction of new churches.
8. To set up Disaster Response program in 7 states. (Georgia, Tennessee, Florida, North Carolina, South Carolina, Alabama & Virginia)

Membership:

Membership of the local Men's Ministries shall be voluntary and on the following basis:

1. All men members of the Congregational Holiness Church desiring membership, and all men in the community in agreement with the church and working with us, may be active members.
2. All men desiring membership who give support to the local program but who, through physical handicaps, conflict of working hours, and other justifiable reasons, find it impossible to attend meetings monthly, shall be listed on the associate membership roll.
3. Persons holding an official position in the local Men's Ministries must be members of the Congregational Holiness Church.

Organization:

1. The General Conference shall elect the International Men's Ministries Executive Director. The International Men's Ministries Executive Director shall appoint a First Assistant Director, a Second Assistant Director, a Secretary and Treasurer, subject to the approval of the General Executive Board. The International Men's Ministries Executive Director, First Assistant Director, Second Assistant Director, Secretary and Treasurer shall comprise the International Men's Ministries Executive Council.
2. The International Men's Ministries Executive Director shall be a member of the General Committee. He shall fulfill all official duties as outlined in the Discipline.
3. The International Men's Ministries Committee shall be made up of the International Men's Ministries Council along with the District Men's Ministries Directors.
4. The International Men's Ministries Executive Council shall be made up of members of the Congregational Holiness Church.

Officers:

LOCAL CHURCH:

The officer shall consist of-

1. Director
2. First Assistant Director
3. Second Assistant Director (Royal Rangers Outpost Coordinator)
4. Secretary
5. Treasurer

DISTRICT:

The officer shall consist of:

1. District Director
2. First Assistant District Director
3. Second Assistant District Director (District Royal Rangers Director)
4. Secretary
5. Treasurer

GENERAL EXECUTIVE COUNCIL:

1. Executive Director
2. First Assistant Director
3. Second Assistant Director (C.H/C National Royal Rangers Director)
4. Secretary
5. Treasurer

Meetings:

LOCAL:

Meetings shall be held monthly

DISTRICT:

Meetings shall be held quarterly

GENERAL:

There shall be a meeting at least annually
General Men's Ministries Committee.

Finance:**LOCAL:**

Each local Men's Ministries may fix dues. Each local Men's Ministries shall tithe 10% of their local treasury receipts to their District Men's Ministries treasury.

DISTRICT:

1. The district secretary shall send 10% of their receipts to the Office of Finance for the International Men's Ministries Operating Fund.
2. Each District Men's Ministries shall be responsible for the 100% cooperation with the Men's Ministries financial structure.
3. A District Men's Ministries Day shall be observed each year on Father's Day in June. At this time each local church shall receive an offering for the District Men's Ministries Operating Fund.

GENERAL:

1. The International Men's Ministries Day shall be observed each year on the second Sunday in October. At this time each local church shall highlight their Men's Ministries and receive an offering for the International Men's Ministries Operating Fund.
2. The International Men's Ministries shall make available to the local and district Men's Ministries seminars and retreats as funds are available.
3. We, the Men's Ministries Committee, recommend that the International Men's Ministries director present the District Men's Ministries Directors a quarterly financial report.
4. Each District has a fundraiser in September.

Amendments:

1. At any meeting of the International Men's Ministries Board amendments may be submitted.
2. The District Men's Ministries Board may submit proposals for amendments 30 days prior to the date of the International Men's Ministries Board meeting to General Executive Council Secretary. All amendments shall be to the General Executive Board via the Second Assistant General Superintendent.
3. Amendments must be supported by 2/3 vote of the members present at any properly called meeting of the organization.

Officers:

1. The District Men's Ministries Director shall be elected by the district. He shall appoint the remaining committee members subject to the approval of the District Presbytery.
2. The Local Men's Ministries Director shall be elected by members of the local Men's Ministries, subject to approval by Pastor and the local board. He shall appoint the remaining committee members subject to the approval of the Pastor and the local board.
3. Each local Men's Ministries officer shall encourage the support of the local Men's Ministries functions.

The term of Office:

1. The term of office for all officers (International, District, and Local) shall be four (4) years unless a district adopts to go with biennial conferences.

