



# **Registrant Handbook**

**2013 Edition**



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# A Letter from the President

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Dear AFCM Registrant,

I want to welcome you into the fellowship of the Association of Faith Churches and Ministers (AFCM). The Lord raised up AFCM so that men and women preaching the Gospel of Jesus Christ could have a means of fellowship, Godly counsel and encouragement.

Please read the contents of this Handbook carefully. Your understanding and compliance with the communication and accountability systems of AFCM are vitally important in order to flow together in harmony.

The AFCM International and AFCM Canada office staff and leadership are prepared to help you in any way possible. We want you to know that you are not alone in the ministry. We stand behind you and pray for you on a regular basis.

We appreciate your desire to be a part of AFCM and we consider it a privilege to have you as a registrant. We are here to serve you. May God's richest and best be yours as you minister the Word of God to His people.

Yours in Christ,



Rev. Julius "Jim" Kaseman  
President

## Statement of Purpose

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### Vision

The vision of AFCM is to reach the nations with faith. AFCM endeavours to provide support, leadership and spiritual oversight for its registrants and registered ministries who are united in their common beliefs, who desire fellowship with other ministers of like precious faith and who are in need of ministerial credentials provided by a reputable organization.

Although AFCM serves as a spiritual covering for its registrants, it does not govern any of its registrants' ministries. Each ministry operates independently of AFCM. However, as members of the Body of Christ, all should live lives representative of Christ and above reproach. Therefore, AFCM and its leadership strongly believe, teach, and exemplify a high standard of integrity, Godly character, and moral excellence, and encourage that standard to be duplicated by all registrants.

### Purpose

1. To provide a means of unity, strength and fellowship among registrants of AFCM.
2. To assist AFCM ministers in reaching their most effective potential in the ministry to which God has called them.
3. To recognize ministers who have proven themselves through registration in AFCM as licensed or ordained ministers.
4. To supply a means of Godly encouragement and counsel to ministers in accuracy of doctrine and integrity of character.
5. To assist in coordinating ministry projects and the support of AFCM missionaries.

## Definition of Terms

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### **AFCM International**

Association of Faith Churches and Ministers International.

### **Jim Kaseman Ministries**

The evangelistic association that covers all of Jim Kaseman's ministry not related to AFCM.

### **Board of Trustees**

The governing administrative body of AFCM Canada.

### **Ministerial Credentials**

Ministerial credentials pertain to those believers who have the responsibility of fulfilling five-fold ministry (Apostle, Prophet, Evangelist, Pastor, and Teacher). His/Her function differs from a "Christian Worker" or a person serving in the ministry of helps in that a five-fold minister is recognized by civil authority.

### **Director**

A minister who assists with care of registrants located within a designated country. Responsible for the coordination and operation of the activities pertaining to AFCM and its registrants within his/her country.

### **Regional Director**

A minister who assists with care of registrants and registered churches located within a designated region. A regional director is responsible for the coordination and operation of all activities pertaining to AFCM and its registrants within his/her region.

### **Assistant Regional Director**

The assistant regional director assists the regional director with the care of registrants and registered churches located within his/her region.

### **Executive Committee**

A committee consisting of ordained ministers approved by the President who prayerfully consider and collectively approve each person applying for registration with AFCM.

### **Registrant**

A person who has been approved and accepted as a registrant of AFCM whether by ordination, licensing, Christian worker status, or “registration only”, he/she remains in good standing with the organization as long as he/she agrees to comply with the policies and Tenets of Faith and Doctrine set forth in this handbook.

### **Associate Church**

These are churches who want the oversight of registration in AFCM, but who have their own Canada Revenue Agency BN number. These churches submit spiritually to the President of AFCM either directly or through the AFCM Canada Director and receive guidance and support.

## **Tiers of Registration**

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### **Ordination**

Ordination is intended for those ministers who are working in five-fold ministry, have proven ministry experience, and are generally serving in full time ministry.

### **Ministerial Licensing**

This level of licensing is intended for those individuals who are working part time or full time in five-fold ministry.

### **Provisional Licensing**

This level of licensing is intended for those who feel called to five-fold ministry but are beginning in ministry, just out of Bible School, or new to AFCM.

### **Registration Only**

“Registrant Only” status is for those who choose to keep their ministry credentials with another organization as well as enjoy the benefits of registration with AFCM.

