

Local Church Officials

I. Senior Pastor

A. Overview

1. The Spirit Quest International Church acknowledges the Senior Pastor, whether male or female, as God's appointed leader of the local church.
2. The Senior Pastor is vitally important in the expansion of the kingdom of God and the promotion of church growth in the local congregation.

B. The Authority and Duties of the Senior Pastor

1. The Senior Pastor's first concerns shall be to live a worshipful, biblical lifestyle out of which he preaches God's Word, leads in the nurture of believers, wins the lost to Christ, and leads in worship.
2. While looking after the spiritual welfare of the church, the Senior Pastor should oversee and participate in visitation ministries, the administration of the ordinances of the church, and expansion of the influence of the church in the community, city, or area.
3. The Senior Pastor shall lead believers to discover and develop the ministry gifts of the Holy Spirit in their lives so they can fulfill their ministries in the body of Christ.
4. Special emphasis shall be given to training the believers in personal soul winning.
5. The Senior Pastor shall support the mission and vision of Spirit Quest International.

II. Secretary

A. Overview

1. The Secretary has the responsibility for maintaining the official non-financial records of the church.
2. For incorporated churches, the Secretary serves as the corporate secretary.

B. The Authority and Duties of the Secretary

1. The Secretary shall keep the Minutes of the business sessions of the Local Church Administrative Council and the church business sessions.
2. The Secretary shall maintain an accurate, up-to-date record of membership actions.
3. The Secretary may also serve as the Treasurer.

III. Treasurer

A. Overview

1. The Treasurer has the responsibility for maintaining the official financial records of the church and providing periodic financial reports.

2. When necessary, the Treasurer serves as the chief financial officer of the church.
- B. The Authority and Duties of the Treasurer
1. The Treasurer shall keep an accurate record of all receipts, accounts, and disbursements of monies.
 2. The Treasurer and a designated assistant, two persons, shall be appointed to count and record all offerings received by the local church.
 3. The Treasurer shall deposit all monies of the local church in a bank in the name of the church.
 4. The Treasurer shall disburse funds as authorized by the Senior Pastor.
 5. The Treasurer shall keep records - receipts, invoices, statements, notices, etc. - documenting all expenditures.
 6. The Treasurer shall provide monthly financial statements, accompanied by the most recent bank statement, to the Senior Pastor.
 7. Failure to comply in providing accurate and well-documented financial statements and records shall be grounds for dismissal as Treasurer.

IV. Elders

A. Overview

1. Elder - A governing officer of the church having pastoral or teaching functions. (Definition: American Heritage Dictionary)
2. Under the direction of the Senior Pastor, local church Elders are persons whose ministry is to equip the saints for the work of the ministry in order to build the church (Ephesians 4:11-16) **"AND HE GAVE SOME, APOSTLES; AND SOME, PROPHETS; AND SOME, EVANGELISTS; AND SOME, PASTORS AND TEACHERS; FOR THE PERFECTING OF THE SAINTS, FOR THE WORK OF THE MINISTRY, FOR THE EDIFYING OF THE BODY OF CHRIST: TILL WE ALL COME IN THE UNITY OF THE FAITH, AND OF THE KNOWLEDGE OF THE SON OF GOD, UNTO A PERFECT MAN, UNTO THE MEASURE OF THE STATURE OF THE FULLNESS OF CHRIST: THAT WE HENCEFORTH BE NO MORE CHILDREN, TOSSED TO AND FRO, AND CARRIED ABOUT WITH EVERY WIND OF DOCTRINE, BY THE SLEIGHT OF MEN, AND CUNNING CRAFTINESS, WHEREBY THEY LIE IN WAIT TO DECEIVE; BUT SPEAKING THE TRUTH IN LOVE, MAY GROW UP INTO HIM IN ALL THINGS, WHICH IS THE HEAD, EVEN CHRIST: FROM WHOM THE WHOLE BODY FITLY JOINED TOGETHER AND COMPACTED BY THAT WHICH EVERY JOINT SUPPLIETH, ACCORDING TO THE EFFECTUAL WORKING IN THE MEASURE OF EVERY PART, MAKETH INCREASE OF THE BODY UNTO THE EDIFYING OF ITSELF IN LOVE."**
3. Elders should provide spiritual oversight over the church to shepherd and protect it with maturity and wisdom (Acts 20:28-30) **"TAKE HEED THEREFORE UNTO YOURSELVES, AND TO ALL THE FLOCK, OVER THE WHICH THE HOLY GHOST HATH MADE YOU OVERSEERS, TO FEED THE CHURCH OF GOD, WHICH HE HATH PURCHASED WITH HIS OWN BLOOD. FOR I KNOW THIS, THAT AFTER MY DEPARTING SHALL GRIEVOUS WOLVES ENTER IN AMONG YOU, NOT SPARING THE FLOCK. ALSO OF YOUR OWN SELVES SHALL MEN ARISE, SPEAKING PERVERSE THINGS, TO DRAW AWAY DISCIPLES AFTER THEM."**, and (1st Peter 5:1-4) **"THE ELDERS WHICH ARE AMONG YOU I EXHORT, WHO AM ALSO AN ELDER, AND A WITNESS OF THE SUFFERINGS OF**

