

PACIFIC GOSPEL MISSION

TERMS OF CALL

MINISTER

A GUIDE

For church when dealing with ministers



PGM Church
Bringing people back to God

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Charities Commission Number: **CC10649**

Since 1966

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If you have any questions, please get in touch with the Minister or leader or the church office at 09 378 9838, Cell: 0221755933 E-mail: pgmchurch@xtra.co.nz

**“PGM Church is a Christian Community which
helps to bring people back to God.”**

ACKNOWLEDGMENT.

This document was put together and completed on the 22nd of November 2006.

This Terms of Call for Ministers is to serve as an enhancement for both the ministries of the PGM Church and the Minister. And must confer with the CONSTITUTION of the PGM Church.

We thanked the Lord for the following people in contributing their time and resources to creating this important document.

Rev. Mata Tumu-Makara

Elder. Eddie Pilisi

Mrs. Tabitha Tumu-Makara

CONFIDENTIAL

TERMS OF CALL

Between _____ ('The Minister')

And **PGM CHURCH**

THE CALL.

- Ephesians 4:11 "God gave some to be Pastors". Therefore, a true call to be a Minister is a call of the Holy Spirit. The Minister's master (or head or boss) is the Lord Jesus Christ.
- PGM Church is to fulfill God's mission (to go out into the entire world as God's ambassador and to gather people back to God) through a relationship with Jesus Christ through the ways he Evangelized (witness, justice, proclaim, fellowship, and dialog).
- The relationship between PGM Church and the Minister does not have an employment relationship. The relationship is in terms of Spiritual Vacation.
- However, the PGM Church and the Minister have agreed upon the principle set out below, to govern their relationship in a way that maximizes the fulfillment of the PGM Church mission.
- Throughout this document, the work that the Minister does under the auspices of PGM Church shall be referred to as 'the ministry.'

THE MINISTER.

A Minister is a person called by God to preach the gospel of Christ, celebrate the sacraments and exercise the talents that he or she has received for ministry in the Christian Church and who has been ordained by the PGM Church to this office. The Minister agrees to work with PGM Church on the basis that the Minister is committed to:

A. The Mission of the PGM Church.

"PGM Church is a Christian Community which helps to bring people into the Community of God."

B. The values of PGM Church.

1. We are committed to being a people of prayer, passion, and vision reliant on Christ.
2. We are committed to being a people of integrity, excellence, holiness, humility, and courage, willing to give of ourselves.
3. We are committed to unity in truth. All PGM Church Ministers must agree with and accept the PGM Church Statement of Faith. (Refer to Schedule B)
4. We always desire to be accountable, faithful, available, and teachable.
5. We are committed to being actively involved in the ministries of the church as much as possible.
6. In our relationship with God, we are committed to being fully devoted followers of Jesus Christ.
7. In relationships with others, we are committed to being genuine, honest, and compassionate always recognizing that people matter to God.
8. In ministry, we are committed to being always professional showing honesty, integrity, and good stewardship of resources, time, and gifting.
9. We are committed to being dependent on the Holy Spirit to proclaim the Gospel accurately and boldly.

In leadership, we are committed to modeling positive leadership, innovating in evangelism, demonstrating Godly character, and casting vision. We are committed to mentoring staff and providing a safe environment for open communication and teamwork.

C. Theological Qualification.

The minister must complete a recognised theological qualification; this is usually a 3-year bachelor's degree in theological studies with Laidlaw College or a recognised Theological College in New Zealand. The following subjects must be covered in the degree program:

1. Biblical Studies
2. Christian Thought and Church History
3. Ministry in Church Society
4. Pacific Theology, Te Ao Māori, or contextualize theology.

Alternatively, a minister must have a Graduate Diploma in Theology. A Graduate Diploma is awarded to anyone who has an undergraduate degree translated to 1 year of full-time theological study. The above subjects must be covered in the Graduate Diploma.

D. Commitments.

The outworking of PGM Church values and the Ministers personal life must involve a commitment to the following priorities:

1. A relationship with God through Jesus Christ is maintained through spending time with Him in prayer, worship, meditation, and reading the Bible.
2. The Word of God (the Bible) is the basis of our life and ministry.
3. Promotion of a clear biblical understanding of the Gospel of Jesus Christ and its implications in our preaching and teaching.
4. Ongoing research on where our target audience is culturally, socially, geographically, economically, and spiritually and the effectiveness of our present ministry strategies.
5. Actively developing new models of ministry.