### **Christian Worker Status**

“Christian Worker” status is a level of registration specifically targeted for an individual who has exhibited faithfulness and effective service in a support or helps ministry role either in a church or ministry, either as a volunteer or as a staff member. Applications for this level of registration are initiated by the individual’s pastor who must already hold credentials with AFCM.

## **Benefits of Registration**

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### **Pastoral Support**

Through the encouragement of Jim and Kathleen Kaseman who are pastor to our pastors, as well as through regional ministry which is available during times of opportunity, stress and/or crisis.

### **Fellowship**

Registrants of AFCM enjoy a wide range of opportunities to build relationships through regional minister's meetings and annual conferences.

### **Continuing Ministerial Education**

AFCM provides occasions throughout the year for ministers to continue practical training to enhance their ministerial education and spiritual development through local, regional and national conferences as well as additional training through AFCM International Training Centers (AFCMITC).

### **Organizational Structure**

AFCM registrants enjoy the security of structured administration consisting of procedures and forms that allow growth in a consistent and organized manner.

### **Professional Resources**

AFCM maintains a network of professional support (i.e., lawyers, CPAs, church growth consultants, etc.) who are available to assist credentialed registrants and registered churches.

### **Church Resources**

For churches who are in search of qualified ministers for their staffs, as well as interim or replacement ministers, AFCM can make recommendations from its available ministers.

### **Traveling Ministers**

AFCM maintains a list of recommended ministers that are available to assist the local church in fulfilling their vision.

# Registration Information

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## **SECTION 1 Approval of Registrants**

Any church or minister interested in becoming a registrant of AFCM shall submit a completed and signed application on a form approved by the Board of Trustees, to the Executive Committee along with the applicable fees. Each application shall be considered by the Executive Committee and either approved or disapproved. Applicants whose applications are so approved shall become active registrants of the AFCM.

## **SECTION 2 Qualifications**

An applicant shall give clear evidence of his/her agreement with the Tenets of Faith and the policies set forth in this handbook. Also, he/she must conduct themselves in line with the spiritual qualifications given for leadership in I Timothy 2:3-7 and Titus 1:1-8.

## **SECTION 3 Honorary Members**

The Board of Trustees, at a duly organized meeting, may elect honorary members by a unanimous vote of the members present. Honorary members shall be exempt from payment of any fees and shall be entitled to all the privileges of registrants.

## **SECTION 4 Resignation**

Any registrant may withdraw from AFCM after fulfilling all obligations to it by giving written notice of such intention to the AFCM Canada Director. The notice shall be presented to the Board of Trustees or Executive Committee by the AFCM Canada Director at the first meeting following its receipt.

## **SECTION 5 Suspension/Revocation**

The Board of Trustees reserves the right to suspend, or revoke a registrant's license, ordination, Christian worker status, or registration with AFCM for cause such as violation of any of the policies or rules of the corporation, or for conduct prejudicial to the best interest of AFCM.

## Registrant Expectations

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AFCM endeavours to personally know those who are registered with the corporation.

The following are ways registrants are required to become involved:

- Attend Regional AFCM meetings.
- Participate in AFCM outreaches/projects prayerfully and/or financially.
- Attend AFCM Canada Family Reunion.
- Attend annual AFCM International Family Reunion if possible.
- Build relationships with registrants in his/her region and with the Regional Director/Assistant Regional Director.

# Tenets of Faith and Doctrine

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AFCM accepts the Scriptures as the revealed will of God and the all sufficient rule of faith and practice. For the purpose of maintaining general unity, the Corporation adopts the following Statements of Fundamental Truths and Doctrine.

## Section 1 The Scriptures

The Bible is the inspired Word of God, the product of the holy men of old who spoke and wrote as they were moved by the Holy Spirit. We accept it as our infallible guide in matters pertaining to conduct and doctrine. 2 Tim. 3:16; 2 Peter 1:21; 1 Thess. 2:13

## Section 2 The Godhead

The triune Godhead is comprised of three separate and distinct persons -the Father, the Son, and the Holy Spirit - who are eternally self-existent, self-revealed, and function as one entity. Jesus Christ, who is God manifest in the flesh, is the second member of the Godhead, co-equal and co-eternal with the Father and the Holy Spirit.  
John 1:1, 1:14, 16:28, 1:18, 15:26