CHRIST, AND ALSO A PARTAKER OF THE GLORY THAT SHALL BE REVEALED: FEED THE FLOCK OF GOD WHICH IS AMONG YOU, TAKING THE OVERSIGHT THEREOF, NOT BY CONSTRAINT, BUT WILLINGLY; NOT FOR FILTHY LUCRE, BUT OF A READY MIND; NEITHER AS BEING LORDS OVER GOD'S HERITAGE, BUT BEING EXAMPLES TO THE FLOCK. AND WHEN THE CHIEF SHEPHERD SHALL APPEAR, YE SHALL RECEIVE A CROWN OF GLORY THAT FADETH NOT AWAY."

Elders should meet the criteria specified in 1st Timothy 3:1-7 "THIS IS A TRUE SAYING, IF A MAN DESIRE THE OFFICE OF A BISHOP, HE DESIRETH A GOOD WORK. A BISHOP THEN MUST BE BLAMELESS, THE HUSBAND OF ONE WIFE, VIGILANT, SOBER, OF GOOD BEHAVIOR, GIVEN TO HOSPITALITY, APT TO TEACH; NOT GIVEN TO WINE, NO STRIKER, NOT GREEDY OF FILTHY LUCRE; BUT PATIENT, NOT A BRAWLER, NOT COVETOUS; ONE THAT RULETH WELL HIS OWN HOUSE, HAVING HIS CHILDREN IN SUBJECTION WITH ALL GRAVITY; (FOR IF A MAN KNOW NOT HOW TO RULE HIS OWN HOUSE, HOW SHALL HE TAKE CARE OF THE CHURCH OF GOD?) NOT A NOVICE, LEST BEING LIFTED UP WITH PRIDE HE FALL INTO THE CONDEMNATION OF THE DEVIL. MOVEOVER HE MUST HAVE A GOOD REPORT OF THEM WHICH ARE WITHOUT; LEST HE FALL INTO REPROACH AND THE SNARE OF THE DEVIL.", and Titus 1:5-9 "FOR THIS CAUSE LEFT I THEE IN CRETE, THAT THOU SHOULDEST SET IN ORDER THE THINGS THAT ARE WANTING, AND ORDAIN ELDERS IN EVERY CITY, AS I HAD APPOINTED THEE: IF ANY BE BLAMELESS, THE HUSBAND OF ONE WIFE, HAVING FAITHFUL CHILDREN NOT ACCUSED OF RIOT OR UNRULY. FOR A BISHOP MUST BE BLAMELESS, AS THE STEWARD OF GOD; NOT SELF-WILLED, NOT SOON ANGRY, NOT GIVEN TO WINE, NO STRIKER, NOT GIVEN TO FILTHY LUCRE; BUT A LOVER OF HOSPITALITY, A LOVER OF GOOD MEN, SOBER, JUST, HOLY, TEMPERATE; HOLDING FAST THE FAITHFUL WORD AS HE HATH BEEN TAUGHT, THAT HE MAY BE ABLE BY SOUND DOCTRINE BOTH TO EXHORT AND TO CONVINCING THE GAINSAVERS."

5. The Senior Pastor shall select from the congregation members who have demonstrated the biblical characteristics of an Elder.
6. An Elder may be a Licensed or Ordained Minister in a Conference.
7. Any Licensed or Ordained Minister who is asked by the Senior Pastor to serve as an Elder and accepts said position shall submit to and support the vision and ministry of the Senior Pastor.

V. Vacancy of Office

A. Affiliated Church

In the event the office of Senior Pastor becomes vacant, the board or leadership of the affiliated church may request the advisement and/or assistance of Spirit Quest International. Such request should be made in writing to the General Board of Administration of Spirit Quest International.

B. Planted Member Church

In the event the office of Senior Pastor becomes vacant, the Board of Elders shall notify the General Board of Administration of Spirit Quest International in writing. The General Board of Administration of Spirit Quest International shall supply an interim pastor to fill the office of Senior Pastor until such time as an election may be held by the membership of the Planted Member Church. The election must take place within sixty (60) days of the notification of vacancy. Installation of the new Senior Pastor shall be performed by a member of the General Board of Administration of Spirit Quest International.