



Church of God in Christ, Inc.

International Headquarters Office of the General Secretary

Removal of Credential Holder

State: _____ Jurisdiction _____

Jurisdictional Bishop: _____ Jurisdictional Secretary _____

Effective as of this date: _____ Clergy ID Number _____

Credential Holder Name: _____

Address _____ City, State, Zip _____

Reason for Removal:

Deceased:

Left the Organization:

Other: _____

Jurisdictional Secretary

Date

Fax to:
(901) 947-9359

Mail to:
930 Mason Street
P.O. Box 320
Memphis, Tennessee 38101



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Transfer of Church

CONSTITUTIONAL PROCEDURES FOR

SECTION D LOCAL CHURCHES

17. All vacancies that occur in the pastorate of a local church shall be filled by the Jurisdictional Bishop. The supervision and management of the church shall remain with the Jurisdictional Bishop or his designee until such time as a Pastor is appointed to fill such vacancy.

18. **No local church shall be authorized to change or transfer its Jurisdictional affiliation unless at least two-thirds of the church's membership agree for such transfer.**

Addendum to IS. - April 14, 1982. Two-Thirds of the membership must be present and voting after due notice, before authorization can be given to move the church from one Jurisdiction to another.

- a. **The Pastor of the church shall notify in writing the General Secretary of the Church of God in Christ, the Jurisdictional Bishops where the church is affiliated, and the Jurisdictional Bishop where the church intends to transfer, of intent to transfer, which notice shall be given at least thirty (30) days before the local church's membership can act on said transfer. The notice shall include the following information:**
 1. **Name of Pastor**
 2. **Name and location of the Church.**
 3. **Membership enrollment.**
 4. **Jurisdiction where Church is affiliated.**
 5. **Name and address of Jurisdictional Bishop.**
 6. **Jurisdiction where Church seeks to transfer and name of Bishop of such Jurisdiction.**
- b. **The respective Jurisdictional Bishops or their designee where the Church is affiliated and where the Church seeks to transfer shall be entitled to be present at the membership meeting convened for this purpose.**
- c. **The vote on the transfer shall be by secret written ballot. The respective Jurisdictional Bishops shall be authorized to have a representative present to observe the voting and the counting of the ballots.**
- d. **The respective Jurisdictional Bishops and the Pastors of the local church shall within seventy-two (72) hours notify the General Secretary of the Church of God in Christ of the results.**

19. No local church shall be authorized to petition for a transfer of its Jurisdictional affiliations but for one time each twelve (12) month period.

20. A member of a local church shall not transfer membership to another local Church of God in Christ unless the local member has the written consent of the Pastor where the member is enrolled. The pastor should give the member who is in good standing a letter of consent upon request.



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Transfer of Church

(to be completed by receiving jurisdiction)

State: _____ Jurisdiction _____

Jurisdictional Bishop: _____ Jurisdictional Secretary _____

Effective as of this date: _____

Please update your records of the following transfer:

Church Name: _____

Pastor's Name _____

Address _____ City, State, Zip _____

Transferring to:

State: _____ Jurisdiction _____

Jurisdictional Secretary

Date

Fax to:
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Memphis, Tennessee 38101



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Addition of Credential Holder

State: _____ Jurisdiction _____

Jurisdictional Bishop: _____ Jurisdictional Secretary _____

Effective as of this date: _____ Clergy ID Number _____

Credential Holder Name: _____ Title _____

Address _____ City, State, Zip _____

Jurisdictional Secretary

Date

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ADDITION OF A LOCAL ASSEMBLY

State: _____ Jurisdiction _____

Jurisdictional Bishop: _____ Jurisdictional Secretary _____

This is to notify your office that the following church was accepted into our Jurisdiction.

Effective as of this date: _____ Pastor's Name _____

Church Name: _____

Address _____ City, State, Zip _____

Phone Number _____ Evening Number _____

Jurisdictional Secretary

Date

Fax to:
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Memphis, Tennessee 38101



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International Headquarters
Office of the General Secretary

FILING OF RESOLUTIONS

*(SAMPLE LETTER TO SEND TO SECRETARY OF STATE
on Jurisdiction Letterhead)*

Date, 2003

Secretary of State's Office
State Capitol

Re: Filing of Documents for ABC Jurisdiction

Dear Sir/Madam:

Enclosed please find an original and 2 copies of a Resolution for ABC Jurisdiction. Please file the original and return the file stamped copies to my attention in the enclosed self-addressed stamped envelope. If you have any further questions, please feel free to contact me.

Sincerely,

Your Name
Title
Address
City, State, Zip



Church of God in Christ, Inc.

International Headquarters

Office of the General Secretary

Filing Resolutions

FILING RESOLUTIONS AND OTHER DOCUMENTS WITH THE SECRETARY OF STATE'S OFFICE FOR THE JURISDICTION

As a Jurisdictional Secretary, you are the official custodian of all official documents pertaining to your Jurisdiction. It is strongly suggested that each Jurisdiction be incorporated in the State where it is located. Copies of Articles of Incorporation and Constitution (By-Laws) should be kept in the Jurisdictional Secretary's Office. In the event that documents are required for a lawsuit, a bank request, or a governmental filing, they will be readily available.

This is the procedure for filing Resolutions and other related documents:

1. All documents should be typed, signed and dated by the Jurisdictional Secretary. They should be original documents.
2. The documents should be mailed (original and 2 copies) to the Secretary of State's Office in your State Capitol with an enclosed self addressed stamped envelope for the return of a file stamped copy for your records.
3. The documents should be accompanied by a cover letter requesting that the enclosed original be filed and the copies are file stamped and returned in the enclosed envelope.
4. There is a fee for filing. Be sure to call the Secretary of State's Office to find amount the filing fee that must accompany the original documents.