Honorariums:

The District Men's Ministries Director should be paid an honorarium, when possible, set by the District Finance Committee and approved by the district.

Travel:

1. The local Men's Ministries shall provide travel expenses for trips of local officials.
2. All District and International Men's Ministries officials shall be paid the amount approved by the General Conference for all travel on a mileage basis when traveling on official Men's Ministries Business.

Fasting and Prayer Day:

The International Fasting and Prayer Day shall be observed on the 2nd Sunday of October, yearly.

HELPING HANDS

"For even the Son of Man came not to be minister unto, but to minister, and to give his life for many."
(Mark 10:45 KJV)

Helping hands is a ministry focused on building and repairing the needs of the church. In special situations where a church needs to be repaired, Helping Hands can respond on a voluntary basis on either the District or the General level. Helping Hands can assist the elderly, sick, handicapped and widowed in the community who are unable to perform routine repairs and maintenance on their homes.

The International Helping Hands Ministry will work to help repair church buildings for churches that have a need but cannot afford the repairs. All requests for help will be directed to the Helping Hands Ministry Coordinator. He will then direct the request to the district or international to get the best method to meet the need that is presented. The Helping Hands Manual will lay out the details of how all requests will be met.

The local Men's Ministries will function as an outreach of Helping Hands as they meet the needs of the people in the local community. These local functions will not be handled by the International Helping Hands Ministry but in the local church. They will determine how they can best direct their efforts to meet the needs.

"Disaster Response is a ministry focused on going into areas where storms, tornados, or any act of nature has occurred. The will be done in order to

- A. Assist in ways of water, food, clothing, Etc.
- B. To give out our tracts.
- C. To work with The Mission USA Department to set up temporary headquarters in Local Congregational Holiness churches or contact IPHC in that area to give aid.

NATIONAL ROYAL RANGERS

Royal Rangers Executive Council

The Royal Rangers Executive Council is the name of this committee. Responsibilities of this committee are to review the RR procedures and items of business before the annual National Council and to establish committees as needed for the National RR operations. The members of this council assist the National Director in planning and carrying out the various activities on the National level. They will also be expected to give spiritual and physical support to the National Director and the RR Ministries. The Royal Rangers Executive Council (hereinafter referred to as the RR Executive Council) shall be governed by the following bylaws.

Royal Rangers National Council

The Royal Rangers National Council is the name of this committee. The purpose of this committee is to advise the National Director in planning the various activities on the National level. They will also be expected to give spiritual as well as physical support to the National Director and the RR Ministries. Another purpose of the Royal Rangers National Council is to encourage and to implement the ministry of Royal Rangers through the initiation and operation of approved projects of a national scope. The Royal Rangers National Council (hereinafter referred to as the RR National Council) shall be governed by the following bylaws.

Relationships

The RR Executive Council and RR National Council shall operate under the supervision of the International Men's Ministries Ministry of the Congregational Holiness Church. The RR Executive Council and RR National Council shall operate in accordance with all policies, regulations, and procedures established by this body.

Authority

The RR National Council shall have the authority to act on all RR National Council meeting agenda items approved by the RR Executive Council.

Appointments

Royal Ranger appointments to the National, Regional, District, and Section Royal Rangers Staff shall be made in accordance with the procedures established in the Congregational Holiness Royal Rangers Boys' Ministry Operational Procedures & Policies Manual and International Men's Ministries Ministry bylaws.

Royal Rangers Executive Council

The Royal Rangers Executive Council shall oversee the operations of the Royal Rangers Department. It shall have an annual meeting to set a yearly agenda and to consider changes to the Royal Rangers Boys Ministry Operational Procedures and Policies Manual to recommend to the General Royal Rangers Conference for approval.

1. The membership of the RR Executive Council shall consist of:
 1. General Superintendent (National Chaplain)
 2. International Men's Ministries Director (Executive National RR Director)
 3. National RR Director - Chairman
 4. Deputy National RR Director - Vice Chairman
 5. National Training Coordinator
 6. National Public Relations Coordinator
 7. National FCF Director
 8. National Productions and Activities Coordinator
 9. The Chairman of the RR Executive Council shall have the prerogative to appoint up to two (2) additional council members with specific portfolios to the RR Executive Council, as he deems necessary.
2. The RR Executive Council shall meet whenever necessary to conduct business.
3. Fifty (50) percent of the RR Executive Council members present at any duly called meeting shall constitute a quorum.