The standards of behavior set out in the bible for Christian leaders or Ministers include but are not limited to:

1. Sexual purity. The Minister recognizes and shall abide by the requirement in the Bible for sexual activity to be confined within the marriage relationship of a husband and wife (see 1 Timothy 3:2)
2. Not be given to drunkenness (see 1 Timothy 3:3)
3. Not be a lover of money. Manage their finances well (see 1 Timothy 3:3)
4. Not violent or quarrelsome but exhibiting the gentleness expected as a person in their position (see 1 Timothy 3:3)
5. Exercising personal discipline and self-control (see 1 Timothy 3:2 and Titus 1:8)
6. Not pursuing dishonest gain (see Titus 1:7)
7. Exhibiting personal uprightness and holiness (see Titus 1:8; 1 Timothy 3:2; Titus 1:6)
8. Submit to the Spiritual Authority as required by the Bible.

The Minister's Responsibilities.

The Minister shall work in partnership with the Elders in furtherance of the following responsibilities:

- a. The Minister's job description is laid out in Schedule C.
- b. The Minister shall consider it incumbent to be loyal to PGM Church
- c. The Minister will adhere to the PGM Church policies on confidentiality, sexual harassment, and such other policies as are issued by PGM Church from time to time.

Discipline.

If spiritual discipline is necessary, both the PGM Church and the Minister shall follow the principles and process set out in Matthew 18:15-17.

DETAILS OF TERMS OF MINISTRY.

It is expected that the Minister will work a maximum of 40 hours per week. The Minister must have two days per week off.

A Minister may work part-time with PGM Church as negotiated between the Minister and the Elder's oversight. The agreement is laid out in Schedule D.

- The Minister's income

Income for the Minister will be earmarked monetary support received from donors and the Minister's ministry with PGM Church. PGM Church is registered as an employer with the Inland Revenue Department and will fulfill its responsibilities set out in the Smart Business: A Guide for Businesses and Non-profit Organizations, part 8. (IR 320)

- Travel Reimbursement

A vehicle allowance/mileage rate may be reimbursed to a Minister for PGM Church-related travel if there are sufficient funds in the PGM Church account and at the discretion of the Elder's oversight.

- Ministry Enhancement

It is acknowledged that a Minister will from time to time need to keep updated and be directed about the ministry. Providing receipts are produced and prior approval granted, reimbursement will be made for magazines, books, subscriptions, computer software, training courses, supervision (in fact anything both the Minister and PGM Church agree will enhance the ministry of the Minister) to a maximum by the guidelines as recommended from time to time by the PGM Church Elder's Oversight and church member's forum.

- Holidays

Minister's Vacations and Holidays are granted as follows:

During Advance Training

First full year	3 weeks
Second full year	4 weeks
Third full year	4 weeks
Fourth full Year After	5 weeks

Vacation periods are to be mutually arranged by the Minister and the Eldership well in advance. The Minister must have one day's rest per week and one day off.

- Public Holidays

In addition to Vacations and Holidays, ministers are entitled to 10 public holiday leave days. The public holidays are:

Christmas Day

Boxing Day

New Year's Day

2nd January

Waitangi Day

Good Friday

Easter Monday

ANZAC Day

King's Birthday observation

Labour Day.

Whenever a minister is required to carry out his duties on a public holiday, he is entitled to another day's holiday in place of the public holiday missed.

- Other Leave

In addition to the need to take holidays, there will be other occasions where, because of illness, family deaths, or other emergencies, the Minister will need to take a leave. The Minister will need to let the Elder's Oversight know when such leave is required, and the Elder's Oversight will make all possible accommodations for the Minister. This leave may be accumulated for up to twenty days by carrying over from one year to the next unused leave. Maternity and Parental leave are to be discussed with the Elder's Oversight.

- Sabbatical Leave

In Leviticus 25:1-5 Among the Levites God instructed where every 7 years Israel is to refrain from farming the land and let the earth rest. This is a scheduled time to release

the ground from producing its normal crop which also relieves the workers. Luke 5:16 Jesus retreated into the mountains reminding us of the importance of recurring rest to vitalize self. Therefore, sabbatical leave is for,

REST – for clarity of mind, spirit, physical.

RENEW – relationship with God.

RECALL – Clarifies his calling.

REINVEST – planning and practicing a new way of living.

The appropriate length for a Sabbatical depends on the minister and his reasons for taking one. For example, 1 year for every 7 years of ministry.

- Jury Service – or Witness Summons

Where the Minister is called for jury service or is summoned to attend court as a witness and does not object to attending, the Minister shall continue to receive his/her financial provision.

- Ministry Reviews

Ministry reviews are to be conducted with the basic purpose of developing and enhancing the Minister's ministry. They are intended to promote strengths and put strategies in place to deal with any evidence of weaknesses in the Minister's ministry. The Minister will be reviewed from time to time. If the review report is unsatisfactory, it may mean that the Minister's appointment will conclude according to the termination provisions in this document.

- Values and Beliefs on which the relationship is founded.

