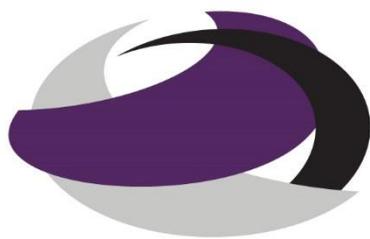


ACOP Policy Manual



ACOP

APOSTOLIC CHURCH OF PENTECOST
OF CANADA

- Revised January 21, 2020



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Introduction

These policies are designed to facilitate the efficient function of the Apostolic Church of Pentecost of Canada, Incorporated. These policies are our servants, and may from time to time be adjusted, adapted or eliminated as directed by the ACOP Board of Trustees in keeping with the desires of the membership.

Vision Statement

- I. The Apostolic Church of Pentecost seeks to be “a global movement of passionate people extending God’s grace and igniting hope in every community.”

Mission Statement

To develop and release effective leaders and healthy churches who transform communities.

I. MEMBERSHIP POLICY (Approved by the Board of Trustees, June 14, 2018)

The members of the Corporation are all those whose ministry has been recognized through the approval of an application, and who have paid the annual membership fee as established by the Trustees.

Members of the corporation may withdraw at will.

1. Classes of Membership

1.1 Voting Members:

There are two categories of voting membership in the Apostolic Church of Pentecost of Canada, Incorporated.

1.01.01 Ordained Members

Are proven ministers of the gospel who have fulfilled the requirements of the Corporation for ordination.

Are afforded all of the rights and privileges as ministers of the Gospel of Jesus Christ.

Are expected to attend and participate in District, Regional and General Conferences as voting members.

Are eligible for registration with provincial governments for the purpose of solemnizing weddings.

1.01.02 Commissioned Members



Are ministers who are pursuing ordination, or who are involved in a ministerial capacity that requires formal ministerial recognition.

Are expected to attend and participate in District, Regional and General Conferences as voting members.

1.2 Non-Voting Members or Associate Members:

Are members who are involved in a lay or para-church ministry and who are desirous of ministerial fellowship and spiritual covering, but who are not at the present time pursuing ordination.

Associate members are encouraged to attend and participate in district, regional and general conferences as non-voting members.

Associate members must accept and agree to abide by the Bylaws, Statement of Faith and Policies of ACOP.

Candidates for associate membership shall submit to the prescribed application procedure as set out in the procedure manual, including application, references and interviews.

2. Ordination

2.1 Qualifications for Ordination

2.01.01 Ordained members must accept and agree to abide by the Bylaws, Statement of Faith and policies of ACOP.

2.01.02 Candidates for ordination shall submit to the prescribed procedures as set out in the application process.

2.2 Ordination Ceremonies

2.02.01 Ordination ceremonies shall be conducted at the District Conference or a local church. Those ordained shall be introduced and recognized at the next General Conference.

2.02.02 The ordination ceremony shall be conducted by the President or a Regional Director.

2.02.03 In the absence of the President and the Regional Director, the ordination ceremony may be conducted by an ordained minister of the Corporation, authorized by the ACOP President.

2.02.04 The ordination ceremony may be conducted by an ordained global worker of the Corporation, authorized by the ACOP President.

3. Commissioning

3.1 Commissioned members must accept and agree to abide by the Bylaws, Statement of Faith and Policies of ACOP.



- 3.2** Candidates for commissioned membership shall submit to the prescribed application procedure as set out in the application process, including application, references,—and participation in an Open Door Retreat.

4. Transfer of Membership

From time to time, clergy from other recognized ecclesiastical bodies may desire to transfer their membership to ACOP. Transfers will be made from similar categories to similar categories. For example, someone who is commissioned with another Fellowship may transfer to Commissioned Membership with ACOP; someone who is ordained will be transferred as an Ordained Member.

5. Obligations and Rules for All Members

All members of the Corporation and their spouses are expected to conduct themselves in a Christ-like manner at all times.

5.1 ACOP Code of Conduct: *(Approved by the Board of Trustees, September 12, 2018)*

We believe that our Heavenly Father desires His children to walk in wholeness: spiritually, emotionally, mentally and physically. Therefore, before God and in relationship with my ACOP colleagues, I agree to the following:

1. I understand that my primary calling in life is to enjoy an intimate relationship with Christ. Therefore, I will endeavor to nurture that relationship through regular times of prayer, Bible study and the practice of other disciplines.
2. If married, I will endeavour to provide nurture, love and care for each member of my family, recognizing the uniqueness and the primacy of my relationship with my spouse and children. If single, I will extend these graces to my extended family.
3. I will endeavour to enhance my professional development via the many current resources available.
4. I will manage with integrity the finances God has entrusted to me. I will not use my position to financially exploit those whom I serve.
5. I recognize my body is the home of the Holy Spirit. Accordingly, its health is vital for optimal ministry and I will therefore endeavour to treat it properly through adequate exercise, proper diet and regular rest.
6. I will endeavour to keep in step with the Spirit and welcome His work in and through me. In light of the Holy Spirit's ministry in my life, I will avoid the sins of the flesh, some of which are:
 - A breach of trust or confidence
 - Lying, deceit or dishonesty
 - Extramarital sexual relationship(s) adultery
 - Premarital sexual relationship(s) fornication
 - Deliberately reading or viewing pornography
 - Homosexual activity



- Theft or fraud
 - Abusive or harassing behavior
 - Sexual assault or harassment
 - Drunkenness or the recreational use of cannabis or other substance abuse
 - Use of illicit drugs or the abuse of prescription drugs
 - Gambling
 - Criminal activities
 - Living covetously
 - Using the Lord's name in vain
7. I recognize that my ministry is an extension of the ministry of Jesus and therefore a sacred trust. Accordingly, I will endeavour to conduct myself in love and concern toward those within my sphere of responsibility and influence, modelling the servant-heart of Christ toward those who have been entrusted to my care.
 8. I will support the vision and mission of ACOP and agree to abide by its Statement of Faith, Bylaws and Policies.
 9. I will seek to work in cooperation and harmony with the leadership of ACOP and my ACOP colleagues, with the freedom to express areas of concern or differing opinion, in love
 10. I recognize that among ACOP members there will be differing views on matters of conduct where the Scripture is silent. In such cases, I will abide by the principles of Romans 14, neither flaunting liberty nor sitting in judgment.

5.2 Divorce:

- 5.02.01 We believe that marriage is intended as a lifelong, exclusive commitment between one man and one woman.
- 5.02.02 There are, however, certain circumstances where divorce is permitted. Where person is:
 - 5.02.02.01 Divorced prior to a born-again experience.
 - 5.02.02.02 The innocent party (that is the one not guilty of marital unfaithfulness in a divorce).
 - 5.02.02.03 Born again subsequent to marriage to an unbeliever and is deserted and divorced by the unbelieving partner.
- 5.02.03 Applicant (or applicant's spouse) who has been divorced as set out above is free to remarry and may be granted credentials with the Apostolic Church of Pentecost of Canada, Incorporated, provided that the Regional Director and National Apostolic Team have examined and ruled on the circumstances of the divorce, in consultation with the pastor or elders related to the situation.
- 5.02.04 Applicant (or applicant's spouse) who has been divorced (or divorced and remarried) for reasons other than outlined above may be granted credentials with



the Apostolic Church of Pentecost of Canada if the Regional Director and the National Apostolic Team have examined the matter and are convinced that:

- 5.02.04.01 There is fruit in keeping with genuine repentance (Mt 3:8).
- 5.02.04.02 There has been a process of spiritual restoration.
- 5.02.04.03 The applicant has dealt with underlying issues which led to their divorce.
- 5.02.04.04 There is a good report from their pastor or ministries to whom they are currently accountable.
- 5.02.04.05 They are recognized or eligible to be recognized as an elder in their local church.
- 5.02.04.06 They have attended to obligations from their previous marriage.
- 5.02.04.07 At least 5 years has passed since the divorce was finalized, in order to allow for healing of those impacted by the divorce.

5.3 Solemnizing of Marriages

Members registered with provincial governments for the solemnizing of marriages, are only permitted to solemnize the marriages of heterosexual couples.

6. Membership List

- 6.1 The Membership List will be reviewed annually by the ACOP Administrator.
- 6.2 Members who have not renewed by December 31st will be notified that unless they renew their membership by January 31, they will be removed from the ACOP membership list.
- 6.3 Members who have allowed their membership to lapse will have to reapply for membership. Members, with reason, may request that their credentials be inactive without privilege for a period of up to two years. Request shall be made in writing to the ACOP Administrator prior to the annual renewal deadline of December 31st. Members who have requested that their credentials be inactive in this manner may reactivate them by submitting a renewal application and a letter of recommendation from their Regional Director.
- 6.4 The ACOP Membership and Church Listing is the property of ACOP and is for the use of its members only. It is not to be sold or used for any mailing purposes other than those related to the business of ACOP, without the written consent of the ACOP Office.

7. Senior Membership Status

A credentialed ACOP member in good standing who has reached the age of 65 years shall receive credentials at a discounted rate as established by the Board of Trustees.



8. Lifetime Membership Status

Members over 65 who have been commissioned or ordained with ACOP for 25 years or more and are no longer employed in active ministry but would like to retain their clergy status may request Lifetime Member status. Lifetime Members will be asked to renew their credentials each year, however there will be no credential fees charged to Lifetime Members.

9. Inactive Members

- 9.1** A current member in good standing may request inactive member status for a period of up to two years.
- 9.2** The request for inactive membership shall be submitted in writing to the ACOP Administrator with an explanation as to why they wish to become inactive. The request for inactive status must be accompanied by a letter of endorsement from the member's pastor (if applicable) and Regional Director.
- 9.3** The request for inactive status must be approved by the Regional Director and the ACOP Administrator.
- 9.4** The inactive member will pay no membership fees during the period of inactivity. A reinstatement fee (set by the Board of Trustees) must accompany a request for reinstatement.
- 9.5** At the time of reinstatement, the member will also pay the prorated balance of the annual membership fee corresponding to their credentials.
- 9.6** The request for reinstatement must be submitted to the ACOP Administrator with a letter of recommendation from the member's pastor (if applicable) and Regional Director.
- 9.7** Inactive members will not be listed in the Membership and Church Listing, nor will they receive membership mailings. As inactive members, they will also hold no voting privileges at District or General Conferences (unless designated as a church lay delegate).
- 9.8** Members who do not apply for inactive status and allow their credentials to lapse will have to reapply for membership and may be subject to full application process and fees.

10. Absentee Voting Policy

- 10.1** ACOP members are expected to attend District, Regional and General Conferences. However, where global workers and other members are outside of Canada at the time of a General Conference, those members will be permitted to vote at General Conference by mail-in ballot.
- 10.2** The Global Harvest Leadership Team will provide a list of global workers supported through the ACOP office who reside outside of Canada, and are eligible for mail-in voting, at least 3 weeks prior to the Conference.
- 10.3** ACOP global workers supported by local churches, who reside outside of Canada, must have their supporting local church notify the ACOP office, at least 3 weeks prior to the Conference.



- 10.4** ACOP Members who are temporarily outside of Canada during a General Conference for ministry reasons are eligible to vote by mail in ballot if they provide the ACOP office with a letter from their Regional Director at least 3 weeks prior to the conference.
- 10.5** Absentee voting will be permitted for the election of President, changes to the Statement of Faith and General Bylaws, and any other matters as determined by the ACOP Board of Trustees.
- 10.6** If amendments are made to motions that have been voted on through mail-in ballots, the mail-in ballots will be set aside.

I. GLOBAL HARVEST MISSION DIVISION POLICY

(Approved by the Board of Trustees, January 21, 2020)

1. Mission Statement

To participate in Christ's ministry of reconciliation to the world by proclaiming & demonstrating the good news of the kingdom of God.

2. Overall Purpose

To evangelize and make disciples of people groups throughout the world (Matthew 28:19) with the goal to establish indigenous local churches, to train indigenous leadership, and to support any aspect of indigenous mission work as is consistent with proclaiming and demonstrating the good news of Jesus Christ.

3. Oversight & Structure

Global Harvest Missions Division

The ACOP Board of Trustees shall set missions policy and direct the ACOP Global Harvest Leadership Team to carry out all functions of the Missions Division in accordance with its policies and procedures.

3.01 ACOP Missions Director

The ACOP Missions Director shall give direction to the ACOP Missions Division and be nominated by the President and ratified by the ACOP Board of Trustees.

