ADMINISTRATIVE MANUAL

Ohio District Council, Inc. of the Assemblies of God
An Ohio Non-Profit Corporation
d/b/a

Adopted by the Ohio Ministry Network Presbytery
September 15, 2009; Revised October, 2011

OHIO MINISTRY NETWORK

ADMINISTRATIVE MANUAL

The Ohio Ministry Network Presbytery is empowered to develop and maintain a document identified as the Administrative Manual. This document sets forth guiding policies for the Network's leadership personnel, departments, churches, ministers and ministries, as well as the church composition for each of the 13 areas.

The Network Presbytery administers the Administrative Manual through the executive officers. The Network Presbytery is authorized to establish departments and ministries to facilitate the mission of the Network's ministers and churches. These departments and ministries are delineated in the Administrative Manual and operate within the parameters and guidelines of the Ohio Ministry Network's Constitution and Bylaws, Administrative Manual and other policy documents as designated by the Network Presbytery.

The Administrative Manual is available on the Ohio Ministry Network's website, and in printed form by request to churches and credentialed ministers. This manual supplements the Ohio Ministry Network Constitution and Bylaws.

TABLE OF CONTENTS

MISSION, VALUES and INITIATIVES 2

POLICIES RELATED TO:
Executive Officers 3
Finance Committee 4
Departments 4
Ministries 7
Churches 8
Ministers 9
Area Composition.....10

MISSION, VALUES and INITIATIVES

Recognizing the synergistic mandates of the Great Commandment (love God first and then our neighbors as ourselves, Matthew's Gospel, chapter 22:36-40) and the Great Commission (make disciples everywhere, Matthew's Gospel, chapter 28:16-20), the Ohio Ministry Network of ministers and ministry leaders seeks to develop and resource fellow Spirit-filled leaders across Ohio so we can all be part of heaven's plan to see the life-giving Church of Jesus Christ strengthened and multiplied.

Partnering with the Assemblies of God nationally and internationally, as well as the greater Body of Christ in Ohio, it is our collective desire to accomplish these goals as expressed in the following Mission, Values, and Initiatives:

OUR MISSION

The Mission of the Ohio Ministry Network is building up one another.

OUR VALUES

- Relationships
- Integrity
- Excellence
- Servanthood leadership
- Cultural Relevance

OUR INITIATIVES

- To resource pastors, ministers, and church leaders for effective ministry.
- To relationally network ministry leaders for encouragement and development.
- To credential those who we recognize have the call of God to full-time ministry.
- To be strategically intentional about the scheduling of network events.
- To sponsor leadership forums and ministry events for ministers and churches pertaining to health and development.

EXECUTIVE OFFICERS

Counseling Referrals (NP, 08.09.01)

Emerge Ministries, Akron, Ohio, is designated as the counseling center to which ministers should be referred, with the management of Emerge Ministries designating a counselor to be consulted.

Discretionary Fund (NP, 02.05.03)

The Finance Committee will create a budget line-item of $10,000 as discretionary funds, with authority for disbursement by the executive officers up to an amount, over which requests would go to the Network Presbytery.

Finance Officer Responsibilities (from Bylaws, 05.12.09)

The finance officer shall be responsible for supervising the day-to-day operation of the office, which will include:

1. Employing necessary office personnel (subject to the final approval of the Network superintendent).
2. Maintaining the office physical facility.
3. Supervising the bookkeeping functions.
4. Handling routine office correspondence.
5. Purchasing and negotiating contracts (equipment and supplies).
6. Performing other office duties as assigned by the Network Executive Officers.

Former Executive Officer Expenses (NP, 10.07.03)

The meals, registration, travel and housing expenses to network events will be covered by the general fund for former executive officers and their spouses, at the discretion of the presiding superintendent.

Honorary General Presbyter and Spouse Expenses (NP, 10.07.03/06.08.04)

Meals, registration, travel and housing for Honorary General Presbyters and their spouses to General Presbytery and General Council meetings will be covered by the general fund.

Payment for Counseling for Ministers (06.04.02)

The executive officers will arrange appropriate payments to Emerge Ministries, Akron, Ohio, for persons referred to Emerge Ministries by the district. Payments are to be made at the discretion of the executive officers.

