

## **POLICY ON ASSEMBLY LEADERS**

### **1. Purpose:**

The purpose of this policy is to give clear guidance and uniformity to Regions and Assemblies who wish to make use of assembly leaders, and to assembly leaders on the qualifications and appointment process, as well as the responsibilities, remuneration, accountability and discipline pertaining to assembly leaders.

### **2. Definition and rationale:**

An assembly leader refers to a male or female individual who qualifies according to Paragraph 3 below to fulfil the pastoral and leadership role of an assembly.

The appointment of an assembly leader should be considered when a new planting or assembly cannot afford to call a pastor or, where a vacancy has occurred in an assembly, and a pastor cannot be called immediately. The ideal is, for every planting, and assembly to grow to the place where, as a registered assembly it can call a pastor, or where the assembly leader studies towards a qualification to be ordained.

### **3. Qualifications:**

For purposes of this policy an assembly leader should qualify to be an elder, according to Appendix 7.8.1, 1Timothy 3:1-7 and Titus 1:5-9. He or she should have proven leadership qualities and be a person with a caring heart and a servant-leadership attitude. He or she must be willing to serve within the framework of the Constitution of the AFM and to co-operate with the Regional leadership.

### **4. Process:**

Local assemblies and/or Regional Leadership Forums shall, after consultation with the relevant bodies, and in accordance with Appendix 3.1.1, 3.1.3 and 3.1.5 and Appendix 2.2, pertaining to church growth and Spiritual oversight, be entitled to establish a new assembly with a view to becoming a registered assembly.

Such assembly and/or Regional Leadership Forum shall be responsible to consider the appointment of an assembly leader to lead such assembly. An assembly must approach the Regional Committee with the request to assist in the appointing of an assembly leader.

Where there may be more than one candidate, prospective candidates should be interviewed by the Assembly Governing Body. The Assembly Governing Body must then vote on all qualifying candidates to establish who the preferred candidate is.

The decision of the Governing Body in the appointment of the assembly leader must be submitted to the regional Committee for final approval or refusal.

The responsibilities and expectations of the assembly, as well as that of the assembly leader must be discussed to ensure clarity for all involved. All decisions and agreements should be duly minuted and signed by the parties involved.

## **5. Application and Appointment:**

Prospective candidates should apply to the relevant Governing Body and will be appointed by the Governing Body after the due process as described in Paragraph 4 above has been completed. The Governing Body is not compelled to appoint any applicant after the interviews have been conducted and may start the application process a fresh.

## **6. Responsibilities:**

### **6 a. Responsibilities of the Assembly leader:**

The responsibilities of an Assembly leader will be to fulfill the following duties in accordance with the Word of God for the furtherance of the Kingdom of God and the extension of the church, according to the guidelines in Appendix 7.7.1 of the Constitution of the AFM of SA:

1. Ministry of the Gospel and the sacraments.
2. Shepherding of the assembly.
3. Administrative duties associated with his/her office in accordance with church laws.
4. Any other duties and responsibilities legitimately assigned to him/her and
5. Maintain a code of conduct as laid down by the National Leadership Forum in Appendix 7.5 of the Constitution of the AFM.

### **6 b. Responsibility of the assembly:**

The Governing Body of the assembly will within the ability of the assembly make it possible for the assembly leader to perform his/her duties in accordance with the service agreement and will co-operate with and support the assembly leader to enable him/her to accomplish the task of leading the assembly.

## **7. Remuneration:**

The Governing Body in consultation with the Regional Committee, should consider remunerating the assembly leader by way of a monthly allowance.

The Assembly Leader should (preferably) also be earning an income from a full-time occupation outside of the assembly.

If the assembly is not in a position to remunerate the assembly leader by way of an allowance or compensation in kind, a date should be stipulated in the service agreement on which the situation will be evaluated and reconsidered.

## **8. Service agreement:**

A written service agreement should be negotiated and signed between the Assembly Leader and the assembly Governing Body.

This agreement should state clearly what is expected from the assembly leader and what remuneration, if any will be afforded to him/her.

The service agreement should clearly indicate the starting as well as the finishing date of the agreement, which might be renewed in consultation with the Regional Committee.

## **9. Training:**

Basic training to promote Bible knowledge, preaching ability and assembly governance, should be considered.

## **10. Accountability:**

Assembly Leaders must provide an annual report to the Regional Committee, providing feedback on the following aspects: Membership growth and attendance, Assembly income and expenditure, activities of the assembly.

## **11. Evaluation:**

The Regional Committee will evaluate the situation of the assembly in accordance with Paragraphs 3,6 and 10 above and determine the way forward in terms of assistance, correction or termination.

## **12. Discipline:**

Assembly leaders will, at the time of appointment and signing of a service agreement, also sign the code of conduct of Assembly leaders/ elders as per Appendix 7.5 of the Constitution of the AFM. The discipline of assembly leaders resort under the relevant Regional Committee in accordance with Appendix 11.6.1.

In the event of grievances and of misconduct on the side of the assembly leader or assembly, the processes as described in Appendix 11.3 of the Constitution of the AFM will be followed.

## **13. Retirement:**

The retirement of assembly leaders will be in terms of Appendix 7.4.

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