3.02 Global Harvest Leadership Team

3.02.01 Purpose

- Global Harvest Leadership Team is responsible to carry out all policies and procedures of the Missions Division.
- The Global Harvest Leadership Team is responsible for the vision, strategy and administration of the Missions Division.
- The Global Harvest Leadership Team will establish agreements with the local home church for oversight for all authorized ACOP Global Workers.



- The Global Harvest Leadership Team shall, in partnership with the local home church, give administrative and financial oversight as well as member care to all authorized ACOP Global Workers, who shall in turn be accountable both to the ACOP Global Harvest Leadership Team and the local home church.

3.02.02 Structure

The Global Harvest Leadership Team shall consist of:

- a) The Missions Director, who shall serve as chairman of the Global Harvest Leadership Team
- b) The ACOP President as ex-officio member,
- c) The ACOP Administrator,
- d) At least one more member at large, nominated by the ACOP Global Harvest Leadership Team, approved by the President, and ratified by the Board of Trustees, for a four-year term.

3.03 ACOP Global Representatives

3.03.01 Purpose

ACOP Global Representatives are responsible to assist the Global Harvest Leadership Team in carrying out the policies and procedures of the Missions Division.

3.03.02 Appointment and Role:

Global Representatives may be appointed by the Global Harvest Leadership Team to carry out designated responsibilities or roles which assist the Global Harvest Leadership Team in carrying out the policies and procedures of the Missions Division, in Canada or abroad.

3.04 ACOP Global Workers

3.04.01 Recognition of Ministry

ACOP recognizes the ministry of all Global Workers who hold credentials with ACOP Canada and have been approved by the Global Harvest Leadership Team as ACOP Global Workers.

3.04.02 Authorized ACOP Global Workers

ACOP shall employ all Global Workers who are credentialed, approved, and authorized with ACOP Canada as Authorized Global Workers

3.05 ACOP Global Affiliates and Associates

3.05.01 ACOP Global Affiliates

ACOP recognizes Global Affiliates who have not been authorized by Global Harvest but are credentialed with ACOP Canada and sent out by a local church or other



mission agency. Global Associates are not administrated or funded through ACOP of Canada.

3.05.02 ACOP Global Associates

ACOP recognizes Global Associates who may or may not be credentialed with ACOP of Canada but are sent out by their local church or missions agency and have been approved to be administrated and funded as a project through ACOP of Canada.

3.06 ACOP Global Partners

3.06.01 ACOP Global Affiliation Partners

ACOP of Canada Global Harvest shall have affiliation agreements with national ministries, churches or organizations we have a historical relationship with. This would include ministries and churches pioneered or initiated by our ACOP Authorized Global Workers or Global Partners. These churches, organizations or ministries consider themselves part of the Global ACOP network of churches and ministries.

3.06.02 ACOP Strategic Alliance Partners

ACOP of Canada Global Harvest shall have strategic alliances with national ministries, churches or organizations we do not have a historical relationship with but have networked or connected with through relationships or ACOP members. These can be organizations who may have another primary historical relationship or be completely autonomous but have mutually agreed to a strategic alliance with us. These churches, organizations or ministries do not consider themselves part of the Global ACOP network of churches and ministries.

4. Operations

4.01 Policies and Procedures

4.01.01 All ACOP Missions Policies shall be:

- Drafted and administrated by the ACOP Global Harvest Leadership Team.
- Approved by the ACOP Board of Trustees.

4.01.02 All ACOP Missions Procedures shall be:

- Approved and administrated by the ACOP Global Harvest Leadership Team.

4.02 Administration

The ACOP Global Harvest Leadership Team shall:

- 4.02.01 Present an annual budget for the Missions Division to the Board of Trustees and raise and supervise the administration of the funds.
- 4.02.02 Prepare policy for ACOP Board of Trustee approval.
- 4.02.03 Develop procedures, forms and job descriptions consistent with policy.



- 4.02.04 Assist the Global Worker in developing covenant agreements between ministry partners (including ACOP and the home church) and themselves, outlining responsibilities and lines of accountability.
- 4.02.05 Recruit new Global Workers, in partnership with the local church, and provide direction for training opportunities.
- 4.02.06 Encourage short-term mission teams from local home churches that support Global Workers and leaders on the field. Regular, same field visits shall be encouraged, therefore providing opportunity for more focused, deeper, accountable, and meaningful relationships with the same Global Worker, nationals, and/or fields.
- 4.02.07 Develop partnership agreements, affiliations, agency agreements, memorandums of understanding, strategic alliances, contractor agreements, and joint ventures with other organizations, agencies, churches, and foreign national organizations, ministries or churches.
- 4.02.08 Administrate finances for authorized ACOP Global Workers and field projects, and ensure proper reporting procedures are followed.
- 4.02.09 Examine all Global Workers applicants and, in partnership with local home churches, authorize and commission Global Workers.
- 4.02.10 Approve, set up and support budgets as well as project budges, in consultation with the local home church, for all authorized Global Workers. Assistance will also be provided regarding itinerating strategy, field of service, and Global Worker activity.
- 4.02.11 Provide authorized Global Workers with direction on all matters pertaining to finances, home assignment, medical coverage, retirement, child education, equipment, vehicles, etc.
- 4.02.12 Provide on-going supervision of Global Workers in cooperation with the home church.

5. Global Worker Classification and Qualifications

5.01 Authorized ACOP Global Worker

5.01.01 Career Global Worker

5.01.01.01 Definition

A career Global Worker is one who is endorsed by their local home church and authorized by ACOP for international ministry for an indefinite but extended period of time. The Career Global Worker may be either in full-time or part-time employment of ACOP of Canada.

5.01.01.02 Qualifications

A Career Global Worker shall:



- a) Be credentialed with a minimum Commissioned Membership level with the ACOP of Canada
- b) Be authorized by the ACOP of Canada
- c) Have an identifiable call and ministry to international cross-cultural missions work.
- d) Have appropriate gifts, training, experience and/or expertise in the field of work and ministry they will be serving in.

5.01.01.03 Application Procedure

A candidate shall submit a Global Worker application form to the ACOP Global Harvest Leadership Team for approval. This form will include information on personal life, education, employment, ministry, and cross-cultural experience. Related documents should be attached. Recommendations and a medical certificate are required.

5.01.02 Itinerant Global Worker

5.01.02.01 Definition

An Itinerant Global Worker is one who is authorized by ACOP and is involved in cross-cultural ministry at home and abroad, but primarily resident in Canada. The Itinerant Global Worker may be either in full-time or part-time employment of ACOP of Canada.

5.01.02.02 Qualifications

An Itinerant Global Worker shall:

- a) Be credentialed with a minimum Commissioned Membership with the ACOP of Canada
- b) Be authorized by the ACOP of Canada
- c) Have an identifiable call and ministry to international cross-cultural missions work.
- d) Have appropriate gifts, training, experience and/or expertise in the field of work and ministry they will be serving in.

5.01.02.03 Application Procedure:

The candidate shall submit a Global Worker application form to the ACOP Global Harvest Leadership Team for approval. This form will include information on personal life, education, employment, ministry, and cross-cultural experience. Related documents should be attached. Recommendations and a medical certificate are required.



5.01.03 Apprentice Global Worker

5.01.03.01 Definition

An apprentice Global Worker is one who is endorsed by their local church and authorized by ACOP to serve in a trainee role under an established Global Worker for an initial term and for a period not to exceed two years, with the intent of becoming a Career Global Worker. The Apprentice Global Worker may be either in full-time or part-time employment of ACOP of Canada.

5.01.03.02 Qualifications

An apprentice Global Worker shall:

- a) Be credentialed with a minimum Commissioned Membership with the ACOP of Canada
- b) Be authorized by the ACOP of Canada
- c) Have an identifiable call and ministry to international cross-cultural missions work.
- d) Have appropriate gifts, training, experience and/or expertise in the field of work and ministry they will be serving in.

5.01.03.03 Application Procedure:

The candidate shall submit an Apprentice Global Worker application form to the ACOP Global Harvest Leadership Team for approval. This form will include information on personal life, education, employment, ministry, and cross-cultural experience. Related documents should be attached. Recommendations and a medical certificate are required.

5.01.04 Intern Global Worker

5.01.04.01 Definition

An Intern Global Worker is one who is endorsed by their local home church and authorized by ACOP to serve in a trainee role under an established Global Worker for a short term of approximately three months to one year. The Intern Global Worker may be either in full-time or part-time employment of ACOP of Canada.

5.01.04.02 Qualifications

An Intern Global Worker shall:

- a) Be credentialed with a minimum Associate Membership by the ACOP of Canada



- b) Be authorized by the ACOP of Canada
- c) Have an identifiable call and ministry to international cross-cultural missions work.
- d) Have appropriate gifts, training, experience and/or expertise in the field of work and ministry they will be serving in.

5.01.04.03 Application Procedure:

The candidate shall submit an Intern Global Worker application form to the ACOP Global Harvest Leadership Team approval. This form will include information on personal life, education, employment, ministry, and cross-cultural experience. Related documents should be attached. Recommendations and a medical certificate are required.

5.02 Partnerships

ACOP may partner with another organization for the purpose of sending Global Workers as long as legal requirements are met and the partner organization's ministry, values and goals fit within ACOP's values and goals.

6. Finances

6.01 Financial Guidelines

ACOP Global Harvest Missions Division shall function according to the Financial Guidelines outlined in the Missions Division Procedures Handbook.

6.02 Budgets

6.02.01 Personal Budgets

6.02.01.01 The authorized Global Worker candidate shall consult the Global Harvest Leadership Team to prepare a start-up budget and a monthly budget for approval. The Global Worker will not be released to go to the field until the budget has been raised. If during the term their monthly budget is in significant shortfall, the Global Harvest Leadership Team may recall them home for ministry evaluation and fund raising.

6.02.01.02 The Global Harvest Leadership Team will carefully prepare annual budgets. Extensive research is to be done in association with other mission agencies, information from Global Workers, and world-wide cost of living analysis to best determine the needs of missionaries on each field. Also taken into consideration:

- a) years of service
- b) family size



- c) children's education
- d) scope of ministry
- e) other pertinent information

6.03 Fund Raising

- 6.03.01 The Global Harvest Leadership Team will solicit funds from ACOP churches and membership to meet the challenge of our budgets.
- 6.03.02 Global Worker candidates will be authorized and be responsible to raise their approved budgets from ACOP assemblies, other churches, and individuals.
- 6.03.03 The Global Harvest Leadership Team will work with the home church and Global Worker to develop a fundraising strategy and raising their approved budgets.
- 6.03.04 The home church may assist the Global Worker with raising his/her approved budget. Funds will likely be most easily raised from within the home church, closely related churches (e.g. within the District), and among individuals whom the Global Worker has relationship with.
- 6.03.05 All fundraising among ACOP assemblies must be approved by the Global Harvest Leadership Team.

6.04 Property, Vehicles, and Equipment

All property, vehicles, and equipment purchased with project / set-up funds administered by ACOP of Canada, Incorporated are the property of ACOP of Canada, Incorporated unless they are approved national projects, in which case they belong to the national church or body. In the event of the dissolution of the national church or body, those assets will revert back to the ACOP of Canada.

6.05 Accountability

- 6.05.01 All moneys shall be deposited with the Apostolic Church of Pentecost of Canada, Incorporated. All funds for which receipts for income tax purposes have been issued become the responsibility of ACOP and shall be dispersed according to its policies and in keeping with the Canadian Customs and Revenue Agency regulations.
- 6.05.02 Ministry Funds
Global Workers shall submit ministry expense reimbursement reports to the Global Harvest Leadership Team, consisting of revenue, expenditures and attached receipts based on their ministry expense budget.
- 6.05.03 Project Funds
Quarterly progress reports and financial reports for approved projects with appropriate accounting and attached receipts are to be sent by the Global Worker to the Global Harvest Leadership Team.
- 6.05.04 Projects



An application for project funds must be submitted to the Global Harvest Leadership Team for approval. Such approval will be reviewed annually.

7. Global Worker Function

7.01 Ministry

7.01.01 Global Workers are responsible to communicate and cooperate with the Global Harvest Leadership Team and Missions Director, and the accepted policies and procedures in a spirit of love and respect.

7.01.02 Global Workers are to work in cooperation and respect of the national leadership.

7.01.03 Each Global Worker is to develop a written ministry strategy plan and present it to the Global Harvest Leadership Team for each term of service. An annual ministry report / strategy is to be sent to the Global Harvest Leadership Team by February 1st.