Property Matters (NP, 02.17.98/02.09.99/02.08.00)

The executive officers are authorized to act in the name of and on behalf of the Network Presbytery in all routine corporate matters and in property matters in amounts up to $25,000, and in the refinancing of existing church mortgages with the authority to add up to an additional $25,000 to refinancing.

Superintendent's Missions Travel (NP, 02.08.00)

An amount of $5,000 is to be designated annually out of the general fund budget for missions travel for the network superintendent.

FINANCE COMMITTEE

Finance Committee Authority (NP, 02.08.00/02.13.01)

The Finance Committee is authorized to act in the name of and on behalf of the Executive Presbytery and the Network Presbytery in financial and property matters.

DEPARTMENTS

Departments Established (from Bylaws, 05.12.09)

The departments of the Ohio Ministry Network are:

1. Archives
2. Church Development
3. Church Multiplication Network
4. Education
5. Finance
6. Media
7. Men's Ministries (with auxiliaries such as Royal Rangers)
8. Missions
9. Stewardship
10. Student Ministries (youth, children, Royal Rangers, Mpact Girls, Young Adults)
11. Women's Ministries (with auxiliaries such as Ohio Girls' Ministries)
12. Worship

Department Leadership (from Bylaws, 05.12.09)

1. Qualifications and Duties of Directors

Department directors shall be persons of ability and mature experience, whose lives are above reproach. They shall be the director of a department of the network, and operate under the provisions of the Network Presbytery.

2. Selection of Departmental Directors
   a. A departmental director shall be selected by the Network Presbytery.
   b. The term of office for each departmental director shall be two years.
   c. No person other than an executive officer shall serve concurrently as a departmental director and as a member of the Network Presbytery.

3. Selection of other Departmental Staff and Auxiliary Directors
   a. Auxiliary directors shall be selected by the network superintendent in consultation with the director of the department.

b. The term of office for each auxiliary director shall be two years.
c. No person other than an executive officer shall serve concurrently as an auxiliary director and as a member of the Network Presbytery.

Ohio Church Multiplication Network (OCMN) Leadership (from Bylaws, 05.12.09)

1. Director of Church Multiplication
   a. The network superintendent and the executive missions director shall appoint a director of Church Multiplication. This appointment shall be ratified by the Network Presbytery.
   b. The duties of the director of Church Multiplication shall be as follows:
      1) He/She shall serve as chairman of the OCMN Committee.
      2) He/She shall be responsible for the promotion of Church Multiplication in the network.
      3) He/She shall coordinate all Church Multiplication activities in the network.
      4) He/She shall be well informed at all times on budgetary matters, including the receipt and allocation of funds.
      5) He/She shall seek to implement all Church Multiplication policies set forth in the bylaws of the Ohio Ministry Network, of which the Rules of Order for unincorporated network council affiliated assemblies are a definite part. He also shall seek to maintain and implement all Church Multiplication policies set forth in the network administrative manual.

2. Church Multiplication Network Committee
   a. The network superintendent, the executive missions director, and the director of Church Multiplication shall appoint the OCMN Committee.
   b. The OCMN Committee shall consist of the director of Church Multiplication, a Strategy Team and a Field Team. Among the members of the committee will exist at least one liaison from the Executive Presbytery and at least one from the Network Presbytery.
      1) The size of the Strategy Team will be determined by the network superintendent, executive missions director, and the director of Church Multiplication.
      2) Ideally, the Field Team will include a representative from each section, but such is not required. Rather, adequate geographic representation with regard for population will be left to the discretion of the network superintendent, executive missions director, and the director of Church Multiplication.
   c. The duties of the OCMN Committee shall be as follows:
      1) The OCMN Committee shall develop, implement and administer a program according to accepted and defined procedures set forth in an administrative manual approved by the Network Presbytery. Members shall serve under the director of Church Multiplication.