In accepting the position of Minister working with PGM Church, the Minister accepts the responsibility to seek to live in a manner consistent with PGM Church's mission, values, specific priorities, statement of faith, and standard of behaviors as set out above. Should the Minister's personal beliefs and/or behaviors become inconsistent with any of these, then the Minister or PGM Church may consider the termination of the Minister's work with PGM Church and may implement that termination.

PROCEDURE FOR TERMINATION.

- a) The Minister has expected one month's written notification to PGM Church if he intends to move on, to allow PGM Church suitable time to make other arrangements and to find a new minister.
- b) PGM Church shall give the Minister one month's written notice of termination of the Minister's ministry with PGM Church (unless any further work with PGM Church is deemed by the Elder's Oversight to be potentially detrimental to the reputation of PGM Church or to the well-being of PGM Church family. PGM Church will give the Minister reasons for termination and should act following the protocol set out below.
- c) It is expected that the Minister will conduct his private, family, and social life, together with every aspect of his ministry, in a manner which is consistent with the standing, and requirements of the position. Likewise, it is also expected that the PGM Church will act in a manner consistent with the Bible and with this document. Where these expectations are not met, to ensure all fairness and honesty to the Minister and PGM Church the process set out in this clause shall be followed. The Minister is reminded that this is not an employment relationship and that ongoing ministry with PGM Church depends on a good relationship being maintained between the Minister and PGM Church.
- d) Either party in the case of a serious breach of the terms or spirit of this document may end the ministry without notice.
- e) The Elder's Oversight shall carry out any inquiry or investigation required of the Minister's performance or conduct.
- f) The Minister and the Elder's Oversight shall always be entitled to an explanation of the other's concerns, including the specific details of any allegations made against him, or PGM Church.
- g) The Minister will be allowed to explain his behavior and/or actions, and the Elder's Oversight, before any final decision report, or recommendation, shall consider those explanations. The Elder's Oversight shall include any report only such information as is necessary to properly inform the Minister and PGM Church of their decision.
- h) Written advice of termination of the ministry by PGM Church shall be given to the Minister in the presence of two witnesses. Unless otherwise agreed the address for providing any notice of termination to the Minister will be at the

Minister's residence and the address for notice to PGM Church will be at the PGM Church center. In case of a Minister's unwillingness to accept the advice of termination in person despite PGM Church's reasonable efforts to present it, PGM Church may post the advice of termination in the presence of at least one other witness, to the Minister's residence.

DISPUTES.

- a. In the case of unresolved issues between the Minister and the PGM Church, the Minister can bring church leaders on to arbitrate. If the issue still cannot be resolved, then resolve (the Christian Service for Dispute Resolution Inc.) is the agreed external body for conciliation if the Minister considers that he/she has been dealt with unfairly or inappropriately by PGM Church in any matter. Similarly, if the PGM Church considers the relationship between it and the Minister needs external intervention for resolution, it can refer to such matter to resolve. The existence of a dispute or a referral to resolve shall not prevent PGM Church from terminating the ministry.
- b. If the matter needs to proceed to arbitration with resolve, both parties agree that the decision of the arbitrator shall be binding on both parties and shall not be subject to appeal to the High Court. Both parties should note that unless agreed otherwise with the conciliator at the time of the dispute (or in the event of a determination as to cost in the Award) each party would equally share the costs of that process.

The Minister's ministry with PGM Church begins/began on the _____

SIGNED BY: _____

_____ Minister

Full Name of the Minister

SIGNED BY:

Signature: _____

Full Name of Elders: _____

Signature: _____

Full Name of Elders: _____

Signature: _____

Full Name of Elders: _____

On behalf of PGM Church

SCHEDULE A.

1. Travel Reimbursement:

For PGM Church business it is only 50 cents per km.

To be done upon reception of the invoice.

2. Ministry Enhancement

i. Maximum sum: Still to be worked out

ii. Specific areas of expenses:

- Resources for the minister's studies and Equipment
- Special authorized courses
- On church-specific business and ministries as approved
- Allowances for hospitality or assistance with vehicle repairs

3. Accommodation

i. The church must provide an accommodation for the minister

ii. The details must be worked out by the eldership and the church congregation.

SCHEDULE B:

PGM Church Doctrine of Faith

What do we believe?

Listed below is a snapshot of our general beliefs and how they are aligned with the word of God (Bible scriptures) to show the important fundamentals of our faith.