7.02 Communication

Global Workers should communicate with supporting individuals and churches, to bring awareness to the needs and progress both of ministry and finance by picture, video, or written reports on a quarterly basis. As well, a prayer base should be established to whom they are able to communicate with regularly.

7.03 Medical

All Global Workers shall be covered by a medical plan approved by the Global Harvest Leadership Team.

7.04 Child Education

ACOP Missions Division supports the concept of quality education for Global Worker's children through high school. Requests for funding shall be subject to Global Harvest Leadership Team approval and Canada Revenue Agency regulation.

7.05 Vacation

Global Workers shall be entitled to four weeks' vacation.

Vacation times, as well as requests for leave of absence and travel outside the field of service, shall be processed through the Global Harvest Leadership Team.

7.06 Field Terms and Home Assignment

All Global Workers shall arrange the dates of their field term and home assignment with the Global Harvest Leadership Team. No more than twelve months over a six-year period shall be taken away from the field on home assignment, except for extenuating circumstances. The lengths of field terms and home assignments shall be established by the Global Harvest Leadership Team in consultation with the Global Worker, based on their specific needs.

7.07 Change of Status



A Global Worker's assignment will be reviewed by the Global Harvest Leadership Team under the following conditions:

- 7.07.01 The completion of each term of ministry.
- 7.07.02 Extraordinary field circumstances (e.g. political conditions)
- 7.07.03 Personal life changes, such as sickness, death of a spouse, etc.

7.07 Retirement

A retirement fund will be established by the Global Harvest Leadership Team when possible in preparation for a Global Worker's retirement. Normal retirement age is 67.

7.08 Discipline

As credentialed ministers of ACOP, Global Workers are subject to the ACOP conduct policies.

II. YOUTH POLICY

The Apostolic Church of Pentecost of Canada, Incorporated has entered into an agreement with United Youth Outreach to provide leadership and give oversight to youth ministry endeavors.

III. CHURCH PLANTING POLICY (Approved by the Board of Trustees, November 21, 2019)

1. Name

New Church

2. Vision

To advance the Kingdom of God in Canada by planting reproducing churches that plant reproducing churches that enlarges the ACOP network of churches.

3. Values

- 3.1 We value church planting efforts that are focused on reaching un-churched people.
- 3.2 We value church planters and church planting teams who do all that they can to prepare themselves for the task.
- 3.3 We value churches that reproduce themselves.
- 3.4 We value intercession to the Lord of the harvest to send forth laborers into His harvest field.

4. Strategy

We believe it takes all kinds of *churches* to reach all kinds of *people* in all kinds of *places*. Regardless of the model employed, our strategy for church planting must:

- 4.1 Be Spirit-Directed – We must depend on the Holy Spirit to guide us to ripe harvest fields. (Acts16:6-10)



- 4.2 Exegete the Culture –We must learn the heart language and understand the culture of the people group we are attempting to reach. (Acts 17:22-30)
- 4.3 Be Missiological – We must “go” to the people group we are attempting to reach, rather than wait for them to come to us. (Mt 28:19-20)
- 4.4 Be Christological – We must discover what it means to be “Jesus” to the people group we are attempting to reach. (Luke 4:19-20)
- 4.5 Have Kingdom Priorities – When we do Kingdom work, Jesus will build his church. (Mt 6:33; Mt 16:17-20)

5. Models

We believe that a broad diversity of church expressions will enable us to reach the diverse nation of Canada. We also believe that there is a wide diversity of models that can be effectively employed in church planting.

6. Church Planting Leadership Team

The ACOP President will nominate and the Trustees will appoint a Church Planting Catalyst.

The ACOP President, the Church Planting Catalyst, the ACOP Administrator, and the Regional Directors will form the Church Planting Leadership Team.

Under the direction of the Church Planting Catalyst, the Church Planting Team will oversee church planting initiatives of ACOP.

7. Priorities

- 7.1 Assess, Train & Develop and Coach Church Planters who want to come under the ACOP Church Planting covering.
- 7.2 Identifying Church Planting Opportunities & Strategies.
- 7.3 Partnering with Churches, Districts, and Regions in Church Planting Endeavors.
- 7.4 Church Revitalization

8. Annual Budget

The Church Planting Leadership Team will prepare and submit an annual budget to the ACOP Board of Trustees for approval.

The budget will include a projected draw from the Daniel and Helen Breen Memorial Church Planting Endowment Fund.

Expenditures will provide funding for the Church Planting Catalyst and cost to administrate the program. Other funding allocations should be in keeping with the Church Planting priorities.



9. Church Planting Agreement

A Church Planting Agreement will be drafted, outlining the terms and conditions of funding for all Church Planting projects. The Church Planting Agreement will be signed by the Church Planting Catalyst, the Church Planter, and any other partners involved in the project.

IV. POLICY on INVESTIGATION, DISCIPLINE & APPEAL in ACOP

(Approved by the Board of Trustees on November 16, 2015)

1. Introduction

This policy on Discipline and Appeal is presented to provide guidance in processing accusations and in exercising discipline within the membership of ACOP. The purpose of discipline is to maintain the honour of the Lord and to help ensure that the gospel is advanced by ministers of Christian integrity. This policy is concerned with upholding standards of righteousness and of grace in seeking to promote and preserve the character of all ACOP ministers.

Guidance for this policy has come from the following Scriptures: Matthew 18:15-17; I Timothy 5:19-21; Romans 16:17; Galatians 6:1-2; I Corinthians 5:11-13; 1 Timothy 1:19, 20.

It is understood that the responsibility for the care and discipline of any minister rests with the body that licenses the minister. ACOP has a responsibility to its members and affiliated churches, and to the wider body of Christ, to ensure that standards of Christian truth and righteousness are upheld through Scriptural discipline. ACOP also carries a responsibility to protect its members from unjust charges, however when a charge that is potentially criminal in nature is brought against a minister, ACOP is required by law to report those offenses immediately to the appropriate authority.

2. Procedure

- 2.1 When a complaint is first received regarding an ACOP member, the individual receiving the complaint should seek to ascertain if the principles of Matthew 18 have been followed or could be followed before a formal charge is brought.
- 2.2 Any formal charges against a member of ACOP shall be made in writing and submitted to the Regional Director in whose jurisdiction the case falls. The following exceptions apply:
 - 2.02.01 If the member is a global worker, the charges should be submitted in writing to the ACOP Global Harvest Leadership Team.
 - 2.02.02 If the member is the Regional Director, then the charges would be submitted to the ACOP President.
 - 2.02.03 If the charges are against the President, they should be submitted to the ACOP Board of Trustees.
- 2.3 The individual who receives a charge against an ACOP member shall retain all documentation related to the matter and keep the ACOP President apprised of the charges and the investigative and disciplinary process.



- 2.4** Charges of misconduct (i.e. violations of a Scriptural moral standard, conduct in contradiction of the ACOP Code of Conduct, or repeated defiance of constituted authority, or a deviation from the basic tenets of the Articles of Faith of ACOP against any member of ACOP must be made in writing, signed, and submitted to the appropriate person as defined in 2.02 of this policy.
- 2.5** If the charge seems vexatious, frivolous or without merit, the person receiving the charge will consult with the ACOP President, who together with the National Apostolic Team will determine whether or not the charge is legitimate. If it is determined to be legitimate then the policy will be followed. If the charge is determined to be without merit – the one submitting the charge will be notified that the matter will be concluded without further investigation. If the charge is against the ACOP President, the person receiving the charge will consult with the Vice Chair of the Board of Trustees.
- 2.6** The member who is charged with misconduct shall be confronted with the charges by the person in whose jurisdiction the case falls. If the member admits to the offense, or does not contest the charges, or the evidence against the member is overwhelming, discipline as outlined in Section III of this policy will be determined without further investigation.
- 2.7** If the charges are severe or egregious in nature, but the member wishes to contest the charges, the President, in consultation with the Regional Director or the Global Harvest Leadership Team in the case of a global worker, may hold the member's credentials in abeyance for an indefinite period of time while an investigation is being conducted.
- 2.8** If charges brought against the President are severe or egregious in nature but the President wishes to contest the charges, by a majority vote the Board of Trustees may hold the President's credentials in abeyance for an indefinite period while an investigation is being conducted.
- 2.9** If after being confronted with the charges, the member wishes to contest the charges, the person in whose jurisdiction the case falls shall appoint an investigation committee, consisting of at least three members. The first named shall be the chairperson. The chairperson shall appoint a secretary. The task of the committee is to inquire into the accusations and gather pertinent information.
- 2.10** The chairperson of the committee shall set the time and place of any meetings of the committee, notifying all members, and in the case of a hearing, the respondent. The secretary of the committee shall keep an accurate record of the proceedings and preserve all documents that may be submitted to the committee.
- 2.11** If the investigation committee concludes that the accusations are invalid, they shall inform the one who appointed them. The person under whose jurisdiction the case belongs shall inform the complainants of the decision. If the charges are widely known, the adjudicator may take other steps to exonerate the individual who has been falsely accused.
- 2.12** Should the investigation committee conclude that the evidence indicates the violation of a Scriptural moral standard or conduct in contradiction of the ACOP Code of Conduct, or a deviation from the basic tenants of the Statement of Faith of ACOP, they shall set a time and place for a hearing to which the individual who has been accused is invited, giving the respondent at least ten days' notice of the hearing. The investigation committee shall ensure that the respondent receives a copy of the accusations in advance of the hearing.



- 2.13** The respondent shall have the right to secure non-legal counsel to represent them in any proceedings. In the event they are unable to be present at the scheduled hearing, the respondent may request that their counsel appear on their behalf. The absence of the respondent shall not prevent the investigation committee from proceeding with the hearing.
- 2.14** Once a decision has been made by the investigation committee, the chairperson shall inform the ACOP President of the basic offence committed as well as their recommendations regarding possible disciplinary measures. The records of the proceedings, properly signed by both the chairperson and secretary, shall be filed in the ACOP Office. The President may choose to advise other members concerning the situation through the issuance of a formal report.
- 2.15** If the offender demonstrates a spirit of repentance, they may be given opportunity to stand forth with an apology on whatever level is deemed appropriate by the President or person responsible for the case

3. Guidelines for Disciplinary Measures

There are four levels of discipline. All levels must be administered by the National-Apostolic-Team and the President (or the President's appointee).

- 3.1** Reprimand. This is the most lenient form of censure and consists of reproving the offender for their offence, giving a warning of the dangers of their actions, and exhorting them towards obedience and Christ-likeness. Their membership in ACOP is not impaired.
- 3.2** Probation. When a member has admitted to or been found guilty of a serious offence that may need the passing of time to determine whether there has been true repentance, the accused shall be placed on probation for a period of time to be decided by the investigation committee. During this period of time the ministry of the one under censure is to be restricted (i.e. possibly confined to the local church). At the termination of the probationary period the investigation committee shall make a review of the case, to determine whether further disciplinary action is necessary.
- 3.3** Suspension. If the member admits to or is found guilty of an offence that requires their removal from public ministry, the member shall surrender their ACOP credentials to the Regional Director or the President and resign from all delegated functions and official positions for a period of at least one year. The suspension may be removed by the ACOP President in consultation with the Regional Director, upon a request for spiritual restoration and evidence of true repentance by the suspended member.
- 3.4** Expulsion. Where the accused has admitted to or been found guilty of a serious offence against Scriptural moral standards, or of promulgating doctrines and practices contrary to the basic tenets of the Christian faith as set forth in the Statement of Faith of ACOP and has demonstrated no evidence of repentance or change in willful and continued defiance of constituted authority, their membership shall be terminated. The accused shall surrender their credentials to the President or Regional Director. All contractual agreements with ACOP shall be null and void. The ACOP President has authority to revoke the ordination of any member who has been expelled.



4. Procedure for Appeal

- 4.1** Appeals may be made concerning any decision or recommendation of an investigation committee. The basis of appeal may include: recommended penalties that seem too severe, violation of the rights of the respondent to a fair hearing, the failure of the investigation committee to recommend the restoration of the credentials or privileges of the respondent after the designated time of probation or suspension, or a faulty designation of the offences of which the respondent has been found guilty.
- 4.2** Appeals on discipline administered by the District Executive must be made, in writing, to the ACOP President, not later than 30 days after the decision of the investigation committee has been rendered. Appeals on discipline administered by the ACOP President must be made, in writing, to the Board of Trustees not later than 30 days after the decision of the investigation committee has been rendered. Appeals may also be made if the respondent's overtures concerning the restoration of rights and privileges are ignored.
- 4.3** When appeals are made to the ACOP President or the Board of Trustees they shall review all the proceedings, with no additional evidence or testimony permitted, unless there are exceptional circumstances. The committee may vote to sustain the previous decision, or recommend a lighter penalty, but in no case a heavier penalty. Their decision could also be to recommend another hearing for the respondent.