2) The OCMN Committee shall recommend new churches, sites and satellites to the Network Presbytery for approval. The specifics being approved can vary from project-to-project, but typically constitute a decision to assist the new work financially and provide the necessary support to maximize the development of a healthy local church.
3) The OCMN Committee will assist approved projects in establishing local, area, and regional support by helping church planters and site pastors interface with area presbyters and local pastors.
4) The distinct functions of the Strategy Team and Field Team will be as follows:

   a) The Strategy Team has as its primary purpose the on-going development and review of an effective strategy to aggressively start new works (churches, sites, satellites, etc.) to reach the unreached in Ohio.

   b) The Field Team has as its primary purpose the execution and oversight of OCMN policies and procedures at an area and/or local level in order to maximize the success of new works (churches, sites, satellites, etc.) in that area.

d. A Resource Team will also serve an as-needed role within OCMN, but they will not be considered part of the OCMN Committee. The primary purpose of the Resource Team is to provide expertise and insight in specific areas when approached by those involved in church multiplication endeavors. This team will be recommended by the Director of Church Multiplication, and approved by the network superintendent. The director will be responsible to maintain and publish a list of Resource Team members.

Church Multiplication Funds (from Bylaws, 05.12.09)

1. Church offerings – It is recommended that monthly offerings for Church Multiplication be encouraged.
2. Personal offerings – All offerings received from individual donors shall be used as the donor has requested.
3. Other funding – Other methods of funding may be approved by the OCMN Committee, the executive missions director, and the network superintendent.

Heartland Conference Retreat Center Endowment Fund (NP, 08.09.01)

An endowment fund will be established for Heartland Conference Center "for maintenance and development of the fellowship."

Heartland Conference Retreat Center Improvements (NP, 06.12.01)

No structures or changes to the property at Heartland Conference Retreat Center can be made without the approval of the architectural committee.

Missions Leadership (from Bylaws, 05.12.09)

The network superintendent, the executive missions director, and the network missions director shall appoint the Network Missions Committee with ratification by the Network Presbytery. The network superintendent or his/her appointee shall be chairman of the Network Missions Committee. The membership of the Network Missions Committee shall include the network superintendent, the executive missions director, the network missions director, and two or more ordained ministers.

Missions Personnel Recommendation (NP, 02.17.98/02.08.00)

The Missions Committee of the Ohio Ministry Network is authorized to act in the name of and on behalf of the Network Presbytery in recommending to Assemblies of God World Missions and US Missions the appointment of persons for missionary ministry.

Missionary Access to Area Meetings (NP, 03.09.10)

All Assemblies of God World Missionaries credentialed with the Ohio Ministry Network should be given open, clear, and reasonable access to area meetings and each area network presbyter should give opportunity for such missionaries to share their burden and the needs of their field at an area meeting at least once during their regular deputational cycle.

Ohio Church Multiplication Network Authorization (NP, 02.13.01)

The Ohio Multiplication Network is authorized to act in the name of and on behalf of the Network Presbytery in matters pertaining to the administration of the Ohio Church Multiplication Network program and churches.

Speed-the-Light Income Allocation (NP, 06.04.02)

The income from Speed-the-Light to the network will be allocated to Chi Alpha and the Ohio Church Multiplication Network according to their respective budgets and not on a fixed percentage basis.

MINISTRIES

Camper Insurance (NP, 06.03.03)

Medical insurance for campers at Heartland Conference Retreat Center shall be obtained through Rupp Insurance Agency.

Network Conference, Presentation of EP Nominees (06.04.02)

Power point presentations shall be used to present nominees for presentation to Network Conference for the offices of non-resident executive presbyter.

Network Conference Reports, Resolutions and Ballots (from Bylaws, 05.12.09)

a. Printed Network Conference reports by network officers shall be read, summarized or acknowledged at the discretion of the superintendent.
b. Resolutions presented at the Network Conferences shall be printed and given to the entire congregation before the Conference takes action.
c. All reports and resolutions to be considered by the Network Conference in session, as well as printed and blank ballots, are to be enclosed in the registration packets insofar as possible, thereby eliminating the time-consuming distribution of said materials.

CHURCHES

Advisory Committee Members Baptized with the Holy Spirit/ (NP, 06.03.03)

Area Network Presbyters should not approve advisory committee members who have not been filled with the Holy Spirit.

Advisory Committee Members Previously Divorced (08.20.02)

The same standard will be held for divorced persons serving on local church Advisory Committees as is held for credentialed ministers. The determination of eligibility will be made by the pastor of the church.