Royal Rangers National Council

The regular membership of the RR National Council shall consist of the individuals who meet the qualifications as specified in Article IV Royal Rangers Boys Ministry Operational Procedures and Policies Manual and who hold the following offices:

1. RR Executive Council Members
2. District Chaplains (District Superintendents)
3. District Men's Ministries Directors
4. District RR Directors
5. Deputy District RR Directors
6. District Training Coordinators
7. District Public Relations Coordinators
8. District Productions and Activities Coordinators

The National Royal Rangers Council shall meet once a year to discuss and vote on all issues concerning the ministry. The conference shall provide updates on the ministry and cover agendas for yearly activities and training.

All Royal Ranger leaders are encouraged to attend the RR National Council to express an opinion and participate in the discussion of Council agenda items.

PREREQUISITES FOR LEADERSHIP OFFICES

1. An ordained or licensed minister in good standing with the Congregational Holiness church, or a Christian Worker or lay person who is a member in good standing of a Congregational Holiness church.
2. He must be a born-again Christian.
3. He must be at least 21 years old.
4. A registered member of a currently chartered Royal Rangers outpost.
5. He must support his church with tithes, offerings, and faithful attendance.
6. He must be thoroughly familiar with the overall RR ministry and able to discuss said ministry with ease and understanding.
7. He must be willing to devote time and energy to the RR ministry and travel on its behalf.
8. He must have experienced the Baptism of the Holy Spirit with the evidence of speaking in other tongues as described in Acts 2:4.

Honorary Membership

The RR Executive Council shall have the prerogative to designate individuals who, have contributed significantly in some way to the Royal Rangers ministry as honorary members of the RR National Council. These members shall be called Field Advisors and shall be entitled to all the privileges of regular Council membership.

Emeritus Status

The RR Executive Council shall have the prerogative to designate Emeritus Status to the individual(s) who would be permitted to retain the honorary title, the insignia of the last office held, and could remain as active or inactive per the individual(s) option. This status of "Emeritus" allows the entitled to all the privileges of regular council membership and, at the executive committee discretion, even executive committee membership.

Executive Council Offices

1. General Superintendent (National Chaplain)
2. Executive Director of Men's Ministries (Executive National Director)
3. National RR Director - Chairman
4. Deputy National RR Director - Vice Chairman
5. National Training Coordinator
6. National Public Relations Coordinator
7. National FCF Director
8. National Productions and Activities Coordinator

The National RR Director is appointed by the Executive Director of Men's Ministries with the approval of the Executive Committee of the Congregational Holiness Church. He will then appoint all other officers under him with the approval of the Executive Director of Men's Ministries and the Executive Committee of the Congregational Holiness Church.

District Council Offices

1. Chaplains (District Superintendents)
2. District Director of Men's Ministries
3. District Directors
4. Deputy District Directors
5. District Training Coordinators
6. District Public Relations Coordinators
7. District Productions and Activities Coordinators

The District Director is appointed by the District Director of Men's Ministries with the approval of the District Presbytery. He will then appoint all other officers under him with the approval of the District Director of Men's Ministries and the District Presbytery.

Church Council Offices

1. Chaplain (Senior Pastor or another member of Pastoral Staff)
2. Men's Ministries Director
3. Outpost Coordinator
4. Group Commanders
5. Lt. Commanders
6. Outpost Council Members
7. Outpost Coordinator is appointed by Men's Ministries Director with the approval of the Pastor and the Deacon Board. He will then appoint Group Commanders and Lt. Commanders with the approval of the Pastor and the Deacon Board. Outpost Council Members will be appointed by the Men's Ministries Director and approved by the Deacon Board to help with the Royal Rangers Ministry and to assist the Outpost Coordinator with securing items to do the ministry.

Additional information on offices and operations can be found in the Royal Rangers Boys Ministry Operational Procedures and Policies Manual which may be requested from the Royal Rangers Department. This manual has detail instructions on all phases of the ministry.