5. General Directives for Investigation and Discipline

- 5.1** It is recognized that Christian leaders may fall into sin. While no attempt should be made to ignore or cover up serious sins, every precaution must be made to ensure that the members of ACOP are protected against false or malicious accusations. Serious damage can be inflicted upon individuals, families and the church through gossip or the unnecessary communication of a minister's failures. Where sin is private, efforts should be made to stop the spreading of reproach. Where sin is public, communication must be honest but discreet.
- 5.2** Ecclesiastical law permits proceedings on the presumption of innocence. It does not endorse hasty action on the basis of rumor. It is therefore necessary that one or more responsible persons substantiate charges by signing their names to a written statement or by giving personal testimony with the full consent that they may be identified before proceeding with an investigation.
- 5.3** Since criticism is very serious to one who has a public ministry, it is essential that the testimony of the accusers or witnesses be confirmed by reliable evidence to ascertain the possibility of wrong motives such as malice or revenge. False accusation is contrary to the Ten Commandments.
- 5.4** The offences for which a person may be given a hearing include violation of a scriptural moral standard, promulgation of doctrines that are contrary to the basic tenets of the Christian faith as set out in the Articles of Faith of ACOP, continued defiance against constituted authority, or the violation of law of which they have been found guilty.
- 5.5** Since ecclesiastical law permits the respondent to testify on their own behalf, such evidence shall not be released for use in any civil proceedings in which the respondent may become involved. It is essential that all records, whether of investigation or discipline, be guarded



- carefully lest they become the basis of gossip or unauthorized use. All records shall be filed with the President or the Regional Director.
- 5.6 The use of a recording device shall be permitted only if such recordings are made with the full knowledge of those whose testimony or charges are given. The names of all whose voices are recorded shall be clearly given at the beginning of their testimony.
- 5.7 Prayer, counsel, and guidance, or other appropriate assistance will be offered to the offender in order to see the offender restored.

V. **POLICY on ASSETS & PROPERTY** *(Approved by the Board of Trustees, Nov 21,2019)*

1. **Assets Held in Trust**

All properties, real or personal, and all monies or other assets acquired by, or in the name of, or for the purpose of the Corporation, shall be vested in and be held by the Trustees in trust for the Corporation.

2. **Property Held in Trust for Local Churches or Affiliated Ministries**

- 2.1 In the event a local church or affiliated ministry holding property in the Corporation should desire to sell any property belonging to it on the ground that such property is too small for the welfare of the work or cause of effecting any improvement as pertaining to location, the Corporation will sign all transactions of any transfer in connection with the property being sold, said signatures to be given in case of the sale or transfer only. Notwithstanding the above provisions, the Trustees shall have the right and power to sell or otherwise dispose of any real or personal property of the Corporation when it deems it not consistent or desirable for a work to be carried in any locality specified by it.
- 2.2 The Trustees of the Corporation hereby authorize the President and Administrator and a member of the Canadian Leadership Team (or any two of the three) to attest all legal documents pertaining to the execution of any property held in the name of the Corporation.
- 2.3 Should a local church or affiliated ministry whose property is currently held in the name of the Corporation wish to hold local property under its own incorporation, the following procedure will be followed:
- 2.03.01 The Trustees of the Corporation will be given three months' notice of withdrawal by the local church or affiliated ministry.
 - 2.03.02 The minutes of a duly called congregational meeting with the motion and vote results regarding the withdrawal of property from ACOP shall be forwarded to the ACOP Administrator. These minutes must be certified by a signed declaration of the Chairperson and Secretary of the meeting, that these minutes are a true and accurate reflection of the decisions taken at the meeting.
 - 2.03.03 The Trustees shall affect such transfer of said property upon an equitable settlement of any indemnity that is involved in the original acquisition of the property in question.
 - 2.03.04 All expenses involved in effecting the transfer shall be assumed by the interested ministry.



- 2.03.05 The Corporation shall not encumber itself as a guarantor of mortgages, loans or leases for local churches or affiliated ministries.
- 2.4 A local church or ministry desiring to hold its property under the name of the Corporation may do so by making application to the Trustees. All churches and ministries whose property is held in trust with the Apostolic Church of Pentecost of Canada, Incorporated are required to have a Partnership Agreement in place.

VI. FINANCIAL POLICY (Approved by the Board of Trustees, November 21, 2019)

1. Introduction:

This policy is designed to guide ACOP in the raising of funds and the administration of finances and should be reviewed on a regular basis. This policy shall always remain our servant, for honesty, integrity and efficiency.

2. Financial Standards:

- We recognize that God is the source of every good and perfect gift, including finances.
- We also recognize that God chooses to channel resources through people, therefore we will inform our constituency of our vision and the giving opportunities we as a Fellowship endorse.
- Finances must be handled with honesty and integrity, *“avoiding even the appearance of evil.”*
- We believe that generous giving honours God and is an expression of worship; it should be done without coercion or manipulation. Charitable gifts are by definition a “freely given, voluntary transfer of property”.
- We believe that the Holy Spirit will direct people in their giving, sometimes even to give sacrificially.
- We recognize that short term operational deficits may be unavoidable, however, we will not go into debt to fund operations.
- We recognize that we are stewards of the finances entrusted to ACOP, therefore we will manage prudently, seeking to maximize our efforts for the Kingdom of God.
- Personal information of individual donors will be protected and provided on a need-to-know basis. We will always remain compliant with the Alberta Personal Information Protection Act (PIPA).
- ACOP does not share or sell donor information.
- We will pay all vendor invoices in a timely way.
- ACOP will subject itself to an external audit each fiscal year
- We will at all times be compliant with the laws of the province of Alberta, the government of Canada, and in particular the requirements of both the Canada Revenue Agency and Industry Canada



3. General Administration of Finances:

- Unless specifically designated to a particular fund or project, all donations will be considered donations to the Operating Fund.
- Each gift designated for an approved project will be used for that purpose, with the understanding that, when any given need has been met or the project becomes impractical or undesirable, designated gifts will be used where needed most.
- Donations designated to an unapproved project will not be accepted. In these circumstances, the donor will be contacted to clarify their intentions - if they do not choose to direct their donation to an approved project, their monies will be returned, and no charitable receipt will be issued.
- Financial statements comparing actual expenditures to budgets will be provided to the Board of Trustees on a monthly basis.
- Account definitions will be established by the Administrator in consultation with the President and the auditor on an annual basis, to succinctly provide as much clarity as possible for each account name.
- If a donation cheque is from a person or entity that is different than the donor name on the supporting documents, the name/entity on the cheque will override the name on the supporting documents.
- On rare occasions when a donor requests a refund, the process will be done in accordance with the requirements of CRA.

4. Fiscal Year End:

The financial year end of the Corporation shall be December 31 in each year. (ACOP Bylaw #5)

5. Auditor and Audit Committee:

The members of the Corporation at their biennial meeting shall appoint an auditor to hold office until the next biennial meeting. In the event of a vacancy in the office of the auditor, the Trustees shall appoint a replacement.

The Board of Trustees will appoint an audit committee to meet with the auditor during the annual audit, to ensure the audit is completed to their satisfaction and to give the auditor an avenue to report directly to the board if there are any issues with the administration or management of the finances. (*Refer to ACOP Audit Committee Procedure.*)

Annual financial statements shall not be published until the audit committee has approved them.

6. Annual Financial Statements:



The Corporation may, instead of sending copies of the annual financial statements and other documents referred to in subsection 172(1) (Annual Financial Statements) of the Canada Not-For-Profit Corporations Act publish a notice to its members stating that the annual financial statements and documents provided in subsection 172(1) are available at the registered office of the Corporation and any member may, on request, obtain a copy free of charge at the registered office or by prepaid mail. (ACOP Bylaw #8)

7. Banking Arrangements:

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the Board of Trustees may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and/or other persons as the Board of Trustees may from time to time designate, direct or authorize. (ACOP Bylaw #6)

8. Bank Signing Authorities:

The President, Administrator and a Trustee appointed by the Board of Trustees shall be the bank signing authorities for the Corporation.

- Any one of the three to sign cheques under \$5,000.
- Any two of the three to sign cheques \$5,000 and over.

9. Project Approval Process:

Excerpt from Global Harvest Procedures Handbook, Page 61:

GUIDELINES FOR ACOP MISSIONS PROJECTS

All projects will promote the Kingdom of God assisting the preaching of the Gospel, building the Body of Christ, pioneering evangelism, discipleship and church planting, empowering Global Workers and national churches and supporting legitimate missions endeavors.

Following these procedures will help to maintain open communication, transparency, accountability, instill confidence & trust, avoid misunderstandings, encourage generosity and promote healthier relationships and partnerships.

9.01 Requirements:

- 9.01.01 Projects must be prioritized in light of all other ACOP projects both in country and in other regions using the following criteria:
 - 9.01.01.01 Short term crisis, aid and emergencies
 - 9.01.01.02 Church based ministry
 - 9.01.01.03 In conjunction with, not separate from or excluded from, local initiative, leadership, administration and activity.



- 9.01.01.04 Focused on pioneer work among Unreached Peoples
- 9.01.01.05 Consistent with making disciples and planting reproducing churches.
- 9.01.01.06 Dependent on partnership or agency agreements being in place.
- 9.01.02 Projects must be identified and prioritized by local National Executives or leadership.
- 9.01.03 Projects must have a designated fund raiser to see the project to completion.
- 9.01.04 Projects must have a budget.
- 9.01.05 Projects must be approved by the Global Harvest Leadership Team in advance according to policy/procedures and requirements of Revenue Canada.
- 9.01.06 Projects must have an accounting and reporting procedure established with funds managed by a local national church committee of at least three (3) unrelated people.
- 9.01.07 Projects must have a time limit for fund raising which will be reviewed and approved annually.
- 9.01.08 Projects must be supported by any resident Global Workers on location.
- 9.01.09 Projects for national works will be approved by the national churches.
- 9.01.10 Projects must be managed by the Global Harvest Leadership Team.
- 9.02 Project Approval Amounts**
 - 9.02.01 Any project under \$5,000 may be approved by the Missions Director in keeping with Missions Policies and Procedures.
 - 9.02.02 Any project over \$5,000 may be approved by the Global Harvest Leadership Team in keeping with Global Harvest Missions Policies and Procedures.
- 9.03 Project Approval Process**

Projects are to be brought to the Global Harvest Leadership Team for approval. When all supporting information is available, the Global Harvest Leadership Team will use the appropriate method to consider approval. The Global Harvest Leadership Team and ACOP office will manage the process from approval, through to sending of funds to the reporting from the field.



<i>ACOP Mission Field with Resident ACOP Global Worker</i>	<i>ACOP Mission Field Without Resident ACOP Global Worker</i>	<i>ACOP Global Workers in Pioneer fields</i>
1. National Church Executive of Affiliated Organization Submits Project to ACOP Global Worker ↓	1. National Church Executive of Affiliated Organization submits project to-the ACOP Global Harvest Leadership Team. ↓	1. Projects Initiated by ACOP Global Worker submitted to the ACOP Global Harvest Leadership Team ↓
2. Global Worker Submits Projects they support to the ACOP Global Harvest Leadership Team ↓	2. ACOP Global Harvest Leadership Team approves or rejects project based on Global Harvest Missions Policies and Procedures	2. ACOP Global Harvest Leadership Team approves or rejects project based on Global Harvest Missions Policies and Procedures
3. ACOP Global Harvest Leadership Team approves or rejects project based on Global Harvest Missions Policies and Procedures		

9.04 Project Completion

Once an Overseas Missions project is terminated or has reached its completion, the project fund will be closed and the balance split evenly between the Global Harvest Operating Fund and the Global Harvest Endowment Fund.

10. Fund Accounting:

Fund accounting categories may be added, deleted or renamed by the administration in consultation with the auditor.

The current Funds of ACOP are:

- General (Operations & Missions)
- Daniel and Helen Breen Memorial Church Planting Endowment Fund



- The Global Harvest Endowment Fund
- The Global Harvest Operations Fund

The actual cash and investments for the money associated with these funds shall be deposited and/or invested in shared, co-mingled bank and/or investment accounts, with the exception of the Breen Fund which by policy must be invested separately.

Administration will make inter-fund transfers and adjustments as necessary, in consultation the auditor as part of the annual audit process.