- The 66 books of the Bible are the written Word of God. The Bible is divinely inspired and inerrant throughout. Every word is factually true in all the original autographs, and it is the supreme authority for doctrine, reproof, correction, and instruction in righteousness.
- The final guide to the interpretation of Scripture is Scripture itself.
- We affirm the existence of a triune God or one God in three distinct persons - the Father, the Son, and the Holy Spirit. God is self-existent, eternal, unchanging, omnipotent, omnipresent, holy, righteous, and loving. God created the universe from nothing, and He rules over all His creation sovereignly including both human and spiritual beings.
- Jesus Christ is God, the living Word, who became flesh through His miraculous conception by the Holy Spirit and His virgin birth. Hence, He is the perfect Deity and true humanity united in one person forever.
- Jesus lived a sinless life and voluntarily atoned for the sins of men/women by dying on the cross as their substitute, thus satisfying divine justice and accomplishing salvation for all who trust in Him alone.
- Jesus rose from the dead. He ascended into heaven and sat down at the right hand of God the Father, where He, the only mediator between God and people, continually makes intercession for His own.
- Human was created in the image of God. He/she sinned by disobeying God; thus, he/she was separated from his/her Creator.
- Humans are born with a sinful nature. Our works can never merit salvation, but we receive salvation as a free gift by faith in Christ. Humans are made right to God by faith in Christ and are born anew into His kingdom.

- The salvation of people is wholly a work of God's free grace and is not the work, in whole or in part, of human works or goodness or religious ceremony. Christ was credited with people's sins and therefore God gave His righteousness to those who put their faith in Christ alone for their salvation and thereby justified them in His sight.
- The first command a believer must submit to obey is publicly identifying oneself with Christ by baptism. Baptism is an outward testimony of an inward surrender and must follow a profession of faith.
- The Holy Spirit has come into the world to reveal and glorify Christ and to apply the saving work of Christ to people. He convicts and draws sinners to Christ, imparts new life to them, continually indwells them from the moment of spiritual birth, and seals them until the day of redemption. God's Holy Spirit works within the believer to produce Christ-like characteristics (fruits of the Spirit) and to conform each believer to the image of Christ.
- Every believer is called to live in the power of the Holy Spirit who indwells us so that each believer will not fulfill the lust of the flesh but bear fruit to God's glory.
- Jesus Christ is the Head of the Church, His Body, which is composed of all believers, living and dead, who have been joined to Him through saving faith.
- God encourages His people to assemble regularly for worship, for participation around the communion table, for edification through the Scriptures, and mutual encouragement.
- At physical death the believer enters immediately into eternal, conscious fellowship with the Lord and awaits the resurrection of his body to everlasting glory and blessing.
- At physical death the unbeliever enters immediately into eternal, conscious separation from the Lord and awaits the resurrection of his body to everlasting judgment and condemnation.
- Jesus Christ will come again to the earth - personally, visibly, and bodily to bring to completion the eternal plan of God.

The Lord Jesus Christ commanded all believers to proclaim the Gospel throughout the world and to disciple men of every nation. Each believer plays a role in reaching the world and ministering as part of the body of Christ.

SCHEDULE C.

The Minister's ministry duties (job description)

1. Shall preach the Word of God following Titus 2 and Acts 20:28
2. Have charge of all the religious matters and gatherings of the church
3. Carefully attend to the matter of imparting instruction in the Holy Scriptures to children, young people, and adults.
4. Keep a record of baptisms, marriages, and funerals where he has officiated; conduct all other activities associated with his calling
5. Prepare a report of the condition of the church at its Annual Congregational Meeting and at Church Leader's meetings.
6. Promote overseas missions.
7. To see the overall needs of the different cultural ministries PGM Church has.
8. Visit the sick and needy.

SCHEDULE D

The agreement between the Minister and PGM Church for Service with the PGM Church

1. Average hours per week with PGM Church of **20** hours, to be increased or decreased as needed from time to time.
2. The period for the above work situation would be guided by the need to do so and to work within the job at PGM Church, but not to disadvantage PGM Church or the minister.

Signed: _____

(Minister)

Date: _____

Signed: _____

(Nominated PGM Church Elders)

Date: _____

SCHEDULE E. CERTIFICATE OF ORDINATION

CERTIFICATE OF ORDINATION

THIS IS TO CERTIFY THAT AFTER A CAREFUL SATISFACTORY
STATEMENT OF HIS CALL TO MINISTRY, HIS CHRISTIAN
EXPERIENCE AND HIS SOUND VIEW OF THE BIBLE DOCTRINE

Reverend Mata Tumu-Makara

was publicly ordained as a Minister of the Gospel by the
Pacific Gospel Mission (**PGM Church**) at 31 Anglesea Street
Ponsonby Auckland New Zealand

Dated this 2nd day of April 2006

PRESIDING MINISTERS:

Reverend Tale Pulevaka

Pastor Eddie Pilisi



'In the presence of God and of Christ Jesus, who will judge the living and the dead,
and in view of his appearing and his kingdom, I give you this charge: Preach the
word; be prepared in season and out of season; correct, rebuke and encourage -
with great patience and careful instruction.' 2 Timothy 4:1-2.