Appointments of Lay Persons to Network Committees (NP, 10.04.05)

Lay persons being considered for appointment to Network committees shall be screened through their senior pastor.

Network Affiliated Church Corporate Treasurer (NP, 02.08.05)

Annual report forms for Network Affiliated churches will include a space to indicate the name of the corporate treasurer.

Network Affiliated Pastors' Manual (08.31.99)

(Available by request from the Church Development Director's office)

Insurance Coverage (NP, 10.08.02)

Network affiliated churches are required to carry insurance with Brotherhood Mutual Insurance Company. (Brotherhood Mutual is represented by the B. Rupp Agency, Columbus, Ohio, which provides a master policy for Ohio Network churches.); however, exceptions are made for churches which Brotherhood Mutual cannot insure. In such cases the church must provide a copy of the insurance policy to the Ohio Ministry Network Resource Center.

Loan Application Requests (NP, 06.03.03)

Loan applications for Network Affiliated churches should be presented with a 15-year amortization option along with longer terms.

Occupancy Permits (NP, 02.5.03)

A procedure requiring evidence of occupancy permits for network affiliated churches shall be in place.

MINISTERS

The Network Presbytery shall provide annually for the establishing of a deferred compensation plan, MBA 409-B plans, Rabbi Trust plans, A/G Foundation & other plans, Reimbursement plans, Housing Allowance, and Flexible Spending Arrangements for ministers and employees of the Ohio Ministry Network, and for ministers and other employees of incorporated or unincorporated churches in the Ohio Ministry Network, and any other ministry for which the governing board is the Network Presbytery.

Benevolence Policy (NP, 10.03.06)

(Available by request from the Superintendent's office.)

Complimentary Family Camp Camping Spaces (NP, 06.04.02)

Camping spaces are provided free during family camp to ministers of the Ohio network.

Senior Pastors Identifying with Other Ministries (NP, 06.13.00)

When a senior pastor resigns his pastorate to identify with another ministry in the same locale, the question of whether or not he/she can retain credentials with the Assemblies of God or have his credentials terminated by resignation or dismissal, shall be considered on the merits of each case on a case-by-case basis.

Tithing Expected of Non-credentialed Pastors (NP, 09.11.95)

Non-credentialed pastors of Assemblies of God churches in the Ohio network are to pay tithes/dues to the network according to the bylaws provisions for credential holders.

AREA COMPOSITION (from Bylaws, 05.12.09)

The Ohio Ministry Network is divided into 13 areas in the following manner:

The CENTRAL AREA is comprised of these churches:

Baltimore, Living Word AG
Canal Winchester, Faith AG
Columbus, Calvary Christian Fellowship AG
Columbus, Capital City Church AG
Columbus, Continuum Church AG

Columbus, Easton Worship Center of the AG
Columbus, EPIC Church AG
Columbus, Hope Christian (Coop. Fellowship)
Columbus, Jesus Power AG
Columbus, International Full Gospel Fellowship (Coop. Fellowship)
Columbus, New Beginnings AG
Columbus, Redeemer AG
Columbus, Trinity AG
Delaware, Journey Church AG
Dublin, Radiant Life Church AG
Gahanna, Evangel Temple AG
Gahanna, Hands of Worship Deaf AG
Galloway, Harvest AG
Grove City, Abundant Life AG
Groveport, New Hope AG
Lewis Center, Polaris AG
Marion, Abundant Life AG
Marysville, Christian Assembly AG
Mount Gilead, New Life AG
Mount Vernon, Harvest Christian Center AG
Mount Vernon, Trinity AG
New Albany, One Church AG
Newark, Crossroads Worship Centre AG
Newark, Water's Edge AG
Pickerington, C3 Church AG
Powell, River of Life AG
Reynoldsburg, Eastgate AG
Washington Court House, Global Harvest AG
West Jefferson, Faith AG

The EAST CENTRAL AREA is comprised of these churches:

Alliance, First AG
Alliance, Marlboro AG
Canton, Bethel Temple AG
Canton, Calvary Temple AG
Canton, City of Hope AG
Canton, Grace Fellowship AG
Carrollton AG
East Liverpool, Destiny House AG
Lisbon AG
Louisville, First AG
Massillon, First AG
Minerva, True North Church AG
New Philadelphia, First AG
Orrville, Calvary AG