11. Non-Monetary Gifts:

ACOP will accept donations in kind provided that the item is reasonably liquid and/or of value to the ministry. Donations of publicly traded stocks will always be accepted. Other donations in kind for which the donor requests a charitable receipt should be reviewed by the Administrator in consultation with the President.

For some items, it may be wiser for ACOP purchase the item (subject to normal approvals) and then allow the seller to donate their proceeds or whatever amount they choose to ACOP (i.e. “swap cheques”).

To facilitate the processing of donated shares, ACOP will maintain a brokerage account. The ACOP President and Administrator are both authorized to trade shares on behalf of ACOP. A sell order for all donated shares will be submitted on the first business day after the shares are received. Detailed records of all transactions through the brokerage account will be printed and signed by both the President and Administrator.

ACOP is authorized to accept and process donations of publicly traded shares through its brokerage account on behalf of affiliated churches.

12. Charitable Receipts:

Charitable receipts shall comply with Part XXXV of the Regulations to the Income Tax Act of Canada and with Part II of the Canada Revenue Agency (CRA) Interpretation Bulletin CRA IT-110R3 regarding “Gifts and Official Donation Receipts.”

Charitable receipts will only be issued for donations which qualify as “gifts” under the Income Tax Act. For reference, CRA IT-110R3 includes the following:

“The Income Tax Act encourages taxpayers to support the activities of registered charities ...”

“A gift ... is a voluntary transfer of property without valuable consideration. Generally, a gift is made if all three of the conditions listed below are satisfied:

(a) that some property – usually cash – is transferred by a donor to a registered charity;

(b) that the transfer is voluntary; and



(c) that the transfer is made without expectation of return. No benefit of any kind may be provided to the donor or to anyone designated by the donor, except where the benefit is of nominal value ...”

“Generally, any legal obligation on the payer to make a donation would cause the donation to lose its status as a gift.”

“Contributions of services may not be acknowledged by issue of an official receipt. A gift must involve property.”

“The purchase of goods or services from a charity may not be acknowledged by issue of an official receipt for all or any part of a payment for such a purchase.”

“A charity may not issue an official receipt for income tax purposes if the donor has directed the charity to give the funds to a specified person or family. In reality, such a gift is made to the person or family and not to the charity. However, donations subject to a general direction from the donor that the gift be used in a particular program operated by the charity are acceptable, provided that no benefit accrues to the donor, the directed gift does not benefit any person not dealing at arm’s length with the donor, and decisions regarding utilization of the donation within a program rest with the charity.”

“A charity may not issue an official receipt for income tax purposes if the donor has directed the charity to give the funds to a non-qualified donee. Most foreign charities or foreign affiliates of Canadian charities are not qualified donees, and thus, gifts directed to them are not eligible for an official receipt.”

The receipting and accounting for any gifts-in-kind will be addressed on a case-by-case basis as approved by the Board of Trustees (see CRA IT-297 regarding “Gifts in Kind to Charity and Others”).

Receipts will only be issued for donations that have been received prior to or postmarked no later than December 31st.

Receipts will be issued annually unless otherwise requested by the donor.

Electronic receipts can be issued in keeping with CRA regulations.

A complete set of duplicate receipts will be kept on file each year in keeping with CRA regulations.

13. Fundraising:

13.01 Missionaries/Global Workers

All donations to missionaries will be made “to the ministry” of said missionary.

Missionaries will be provided with a list of donors and the amount of their donations each month – and are encouraged to directly thank their supporters.

13.01.01 Excerpt from Global Harvest Policies, page 6

- Section VI Finances, Item II –Fundraising:



- 13.01.01.01 The ACOP Global Harvest Leadership Team will solicit funds from ACOP Churches and membership to meet the challenge of our budgets.
- 13.01.01.02 Global Worker candidates will be authorized and be responsible to raise their approved budgets from ACOP assemblies, other churches and individuals.
- 13.01.01.03 The Global Harvest Leadership Team will work with the home church and Global Worker to develop a fund-raising strategy and raising their approved budgets.
- 13.01.01.04 The home church may assist the Global Worker with raising his / her approved budget. Funds will likely be most easily raised from within the home church, closely related churches (e.g. within the district) and among individuals who the Global Worker has relationship with.
- 13.01.01.05 All fund raising among ACOP assemblies must be approved by the Global Harvest Leadership Team.

13.02 Public Appeals

Public appeals include offerings received at ACOP events and appeals made by mail or electronic means.

At ACOP sponsored events there may be opportunities to receive offerings to help cover the cost of the event, or to raise funds for other authorized projects. When possible, the Constituency will be informed in advance of the need or the opportunity that will be presented.

When a public appeal is made, it will be:

- Done in conformity to scripture.
- Clearly communicated as to what the need or opportunity is.
- Brief and succinct.
- For proportional giving, not equal giving.
- Non-manipulative, non-coercive.
- To encourage listening to and obedience to the Holy Spirit.
- Faith building.

While sacrificial giving may be suggested or encouraged, it will not be demanded.

Those who make the appeal will be informed of this policy and encouraged to prayerfully consider their approach.

14. Gifts from Qualified Donees:

Qualified Donees will be issued a statement at the end of each fiscal year acknowledging their contributions to ACOP.

15. Capital Expenditures and Fixed Assets and Depreciation:



All expenditures, whether capital or not, shall initially be recorded to an appropriate expense account. As part of the annual audit, administration shall move capital items to the balance sheet as appropriate, in consultation with the auditor.

Material capital purchases are those items that are capital in nature (i.e. equipment, buildings, non-consumables, etc.) that have an expected life of two years or more and a cost of \$1,000 or more per item.

Tangible capital assets are measured at cost less accumulated amortization and accumulated impaired losses. Amortization of tangible assets is provided using the declining balance method at the following annual rates:

Building and improvements	4%
Office Equipment, furniture and signage	20%
Computer equipment	30%

16. Annual Budget:

The annual ACOP Global Budget is prepared by the Administrator in consultation with the President, in keeping with current priorities of ACOP and approved by Board of Trustees.

ACOP's budget forecasts shall project conservative incomes and realistic expenditures.

Annual Missions / Global Harvest Budgets are prepared by the Global Harvest Leadership Team. Payments are made based on the income received, we will not allow a project account to go into deficit. As long as a mission project is active, the project account remains perpetual, meaning that outstanding balances are carried forward over year end.

17. Church Planting Transfers:

Church planting funds will be transferred from the Breen Fund as needed, ensuring that the annual disbursement quota set by CRA is met.

18. Credit Card Donations:

Credit card fees are deducted from each credit card donation before the balance is posted to the designated project account. Donors receive a tax receipt for the entire donation amount.

- Credit card transactions will be processed using the most efficient and cost-effective method(s) available

19. Office Administration, Oversight and Management:

Every donation that is received by ACOP will be subject to a 5% Office Administration (OA) charge, to cover ACOP's operational costs. (ie: building and equipment, telephone, IT and website, stationery and office supplies, legal costs, banking charges and auditing costs).



An additional amount will be recouped to cover the cost of monitoring and overseeing Global workers and missions projects. The Monitoring and Oversight (MO) charge will be a minimum of 6% and can be higher on particular projects where more oversight is required. The MO charge will cover a portion of the following:

- 5% towards fund raising, fund disbursement costs, global expertise from Global Harvest Leadership Team, technical expertise from ACOP office staff, communication, risk management, and payroll management for Global Workers.
- 1% of the MO charge will be set aside for Missions Director international travel and expenses.

20. Investments:

Refer to ACOP Investment Policy – APPENDIX 3 of this document

21. Debt:

Borrowing from a financial institution will only be considered for capital expansion.

ACOP BYLAW #7

1. Borrowing Powers

The Trustees of the Corporation may, without authorization of the members,

1. borrow money on the credit of the Corporation;
2. issue, reissue, sell, pledge or hypothecate debt obligations of the Corporation;
3. give a guarantee on behalf, and
4. mortgage, hypothecate, pledge or otherwise create a security interest in all or any property of the Corporation, owned or subsequently acquired, to secure any debt obligation of the Corporation.

22. Expenditures, Requisitions & Authorizations:

All expenditures must be in keeping with the approved budget.

ACOP will seek to make purchases from reliable suppliers, recognizing that although price is important, other elements of value must also be considered, including product or service quality, ability to deliver at required times, customer service, etc.

Good supplier relations are important to both our Christian witness and ongoing business relationships and thus suppliers will be accorded fair and courteous treatment.

To preserve our image and integrity, gifts of greater than token value must not be accepted from suppliers unless such gifts are given as donations to the charity and not to any specific individuals.



Situations where conflicts of interest exist or appear to exist must be avoided. Conflicts of interest should be disclosed to the Administrator.

Individual expenditures under \$5,000 may be approved by the Administrator. Expenditures of \$5,000 and over must be approved by the Administrator and the President.

Where possible and practical, two or more competitive quotes should be obtained for all expenditures in excess of \$5,000 and three or more quotes should be obtained for those in excess of \$10,000.

Payment requisition forms will be attached to all EFTs, invoices and payments, and shall include the following information:

- Date and amount of payment.
- Cheque number and payee information.
- Description of the fund expensed.
- Initial of management team member(s) giving authorization.

23. Payment Methods:

The ACOP office is equipped to make payments by cheque, automatic payment, wire transfers and electronic transfer payments. Payment to vendors will always be made in a timely manner using the most efficient and cost-effective method available.

Payments made by cheque will be made with pre-numbered, personalized business cheques. All voided cheques are retained - they should be clearly marked "VOID" and filed with the monthly bank statements. No cheques may be written payable to "Cash".

24. GST & HST:

GST: As a registered charity, ACOP receives an annual refund of ½ the total GST paid. When recording expenditures, the refundable portion of the GST shall be charged to the GST Receivable account and the non-refundable portion shall be charged to the account that the expenditure relates to.

The Administrator shall ensure that GST is correctly accounted for and that annual GST filings are made with Canada Revenue Agency.

If GST detail is missing but we are reasonably certain that GST applied, an estimate will be made, and appropriate GST will be recorded.

HST: The GST portion of HST is handled as noted above, with the balance of the HST amount charged to the account that the expenditure relates to.

25. Insurance:

The Administrator is responsible to ensure that appropriate insurance coverage in place at all times.

26. Property Tax:

The Administrator is responsible to ensure that property tax exemptions are applied for in a timely way.



27. Personnel:

For payroll, vacation and other financial guidelines pertaining to ACOP employees, please refer to the Executive Staff Policy Manual and the ACOP Personnel Policy Manual.

28. Global Harvest Endowment Fund:

Refer to Global Harvest Endowment Fund Policy.

29. Retention of Documents

ACOP records will be securely kept at the ACOP National office and retained for specified timeframes, according to CRA guidelines.

VII. POLICY on DISTRICTS & REGIONS *(Approved by the Board of Trustees Nov 13, 2017)*

1. Districts

The Trustees, in consultation with the Canadian Leadership Team, shall establish geographic Districts. A Regional Director will be assigned to each District.

In consultation with the members in the District, the Regional Director shall appoint a lead team of no less than three members to assist in giving leadership to the District.

The District Lead Teams will act as ambassadors for the ACOP at the District level and will serve as first responders to a crisis in the District.

The primary responsibility of the District Lead Team will be to provide opportunities for fellowship and the building of relationships among District members and churches, and to develop a prayer and care strategy for the District.

It is recommended that all partner churches in the District support the District at the percentage agreed to at the Biennial Conference.

All funds for Districts will be forwarded to the ACOP National Office, designated for the District account. The funds will be managed by the accounting staff at the National Office and administered at the direction of the District Lead Team.

2. Regions

The Trustees, in consultation with the Canadian Leadership Team, shall establish geographic Regions comprised of several Districts.

NB: Selection process is covered in XI 1. 1.01 Trustee's Policy – Selection Process



VIII. POLICY on MINISTRY DIVISIONS *(Approved by the Membership May 28, 2014)*

In order to assist in the management of the Corporation, Trustees may from time to time create administrative divisions of the Corporation.

IX. TRUSTEES POLICY *(Approved by the Membership May 28, 2014)*

The Trustees are the official governing body of the Apostolic Church of Pentecost of Canada, Incorporated. In keeping with the principles and expressions of the General Conference, the Trustees shall manage and direct the affairs of the Corporation. The President shall be a non-voting member of the Board of Trustees. *(Refer to Trustee Job Description – APPENDIX 4 of this document)*

1. Selection Procedure

1.1 Regional Trustees

The Regional Trustees of the Corporation shall be ordained members who have held credentials with Apostolic Church of Pentecost of Canada, Incorporated for a period of at least five consecutive years prior to nomination.

The ACOP members living in a geographic region may submit nominations for Trustee to their Regional Director. The Regional Directors, along with the President, shall review the nominations and select a qualified individual who is willing to serve in this capacity as the Region's nominee.

The name of the Trustee(s) selected by each Region will be presented to the General Conference for ratification.

In the event that a Trustee selected from a Region chooses to resign prior to the completion of their term, or for any reason ceases to be a member of the Apostolic Church of Pentecost of Canada, Incorporated, they shall also cease to be a Trustee.

1.2 Trustees At Large

The Trustees shall nominate Trustees at Large to be presented to the General Conference for ratification.

The Trustee at Large shall either be a member of Apostolic Church of Pentecost of Canada, Incorporated or have been a member of an affiliated Apostolic Church of Pentecost local church for at least 5 years. (If the member at large is from an affiliated church and is not a member of the Apostolic Church of Pentecost, they shall upon accepting a nomination become a member of Apostolic Church of Pentecost.)

In the event that a Trustee at Large chooses to resign prior to the completion of their term, or for any reason ceases to be a member of the Apostolic Church of Pentecost of Canada, Incorporated, they shall also cease to be a Trustee. In this situation, the remaining members of the Board of Trustees have the authority to appoint another qualified individual to complete the Trustee's term.



1.3 Removal of Trustees

As members of the Apostolic Church of Pentecost of Canada, Incorporated, the Trustees are guided by the Apostolic Church of Pentecost of Canada, Incorporated Code of Conduct and are subject to investigation and discipline as outlined in section VI of this Policy Manual.

x. **DIRECTORS and OFFICERS POLICY** *(Approved by the Board of Trustees September 11, 2019)*

The Officers of the Corporation shall be the President, the Administrator and the Divisional Directors appointed by the Trustees. The Corporation shall have a minimum of three Officers.

1. **The President**

1.1 Qualifications

The President, at the time of nomination, shall be a member in good standing, have ordained credentials with the Apostolic Church of Pentecost of Canada Incorporated, and have been commissioned or ordained for a period of at least the last five consecutive years.

1.2 Responsibilities

To oversee all operations, both nationally and internationally, of the Apostolic Church of Pentecost of Canada, Incorporated. Is guided by the job description established by the Trustees and ratified by the General Conference.

1.3 Election Oversight

The Trustees will act as the Nominating Committee, receiving nominations and will be responsible for selecting and overseeing the voting methods used in the nomination and election of the President. They are to safeguard the ability of the membership to vote, and to ensure the trustworthiness of the process.

1.4 Nomination Procedure and Timeline

In the first week of September one year before the President's term is set to end, the sitting President will inform the Board of Trustees his/her willingness to let their name stand for another term.

In September one year before the President's term is set to end, the membership is to be informed of the upcoming election for the office of President, the willingness of the current President to let their name stand, and a description of the role and responsibilities of the President.

Each voting member will be given a nomination ballot in September one year before the President's term is set to end. Using the ballot, each member may nominate any qualified member of the Apostolic Church of Pentecost of Canada in good standing to fill the office of President. Nominations are to be returned at a date shared with the membership with the ballots set by the Trustees, not less than four (4) weeks after ballots are distributed.

The Trustees, serving as the Nominating Committee, are responsible for presenting a slate of qualified nominees to the membership for election at the upcoming General Conference. The



three people who receive the most nomination ballots will automatically be placed on the ballot; provided they are eligible for the office of President and are willing to let their name stand. Potential nominees are permitted to know their level of support received.

The Trustees may also approve the placement of other nominated and qualified members to the ballot, which shall have at most 5 nominees.

In the years that there is an incumbent President, should the incumbent receive two-thirds of the nominations submitted, the Trustees will inform the membership that the nomination process is concluded. Then the incumbent President's name will be brought for confirmation at the General Conference.

1.5 Election Procedure

In January of the year of the election, the Trustees will inform the membership of the candidates which will be on the ballot for the upcoming election, as well as information on each candidate.

The election will be held at the General Conference. If one candidate does not receive 50% plus 1 of the votes on the first ballot there will be additional rounds of balloting. The nominee who received the lowest number of votes will be dropped from each subsequent ballot. Balloting continues until one candidate receives 50% plus 1 of the ballots cast.

At the General Conference the President-Elect will be commissioned in prayer by the membership.

1.6 Term of Office

A newly elected President shall take office September 1 of the year of election.

The President's term of office shall be four years.

1.7 Removal

As a member of the Apostolic Church of Pentecost of Canada, Incorporated, the President is guided by the Apostolic Church of Pentecost of Canada, Incorporated Code of Conduct and is subject to investigation and discipline as outlined in section VI of this Policy Manual.

In the event the President should for any reason cease to be a member of the Apostolic Church of Pentecost of Canada, Incorporated, they shall also cease to be the President.

1.8 Vacancy in the Office of President

In such an event, the Trustees have the authority to appoint another qualified individual to complete the remainder of the President's term.

1.8.1 Temporary Absence

If the President is for any reason temporarily unable to fulfill the role of President, the Trustees may appoint an acting President during the absence.

1.9 Transition



Upon the completion of an election, when there is a transition from one President to another, the Trustees will work with the sitting President and President-Elect to prepare a smooth transition of responsibility. The Trustees should ensure a reasonable budget is set aside to facilitate meetings, travel and training for this purpose.

2. National Apostolic Team *(Revised by the Board of Trustees November 16, 2015)*

2.1 Purpose

The President will develop an Apostolic Team comprised of Regional Directors, who will assist in the fulfillment of the objectives of the Corporation.

2.2 Qualifications

Members of the Apostolic Team will be mature ministers of the gospel, with proven ministries who are capable of functioning in an apostolic relationship with members and churches of the Apostolic Church of Pentecost of Canada, Incorporated.

The gifts and the skills of the members of the Apostolic Team will complement the gifts and skills of the President. The members of the Apostolic Team must embrace the vision and philosophy of ministry of the Corporation

2.3 Responsibilities

The members of the Apostolic Team will be an extension of the ministry of the President. They will assist the President in implementing the vision, goals and strategies that will enable the Apostolic Church of Pentecost of Canada, Incorporated to fulfill its vision and accomplish its mission.

2.04 Term of Office

The Apostolic Team shall serve at the favor of the President and the Trustees. No specific term is assigned, however members of the Apostolic Team will tender their resignations when a new President comes into office.

In the event that a member of the Apostolic Team should for any reason cease to be a member of the Apostolic Church of Pentecost of Canada, Incorporated, they shall also cease to be a member of the Apostolic Team.

2.5 Process

The President will nominate members of the Apostolic Team for ratification by the Trustees.

2.6 Removal

As members of the Apostolic Church of Pentecost of Canada, Incorporated, Apostolic Team members are guided by the ACOP Code of Conduct and are subject to investigation and discipline as outlined in this Policy Manual.



3. Canadian Leadership Team

3.1 Qualifications:

The Canadian Leadership Team will be comprised of the President, the Administrator, the Regional Directors and the Director of Global Harvest Missions, the ACOP Church Planting Catalyst, and the Director of United Youth Outreach.

3.2 Responsibilities:

To oversee the area of Apostolic Church of Pentecost of Canada Incorporated operations assigned to them by the President.

Guided by the job descriptions established by the President in consultation with the Trustees.

3.3 Selection Procedure:

Selection of the Regional Directors is covered XI 1.01 of this policy. The other members of this team will be nominated by the President for ratification by the Trustees.

3.4 Term of Office:

The Canadian Leadership Team members shall serve at the favor of the President and the Trustees. No specific term is assigned.

In the event that a team member should for any reason cease to be a member of the Apostolic Church of Pentecost of Canada, Incorporated, they shall also cease to be a part of the Canadian Leadership Team.

3.5 Removal:

As members of the Apostolic Church of Pentecost of Canada, Incorporated, the Canadian Leadership Team are guided by the ACOP Code of Conduct and are subject to investigation and discipline as outlined in the Policy Manual.

XI. POLICY on LOCAL CHURCHES

(Approved by the Board of Trustees, Nov. 13, 2017)

The Apostolic Church of Pentecost of Canada believes in both the autonomy of the Local Church and the strength of partnership.

Local churches are considered Partner Churches of ACOP if:

- they have entered into a formal Partnership Agreement (formerly called an Affiliation Agreement)

or

- their lead pastor is a credentialed member of ACOP and they are in agreement with the beliefs, vision, missions and values of ACOP.

ACOP national and regional leaders are available to collaborate with all Partner Churches, through consultation, coaching, revitalization, leadership development, training, and pastoral transitions. The



ACOP office staff are available to advise churches regarding administration, regulatory and charitable matters.

ACOP only becomes directly involved in local church matters when the lead pastor or the official governing board (i.e. Elders, Deacons or Directors) extends an invitation.

Partner churches are asked to support the ACOP General Operations Budget by contributing 3% of their general income to ACOP. Partner churches are also encouraged to support ACOP missionaries and other approved projects.

Churches with a formal Partnership Agreement are invited to send a voting delegate to biennial conferences.

Local churches may be planted as branches of the Corporation anywhere in Canada. Church plants are encouraged to become autonomous by incorporation and by becoming registered charities as soon as is feasible.

XII. POLICY on OTHER MINISTRIES

(Approved by the Membership May 28, 2014)

Autonomous bible schools, institutions, colleges, camps and like ministries may partner with the Apostolic Church of Pentecost of Canada, Incorporated. Those desiring partnership should contact the general office of the Corporation to initiate a Partnership Agreement.

XIII. PRIVACY POLICY

(Approved by the Board of Trustees, June 16, 2016)

Introduction:

THE APOSTOLIC CHURCH OF PENTECOST OF CANADA INCORPORATED (ACOP) respects the privacy of our employees, members, contacts and donors. In voluntary compliance with the Personal Information Protection and Electronic Documents Act (PIPEDA), we have created this Policy to delineate the procedures regarding the proper collection, retention, access and distribution of personal information. It is intended to reflect ACOP's commitment to the highest standards in protecting the confidentiality of all personal information entrusted to us.

All officers, directors, employees and volunteers of ACOP are required to comply with the principles of this Policy and will be given access to personal information only as required to perform their duties in providing services for ACOP.

This Policy outlines the following corporate principles regarding privacy:

- Accountability
- Identifying Purposes
- Consent
- Limited Collection
- Limiting use, disclosure, and retention
- Accuracy
- Safeguards



- Openness
- Individual Access
- Challenging Compliance

Principle 1 - Accountability:

- 1.01 ACOP takes responsibility for all personal information that we collect, use or distribute, and any personal information under our control.
- 1.02 ACOP has appointed the Administrator as the Personal Information Compliance Officer to give oversight to this Policy. All inquiries, requests or concerns related to privacy matters will be channeled through the Compliance Officer.
- 1.03 This Policy will be reviewed and updated regularly to ensure continued compliance with the legal requirements of PIPEDA and any other applicable legislation.

Principle 2 – Identifying Purposes:

- 2.01 ACOP commits to ensuring that the purposes for which personal information is collected, used, disclosed or retained shall within this Policy’s principles and be appropriate to each specific circumstance.
- 2.02 Personal information will be collected from employees, members, contacts and donors only as is necessary to fulfill the purposes of ACOP and provide the services of ACOP.

Principle 3 – Consent:

- 3.01 Reasonable consent will be obtained from employees, members, donors and contacts for the collection, use, disclosure or retention of personal information, except in situations where we are authorized to do so without consent. Examples of such situations include:
 - When the collection, use, disclosure or retention of personal information is permitted or required by law.
 - When an emergency threatens personal security or well-being.
 - When the personal information is readily available from a public source.
 - When legal advice from a lawyer is required.
 - In the investigation of wrongdoing, breach of agreement, or illegal activity.
- 3.02 Consent is implied where individuals voluntarily provide personal information to access the products and services of ACOP.
- 3.03 Consent is also implied where employees, members, donors and contacts are given opportunity to opt out of having their personal information used for certain purposes and they do not opt out.

Principle 4 – Limiting Collection:



- 4.01 The collection of personal information will be limited to that which is necessary to fulfill the identified purposes.
- 4.02 ACOP will ensure that personal information is collected only by fair and lawful means without misleading individuals as to the reason.

Principle 5 – Limiting Use, Disclosure, and Retention:

- 5.01 ACOP will not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
- 5.02 ACOP will only retain personal information as long as it is needed for the purpose it was collected or received. Personal information records will be reviewed regularly to assess the ongoing relevance and necessity of retention.
- 5.03 When the purpose is no longer relevant, or as permitted by law, all personal information shall be deleted, erased, destroyed, or made anonymous in a secure manner.