Rogers AG
Salineville AG
Salineville, Monroeville AG
Toronto, Abundant Life, First AG
Wooster, Evangel AG

The GREATER AKRON AREA is comprised of these churches:

Akron, Akron Springfield AG
Akron, Celebration Church AG
Akron, East Liberty Outreach Center AG
Akron, First AG
Akron, Open Door AG
Akron, Praise Chapel AG
Aurora, New Life AG
Bath, Bethany Christian Center AG
Copley, Focus Community Church
Creston, Crossroads AG
Cuyahoga Falls, Lighthouse Christian Fellowship AG
Garrettsville, Praise AG
Kent, Christian Life Center AG
Norton, The Father's House AG
Ravenna AG
Sharon Center, Faith Community Fellowship AG
Stow, The Church of New Hope AG
Tallmadge, Bethel Church of Tallmadge AG
Uniontown, Living Faith Worship Center AG
Uniontown, New Life Christian Center AG
Wadsworth, Radiant Life Church AG

The GREATER CINCINNATI AREA is comprised of these churches

Batavia, Real Life AG
Bethel AG
Cincinnati, Arches at Oak Hills AG
Cincinnati, Central AG
Cincinnati, Christian Life Center AG
Cincinnati, First Christian AG
Cincinnati, Gateway Community Church AG
Cincinnati, Montgomery AG
Cincinnati, New Beginnings Church AG
Cincinnati, Real Life AG
Fairfield, International Christian Fellowship Center AG
Fairfield, Tri-County AG
Franklin, Healing Word AG
Hamilton AG

Harrison, Harrison Avenue AG
Hillsboro, Cornerstone AG
Lebanon, Destiny Church AG
Loveland, Loveland AG
Middletown, Christian AG
Milford AG
Moscow, River of Life AG
Norwood, LifeChurch Norwood AG
Oxford, Grace Pointe AG
Ripley AG
West Chester, LifeChurch West Chester AG

The GREATER CLEVELAND AREA is comprised of these churches:

Bedford, Elevation Community Church
Brook Park, Lighthouse AG
Brunswick, Harvest Time AG
Chesterland, Word of Grace AG
Cleveland, A New Hope AG-Nowa Nadzieja
Cleveland, Beth-EL Messianic Congregation (Coop. Fellowship)
Cleveland, Kingdom Life AG
Cleveland, Trinity AG
Cleveland, West Park AG
Columbia Station, ClearView Church AG
Fairview Park, Journey Community Church AG
Independence, Rockside Church AG
Lakewood, West Shore AG
Lyndhurst, First AG
Middleburg Heights, Immanuel AG
North Olmsted AG
Olmsted Falls, Journey Community Church Olmsted Falls AG
Orange Village, NewSong Church AG
Parma, Bethany AG
Parma, Bethel Temple AG
Willoughby Hills, Calvary AG

The GREATER DAYTON AREA is comprised of these churches:

Beavercreek, Grace Crossing AG
Dayton, Bethel Christian AG
Dayton, Christian Life Center AG
Dayton, Church on the Rock (Coop Fellowship)
Dayton, Destiny Church AG
Dayton, Light of Hope AG
Dayton, New Life Fellowship AG

Englewood, Englewood Christian AG
Fairborn, The City of Refuge (Coop Fellowship)
Greenville, First AG
Kettering AG
Miamisburg AG
New Lebanon AG
Piqua AG
South Charleston, Victory Chapel AG
Springboro, ClearCreek Christian AG
Springfield, Abundant Life AG
Springfield, First AG
Tipp City, Victory AG
Troy, Abundant Life AG
West Carrollton, Breath of Life AG
Wilmington AG
Xenia, First AG
Yellow Springs, Yellow Springs Christian Center AG

The NORTH CENTRAL AREA is comprised of these churches:

Amherst, Cornerstone Community Church AG
Ashland, New Life Community Church AG
Avon, Christian Heritage AG
Bellevue AG
Bucyrus, Father's Heart Healing Center AG
Elyria, The Cross Community Church AG
Galion, CrossWay AG
Huron, Lighthouse AG
Litchfield AG
Mansfield, First AG
Mansfield, Velocity AG
Medina AG
Milan, Adoration AG
North Fairfield AG
North Ridgeville, Harvest Ridge AG
Norwalk, Norwalk Christian AG
Oberlin, Crossroads Christian Center AG
Port Clinton, Erie Shores AG
Sandusky, Calvary Temple AG
Sandusky, Faith Memorial AG
Vermilion, First AG
Wellington, New Life AG
Willard, First AG

The NORTHEAST AREA is comprised of these churches:

Ashtabula, Gateway AG
Chardon AG
Chesterland, Chester Christian Center AG
Conneaut, Conneaut First AG
Geneva, New Life AG
Jefferson, Covenant AG
Kinsman, Rock of Grace Family Ministries AG
Mentor, Lakeshore AG
Mentor, Living Waters Cathedral AG
Mentor on the Lake, Victory Lane AG
Middlefield, Horizons Christian AG
North Bloomfield AG
Painesville, Freedom AG
Painesville, Miracle Revival Ministry
Painesville AG
Rock Creek, Faith Community Church AG
Willoughby, The Hope Church AG
Willowick, Willow Praise AG

The NORTHWEST AREA is comprised of these churches:

Bowling Green, Dayspring AG
Bryan, First AG
Defiance, First AG
Delta AG
Fostoria AG
Fremont, Journey Church AG
Hicksville AG
Holland, The Dwelling Place AG
Oregon, New Life AG
Oregon, The Rock AG
Perrysburg, Bethel AG
Tiffin, New Beginnings AG
Toledo, Calvary AG
Toledo, The Lighthouse Church AG
Toledo, Vision Ministries AG
Weston, SONLIGHT Christian AG
Woodville, Trinity AG

The SOUTH CENTRAL AREA is comprised of these churches:

Athens, New Life AG
Bainbridge AG
Chillicothe, First AG

Circleville, New Life AG
Gallipolis, Lighthouse AG
Ironton, Trinity AG
Jackson, First AG
Lancaster, New Hope AG
Marietta, River of Life AG
McArthur, Calvary AG
Portsmouth, Evangel Temple AG

The SOUTHEAST AREA is comprised of these churches:

Barnesville, Cornerstone AG
Blue Rock, Shelter House AG
Bridgeport, Family Life Ministry Center
Byesville AG
Coshocton, The Crossroads AG
Mineral City, Lake Drive Fellowship AG
Newcomerstown, Victory AG
St. Clairsville, Harbor of Hope AG
Steubenville, Word of Life Fellowship AG
Tippecanoe AG
Uhrichsville, First AG
Zanesville, First AG

The WEST CENTRAL AREA is comprised of these churches:

Alger AG
Bellefontaine, First AG
Bluffton, Tri-County Family AG
Carey, Parkview AG
Delphos, First AG
Dunkirk AG
Findlay, First AG
Findlay, New Life AG
Kenton, Abundant Life AG
Lima, First AG
Lima, Journey AG
Sidney, Cornerstone AG
St. Marys, Living Hope AG
Wapakoneta Community Worship Center AG
West Leipsic, Harvest AG

The YOUNGSTOWN/WARREN AREA is comprised of these churches:

Canfield, Christian Life Center AG
Canfield, Emmanuel Community Church (Coop. Fellowship)

Canfield, RUSH Church AG
Columbiana, Victory Christian Center AG
Girard, Mahoning Valley Church AG
Hubbard, Covenant Life Fellowship AG
Lake Milton, Lakeview AG
Liberty Township, Liberty AG
Lowellville, High Pointe AG
Lowellville, Victory Christian Center AG
McDonald, Summit AG
Newton Falls, Newton Falls AG
Niles, Praise AG
North Lima, Cornerstone AG
Poland, New Life AG
Salem, Real Life AG
Vienna, First AG
Warren, First AG
Warren, Harvest Christian AG
Warren, Victory Christian
Youngstown, Bethel AG
Youngstown, Bridge of Hope AG
Youngstown, Everlife Worship Center AG
Youngstown, First Christian AG
Youngstown, Heart Reach AG
Youngstown, Highway Tabernacle AG
Youngstown, New Beginning AG
Youngstown, Youngstown Metro AG