Principle 6 – Accuracy:

- 6.01 ACOP will take reasonable measures to ensure that personal information is accurate, complete, and up to date.
- 6.02 ACOP will update personal information as necessary to fulfill the purpose for which it is collected, or when individuals notify us of a change or correction.

Principle 7 – Safeguards:

- 7.01 ACOP will ensure that security safeguards are in place to protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use or modification.
- 7.02 Physical security safeguards will include locked storage rooms, locking filing cabinets, and restricted access to offices. Organizational security measures will include security clearances and policies governing access to information. Technological security measures such as the use of passwords and encryption.
- 7.03 A copy of this Policy shall be included in the ACOP Personnel Policy Manual. Employees and volunteers shall receive training on the importance of keeping personal information secure and confidential.

Principle 8 – Openness:

- 8.01 ACOP will make our Privacy Policy and procedures readily available to any interested parties.
- 8.02 Questions or concerns regarding ACOP's Privacy Policy and procedures should be submitted in writing to the Compliance Officer.

Principle 9 – Individual Access:



- 9.01 Employees, members, donors and contacts have the right to access their personal information upon request. Such request must be made in writing and include sufficient detail to identify the personal information being sought. All requests should be forwarded to the attention of the Compliance Officer. A reasonable fee may be charged for providing access to personal information.
- 9.02 There are limited exceptions where access to personal information may be denied, including but not limited to:
- Situations where an individual's safety or well-being may be compromised.
 - Information that was provided confidentially, such as personal references.
 - Situations which may jeopardize the security or reveal the personal information of another individual.
 - Situations involving sensitive medical information.
 - Situations involving attorney/client privilege.
 - Situations where legal counsel is received to deny access.

Principle 10 – Challenging Compliance:

- 10.01 All complaints or inquiries about the ACOP Privacy Policy shall be investigated. Complaints regarding the use of personal information must be submitted in writing to the Compliance Officer.
- 10.02 Written complaints will be reviewed fairly and impartially, and the outcome of the investigation will be promptly communicated.
- 10.03 If a complaint is found to be justified, ACOP will take appropriate measures, including, as necessary, amending our policies and procedures.
- 10.04 Contact information for the Compliance Officer is as follows:

Administrator / Compliance Officer
Apostolic Church of Pentecost of Canada, Incorporated
#119 – 2340 Pegasus Way NE
Calgary, Alberta T2E 8M5



Appendices



Appendix 1

LETTERS PATENT

By the Honourable Rodolphe Monty, Secretary of State of Canada

To all whom these presents shall come, or whom the same may in anywise concern, Greetings:

WHEREAS, IN AND BY The Companies Act as amended by The Companies Act Amendment Act of 1917, it is amongst other things, in effect enacted, that the Secretary of State of Canada may, by Letters Patent, under his Seal of Office, grant a Charter to any number of persons, not less than five, who having complied with the requirements of the Act, apply therefore, constituting such persons and others who thereafter become members in the Corporation thereby created, a Body Corporate and Political for any of the purposes or objects to which the Legislative Authority of the Parliament of Canada extends, except the construction and working of Railways or of Telegraph or Telephone lines, or the business of Banking and the issue of paper money, or the business of Insurance or the business of a Loan Company or of a Trust Company, upon the applicants therefore establishing to the satisfaction of the Secretary of State of Canada, due compliance with the several conditions and term in and by the said Act set forth and thereby made conditions precedent to the granting of such Charter.

AND WHEREAS, FRANK SMALL and HENRY CHARLES SWEET, minister; WILLIAM EMMANUEL BOOTH-CLIBBORN AND ALBERT WELCOME BOOKER, Evangelists; URIAS S. STROME, Manager; WILLIAM ARTHUR MORDEN, Agent; JAMES CALLUM of Manitoba; HOWARD ARCHIBALD GOSS, of the City of Toronto, in the Province of Ontario, Minister; ANDREW DAVID URSHAN, of the City of Montreal, in the Province of Quebec, Evangelist; CLARENCE LANCELOT CROSS, of Lansdowne, in the said Province of Ontario, Evangelist and WILLIAM PHILIPS, of the City of Dauphin, in the said Province of Manitoba, Evangelist,--have made application for a Charter under the said Act, constituting them and such others as may become members in the Corporation thereby created, a Body Corporate and Politic, under the name of "**APOSTOLIC CHURCH OF PENTECOST**" for the purposes hereinafter mentioned, and have satisfactorily established the sufficiency of all proceedings required by the said Act to be taken, and the truth and sufficiency of all facts required to be established previous to the granting of such Letters Patent, and have filed in the Department of the Secretary of State a duplicate of the Memorandum of Agreement executed by the said applicants in conformity with the provisions of the said Act.

NOW KNOW YE THAT I, the said Rodolphe Monty, Secretary of State of Canada, under the authority of the hereinbefore in part recited Act, do by these Letters Patent, constitute the said Frank Small, Henry Charles Sweet, William Emmanuel Booth-Clibborn, Albert Welcome Booker, Urias S. Strome, William Arthur Morden, James Callum Anderson, Henry Cyrus Morrison, Howard Archibald Goss, Andrew David Urshan, Clarence Lancelot Cross, and William Philips, and all others who may become members in the said Corporation, a Body Corporate and Politic without share capital, by the name of "**APOSTOLIC CHURCH OF PENTECOST**" with all the rights and powers given by the said Act and for the following purposes and objects, namely:--

- (a) To establish and carry on a church for the worship of God to be known as "Apostolic Church of Pentecost" and for this purpose to develop the work of such Church in all its branches in Canada;



- (b) For such purposes to buy, acquire, hold, sell or lease real estate or personal property, and to build upon, improve or otherwise develop real property;
- (c) To sell or otherwise dispose of the property of the Corporation, or any part thereof, as the Corporation may think fit;
- (d) To carry on home and foreign missionary work for the spread of the Gospel of Jesus Christ;
- (e) To engage in philanthropic work of any kind;
- (f) To print, publish, distribute and sell and buy Christian literature, periodicals, pamphlets, booklets, books and other writings for the furtherance of the work of the Corporation;
- (g) To solicit, collect and accept moneys or funds, or other subscriptions of money or goods for carrying on the work of the Corporation and any other Christian or benevolent purpose.

The operations of the Corporation to be carried on throughout the Dominion of Canada and elsewhere. The chief office of the said Corporation is situated at the City of Winnipeg in the Province of Manitoba. That the said Frank Small, William Emmanuel Booth-Clibborn, Henry Charles Sweet, Andrew David Urshan, Howard Archibald Goss, Clarence Lancelot Cross, and William Philips, are to be the first or provisional directors of the said Corporation.

It is hereby ordained and declared that the business of the said Corporation shall be carried on without the purposes of gain for its members and that any profits or other accretions to the Corporation shall be used in promoting its objects.

PROVIDED ALWAYS that nothing in these Presents expressed or contained shall be taken to authorize the construction and working of Railways or of Telegraph or Telephone lines, or the business of Banking, and the issue of paper money or the business of Insurance, or the business of a Loan Company or of a Trust Company by the said Corporation.

Given under my hand and Seal of Office, at Ottawa, this Twenty-fifth day of October, 1921.

P. Pelletier
Acting Under-Secretary of State



Appendix 2

APOSTOLIC CHURCH OF PENTECOST OF CANADA, INCORPORATED

Preamble to Original Articles of Faith

In the year of 1907, the spiritual renewal known as the Bible-prophesied “Latter Rain” was experienced in Canada. From that first and other related supernatural experiences through the following years of 1908 to 1918, progressive Bible illuminations upon that phenomenon in faith and experience were realized. This was positively accepted to be the fulfillment of the prophecies received by Bible prophets and promised by Jesus our Lord.

During this time of the unique outpouring of the Holy Spirit, an unorganized movement was increasing in numbers and in cohesive witness.

In the month of June 1919, a number of Canadian leaders in this growing movement decided to organize under a Dominion charter, which was realized and achieved in that year.

This movement continued in its initial form for a short time and then became a District Council answerable to a United States-based body with headquarters in the State of Missouri.

A number of the Canadian Officers objected to the demands of the foreign-based organization and felt their convictions on revealed truth in the Holy Scriptures and their spiritual experiences were being compromised.

Therefore, in the year 1921, these leaders reorganized under a Dominion charter in the name of “Apostolic Church of Pentecost” with its headquarters in Winnipeg, Manitoba.

Ministers and churches came into this affiliation from most provinces in Canada.

In the year 1944, the general office of the organization was located in Saskatoon, Saskatchewan, to accommodate a broadening ministry of the “Apostolic Church of Pentecost of Canada, Incorporated.”

In the year 1953, a merger of ministers and churches of the “Evangelical Churches of Pentecost” with the “Apostolic Church of Pentecost of Canada, Incorporated” was realized. The merger was agreed upon and recognized under the charter and name of the “Apostolic Church of Pentecost of Canada, Incorporated.” The merger also provided that the Eston College in Eston, Saskatchewan would be the official training center of the Apostolic Church of Pentecost of Canada, Incorporated.

Agreed upon in this merger of ministers and churches were broader interpretations of Bible doctrine, church structure, and general ministry. The merger identity cultures “fellowship” more than “organization.”

Therefore, the intent of the “Apostolic Church of Pentecost of Canada, Incorporated” remains that the Word of God and the direction of the Holy Spirit have absolute precedence over organization and institution so that the revelation of the Holy Scriptures and the illumination of the Holy Spirit should never be subservient to human precepts, directives and structure.



Further, while the “Apostolic Church of Pentecost of Canada, Incorporated” holds a Statement of Faith which it deems to be as concise an expression of orthodox evangelical Christian doctrine and as accurate a definition of the Full Gospel - Apostolic distinctives as can be verbalized, nevertheless the “Apostolic Church of Pentecost of Canada, Incorporated” holds the position that illumination upon divine truth and experience is progressive.

Therefore, the “Apostolic Church of Pentecost of Canada, Incorporated”, holding a Statement of Faith which is in itself the product of progressive illumination, will remain open to the direction of the Holy Spirit in the future.

However, the “Apostolic Church of Pentecost of Canada, Incorporated” will carefully evaluate any and all emphasis of doctrinal innovation upon the criteria set forth in the Word of God and in keeping with our heritage, history and Statement of Faith.

The “Apostolic Church of Pentecost of Canada, Incorporated”, therefore, affirms its belief in the maturing and progressive element of the Holy Spirit’s influence and recognizes the same to supersede all man-conceived mechanics, methods and techniques.



Appendix 3

APOSTOLIC CHURCH OF PENTECOST OF CANADA, INCORPORATED

Investment Policy

November 2017

General

- Investments may only be made in accordance with this policy and all transactions must be properly documented and accurately accounted for.
- All cash not required to fund current operating needs over the upcoming 8 weeks will be invested in accordance with either the Short-Term Operating Portfolio or the Long-Term Investment Portfolio provisions so as to minimize the cost of idle cash balances and to ensure that we are good stewards of the resources entrusted to us (Matthew 25:27).
- For the Short-Term Operating Portfolio, capital preservation and liquidity are important.
- For the Long-Term Investment Portfolio, long-term (i.e. 10 to 20 or more years) capital preservation with appropriate annual levels of liquidity of the investment holdings is important to our investment focus. In addition, we need to preserve the long-term purchasing power of endowed investments over time while providing income from such endowments to contribute towards the achievement of Our Purpose and Our Mission.
- Foreign currency denominated securities may be hedged in Canadian dollars if deemed appropriate at any given time. We will not directly engage in uncovered (“naked”) currency hedges.
- Individual investment holdings will be adequately diversified in order to reduce the risk of material loss.
- Management of the **Short-Term Operating Portfolio** may be carried out by ACOP directly or through the use of independent professional managers.
- Management of the **Long-Term Investment Portfolio** will be carried out by independent professional investment managers. While a single investment management firm may be used, it will likely be more appropriate to use two firms to gain increased diversification in advice, investment approach and investments. The use of three or more investment management firms is not appropriate given the current size of our investment portfolio. If two investment management firms are used, ACOP Leaders will work with both of them to determine how best to split and manage the overall portfolio to play to each of their strengths, rather than just duplicating mandates.
- The investment management strategy, target asset mix, investment return expectations and investment managers, or changes thereto require the prior approval of the ACOP Board of Trustees.

**Short-Term Operating Portfolio**

- Funds invested in the Short-Term Operating Portfolio will consist of those funds not required to meet current operating needs over the upcoming 8 weeks but which likely would be required within 12 months. Any funds that are not likely to be required with 12 months will be invested in accordance with the Long-Term Investment Portfolio guidelines.
- The allowable investments, typical portfolio allocation range (asset mix), maximum portfolio allocations and investment restrictions for the Short-Term Operating Portfolio are as follows:

Short-Term Operating Portfolio Allowable Investments	Typical Portfolio Allocation Range	Maximum Portfolio Allocation	Notes and/or Restrictions
Cash (includes interest-bearing savings accounts, etc.)	0% - 5%	100%	<ul style="list-style-type: none"> • Ensure all funds are CDIC insured
GICs (includes Term Deposits and other similar investment vehicles)	0% - 100%	100%	<ul style="list-style-type: none"> • May be with banks, trust companies or other investment firms provided they are CDIC insured • Split between multiple issuers as needed to ensure all funds are CDIC insured • Pick duration and stage maturities to provide liquidity at appropriate times
Money Market Funds	0% - 50%	100%	<ul style="list-style-type: none"> • Ensure well-diversified and professionally managed • Notes 1 & 2
Treasury Bills (includes coupons and/or similar short-term investment vehicles that are guaranteed by Canadian Federal or Provincial governments)	0% - 50%	100%	<ul style="list-style-type: none"> • There is no limit on investments that are issued and/or guaranteed by the Federal Government of Canada • Note 2
Short-Term Bonds	0%	25%	<ul style="list-style-type: none"> • No individual security, other than those issued and/or guaranteed by the Federal Government of Canada, shall exceed 10% of the market value of the total Short-Term Operating Portfolio • Notes 1 & 2

Notes:

1. For these asset classes, pooled funds and/or limited partnerships will generally be used for effectiveness and to obtain appropriate diversification of securities
2. The combined securities (commercial paper, treasury bills, bonds, etc.) for any single issuer/entity other than the Federal Government of Canada, shall not exceed 20% of the market value of the total Short-Term Operating Portfolio



Long-Term Investment Portfolio

- The Long-Term Investment Portfolio will include endowment funds as well as any other funds not required within the upcoming 12 months.
- Endowment funds are intended to be held in perpetuity with the resulting investment income used for the purpose identified when any given endowment fund was established. Endowment funds may originate through designated donations to pre-approved funds/projects and/or through transfers from other funds at the discretion of the Board of Trustees.
- With respect to endowment funds, unless otherwise approved by the Board of Trustees, and once any overall ACOP disbursement quotas required by the Canadian Revenue Agency have been satisfied, typically annual withdrawals will be limited to an amount less than or equal to accumulated earnings with the contributed capital amount being retained and invested. Earnings not required for withdrawal in any year shall remain invested and be available for future withdrawal when needed, or be available to offset any investment losses, unless such earnings are added to the capital amount as recommended by the Administrator or President and approved by the ACOP Board of Trustees. As part of our annual budgeting process, the expected withdrawals for the upcoming year will be estimated and communicated to our investment managers.
- Endowment funds shall be managed by our investment managers with a long-term investment perspective (while providing adequate liquidity for any projected withdrawal requirements). The endowment portion of the Long-Term Investment Portfolio is to be managed in a manner that maximizes return without jeopardizing its principal goal of preserving the capital needed to provide a continued stream of income over the longer term.
- We understand that there will be a degree of short-term volatility in order to achieve our long-term objectives regarding endowment capital and earnings. However, such higher levels of risk are acceptable only if the quality of investments made is high.
- Should only one investment management firm be in use, such investment manager shall manage the asset mix over time, adjusting it as appropriate for changing investment market conditions. Any major changes to asset mix require ACOP's prior concurrence.
- Should two investment management firms be in use, both investment management firms shall be asked to provide ACOP with ongoing advice as to the appropriate overall asset mix. ACOP shall adjust the overall target asset mix as ACOP deems appropriate after having given consideration to such professional advice. When and as appropriate, ACOP shall adjust the mandates for the investment managers as required to reflect the overall target asset mix.
- As market conditions change, investment managers are also welcome to provide ACOP with advice at any time should they think it prudent for us to consider changes to this policy document.
- In this document, all references to "Portfolio" mean the total portfolio and not just the portion managed by any given investment management firm.



- Portions of the portfolio, not to exceed 50% of the total market value of the Long-Term Investment Portfolio, may be invested in illiquid assets (e.g. Real Estate, etc.).
- The allowable investments, typical portfolio allocation range (asset mix), maximum portfolio allocations and investment restrictions for the Long-Term Investment Portfolio are as follows:

Long-Term Investment Portfolio Allowable Investments	Typical Portfolio Allocation Range	Maximum Portfolio Allocation	Notes and/or Restrictions
Cash	0% - 2%	100%	• Portions >5% of total Long-Term Investment Portfolio to be CDIC insured or ACOP Board of Trustee approved
GICs, Money Market Funds, Treasury Bills	0%	100%	• Same as for Short-Term Operating Portfolio
Bonds	15% - 30%	40%	• Notes 1, 2 & 3
Foreign Bonds	3% - 5%	10%	• Notes 1, 2 & 3
Preferred Shares	0%	15%	• Notes 1, 2 & 3
High Yield Bonds	3% - 7%	15%	• Notes 1, 2 & 3
Mortgages	10% - 15%	25%	• Notes 1, 2 & 3
Real Estate	10% - 20%	25%	• Notes 1 & 4
Alternative Strategies	3% - 7%	15%	• Notes 1, 2, 3 & 5
Canadian Equities	10% - 25%	35%	• Notes 1, 2 & 3
Foreign Equities	10% - 25%	35%	• Notes 1, 2 & 3

Notes:

1. For these asset classes, pooled funds and/or limited partnerships will generally be used for effectiveness and to obtain appropriate diversification of securities
2. The combined securities (bonds, equities, options, etc.) for any single issuer/entity other than the federal government of Canada, shall not exceed 10% of the market value of the total Long-Term Investment Portfolio
3. For these asset classes, no individual security or individual mortgage shall exceed 5% of the market value of the total Long-Term Investment Portfolio
4. For the Real Estate asset class, no individual investment asset shall exceed 5% of the market value of the total Long-Term Investment Portfolio (this restriction is measured at the specific asset/property level and not at the pool level, for example, a real estate pool that owned four properties would be treated as four assets and the investment in no single property may exceed the 5% cap)
5. Alternative Strategies includes hedge funds, limited partnerships and direct investments in Private Equity, Private Debt, Farmland, Precious Metals and other investment strategies.

- The Long-Term Investment Portfolio will be managed with the objective of obtaining investment returns, net of all fees, that meet or exceed market performance for a comparable Benchmark Portfolio over multiple periods.



Undesirable Investments

- We highly value all people and are focused on helping rather than hurting people. Some things are frequently abused in our society causing considerable harm to people, and/or violate scriptural principles. While we respect and deeply care for people who hold views that differ from ours, we need to live out our beliefs. Further, the members and churches in our fellowship are actively helping people to recover and gain freedom from things that we do not want to intentionally provide funding for. As such, with respect to both the Short-Term Operating Portfolio and the Long-Term Investment Portfolio, we will not directly invest in securities or assets of any entity engaged primarily in the production and/or distribution of:
 - Alcohol or other impairment-causing non-prescription drugs, whether legal or illegal;
 - Tobacco or other addictive products for which there is convincing medical evidence that the product destroys health;
 - Pornography;
 - Gaming/gambling services or products;
 - Information or services which encourage or assist people in violating scriptural principles (e.g. websites which encourage adultery, etc.); and/or
 - Services or products intended to prematurely terminate human life, whether legal or illegal (e.g. abortion clinics, assisted suicide, euthanasia, etc.).

- We acknowledge that it is difficult to totally avoid indirect investments in the above noted undesirable investment areas. For example, where pooled investment vehicles are used, we are not able to control the specific investments within the pool. As such, while we are not willing to directly invest in these undesirable investment areas, and while in a perfect world we would prefer to have zero indirect investment as well, we understand that a degree of indirect investment may not practically be avoidable.

- For further clarity, here are two examples of how we would address some potential situations:
 - We will continue to invest in government securities even though many governments sadly derive considerable revenues through gambling. However, we would not directly invest in securities issued by government-owned lottery corporations.
 - We would invest in a real estate property that rented facilities to a variety of stores including one or more stores that sold pornographic magazines. However, we would not invest in a real estate property where the sole tenant produced pornography.

- Given that it may be difficult for our investment managers to know which investments we would or would not consider undesirable, and given that judgement is required to determine whether an indirect undesirable investment is tolerable or not, our Administrator will review our portfolio at least annually to determine if we are uncomfortable with the undesirability of any of our investments. Should it be determined by our Administrator, working with our President and/or Board of Trustees as appropriate, that we find an investment undesirable and intolerable, our investment managers will be notified to divest of such investment as quickly as is practical and always within a year or less.

Practice

Short-Term Operating Portfolio Management

- The Short-Term Operating Portfolio will be managed by ACOP staff under the direction of the President.



- Authorization to make approved investment transactions is limited to the approved signing officers as covered by the resolution of Directors.

Long-Term Investment Portfolio Management

The services of one or two professional investment management firms on a fee (not commission) basis will be retained to manage the Long-Term Investment Portfolio. The investment managers will be responsible for the following:

- a) Presenting, on a six-month basis, the results of the investment strategy to date together with thoughts and advice going forward;
- b) Selecting and investing in appropriate securities within each asset class, and as appropriate periodically providing advice for rebalancing the asset mix in accordance with the guidelines contained herein;
- c) Providing appropriate performance reports, including relevant rate of return calculations for the investments they are managing, within four weeks of the end of each calendar quarter.

Approved by the ACOP Board of Trustees
November 13, 2017



Appendix 4

APOSTOLIC CHURCH OF PENTECOST OF CANADA, INCORPORATED

Trustee Job Description

General Information

- Trustees are the official governing body of the ACOP and oversee and direct the affairs of the Corporation.
- Trustees are elected to 4-year terms and may serve more than one term.
- Trustees are elected by the ACOP Membership at General Conference
- Trustees are accountable to the membership and the President.
- ACOP Trustees function as a policy governance board, and not as a management board.
- Trustees for ACOP Canada are also officers of the ACOP USA.

Values / Qualifications

- Trustees must be a man or woman over 18 years old.
- There are two types of Trustees
 - Regional Trustees – ordained members who have held credentials for five prior years prior to nomination. We have one Regional Trustee for each of the regions in Canada.
 - Trustee at Large – either a member of ACOP, or a member of an ACOP Partner church for at least 5 years.
- Trustees must agree with the statement of faith for ACOP and live by the Code of Conduct.
- Trustees must attend an ACOP partner church / disciple making community.
- Trustees will cultivate a sense of group responsibility, acknowledging that the board can only act as a whole.
- Trustees will collaborate with the President on key issues, while respecting board and staff roles.
- Trustees are expected to demonstrate a vibrant Christian life (humility, servant leadership, integrity, teamwork and prayerfulness).
- Trustees should exhibit character consistent with Christian leadership (Exemplified in Titus 1:5-9, 1 Timothy 3:1-7, Galatians 5:22, James 3:13-17).

Responsibilities

- Attend and actively participate in meetings. At this time, annually there are scheduled two face to face meetings that require travel, and two SKYPE meetings. Other meetings may be scheduled as required.
- Prepare for all meetings in advance by praying for proceedings and reading agenda with supporting documents.
- Notify the president immediately if you are unable to attend a meeting.
- Provide insight, ask questions, and offer advice on key issues.



- Oversee, evaluate, support and encourage the President.
- Ensure the ACOP is operating in a God honouring way, and in compliance with applicable laws and government regulations.
- Maintain confidentiality.
- Serve on committees, as requested.
- Pray for the President, staff and ministry of the ACOP regularly.

Duty of Care

- Duty of Honesty: always act in honesty and good faith
- Duty of Loyalty: avoid conflicts of interest and declare any potential conflicts of interest.
- Duty of Care: act prudently and be aware of what ACOP is doing
- Duty of Diligence: make every effort to understand information provided to the Trustees and to find information that the Trustees need but do not have.

In addition to this job description, Trustees should familiarize themselves with ACOP Articles of Continuance, Bylaws and Policies. Section X – Trustees of the ACOP Policy manual spells out Trustee election and selection procedures.

How Authority Is Passed through ACOP



*Approved by the ACOP Board of Trustees
January 22, 2019*