## Section 3 Redemption

We are created beings, made in the likeness and image of God, but through Adam's voluntary transgression, fell, and sin came into the world. Jesus Christ, the Son of God, was manifested to destroy the works of the devil and gave His life and shed His blood to redeem mankind back to God. Romans 3:10, 3:23, 5:14; I John 3:8

## Section 4 The Salvation of Man

- a) Man's only hope of redemption is through the shed blood of Jesus Christ. On the cross Jesus Christ became sin and sickness providing both salvation and divine healing for all mankind, being justified freely by His grace through faith.  
Psalm 103:3; Romans 3:24, Romans 10:8-10; Ephesians 2:8
- b) The Evidences of Salvation. The inward evidence to the believer of his salvation, is the direct witness of the Spirit. The outward evi-

ence to all men is a life of righteousness and true holiness.  
Romans 8:16; I John 3:23

- c) Faith and Works. Salvation is by faith in Jesus Christ and not by human works; however, our works will determine the rewards in eternity. Acts 16:3; Romans 10:9-10, 14:10-12; Ephesians 2:8-9; Titus 3:5-7; 2 Cor. 5:10
- d) Jew and Gentile alike must receive Jesus Christ as Lord and Savior and be born again before experiencing physical death. The Jew does not get a second chance to get saved after physical death with Jesus appearing to them and preaching to them. Abraham's bosom was closed and no longer exists since Jesus Christ paid for mankind's redemption in full. Today, when a Jew or Gentile is born again and experiences physical death, they are immediately in the presence of the Lord in heaven. John 3:1-18; Ephesians 1:7-10, 2:14-22; Romans 9:6-8; Galatians 3:5-16

### **Section 5 Water baptism**

Baptism in water by immersion is a direct commandment of our Lord and is for believers only. This ordinance is a symbol of the Christian identification with Christ in His death, burial, and resurrection.  
Matt. 28:19; Rom. 6:4; Col. 2:12; Acts 8:35-39

### **Section 6 Communion**

The Lord's Supper, consisting of the elements - bread and the fruit of the vine - is the symbol expressing our sharing the divine nature of our Lord Jesus Christ, a memorial of his suffering and death, a reminder of the New Blood Covenant, and a prophecy of His second coming, and is enjoined on all believers "till He come!" 2 Peter 1:4; 1 Corinthians 11:26

### **Section 7 Baptism in the Holy Spirit**

We believe the baptism in the Holy Spirit is a gift from God as promised by the Lord Jesus Christ to all believers and is received subsequent to the new birth. This experience is accompanied by the initial evidence of the speaking in other tongues as the Holy Spirit gives utterance.  
Matt 3:11; John 14:16-17; Acts 1:8, 2:4, Acts 2:38-39, 10:44-46, 19:1-7

## **Section 8 Sanctification**

Sanctification is an act of separation from sin. The Bible teaches a life of “holiness without which no man shall see the Lord.” The process of sanctification will change our motives, our thinking, our speaking, our behavior and our actions. The old nature will be crucified. Sanctification is an ongoing work in the life of the Christian. Galatians 5:24; Romans 12:1,2; 1 Thessalonians 5:23; Hebrews 13:12; Hebrews 12:14

## **Section 9 The Church And Its mission**

The Church is: One New Man, One Body, One Holy Temple of the Living God made up of both Jew and Gentile. The church is the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the general assembly and church of the Firstborn, whose names are written in Heaven. Ephesians 1:22; 2:11-22; Hebrews 12:23

## **Section 10 Total Prosperity**

Spiritual John 3:3,11; 2 Cor. 5:17-21; Romans 10:9-10

Mental 2 Tim. 1:7; Romans 12:2; Isaiah 26:3

Physical Isaiah 53:4-5; Matt. 8:17; 1 Peter 2:24

Financial 3 John 2; Malachi 3:10-11; Luke 6:38; 2 Cor. 9:6-10; Deut. 28:1-14

Social Proverbs 3:4

## **Section 11 Divine Healing**

We believe healing is provided for in the atonement of Jesus Christ. Healing is God’s will for the mental, spiritual, and physical ills of mankind and is wrought by the power of God through the prayer of faith, and by the laying on of hands.

Mark 16:18; James 5:14-15; 1 Peter 2:24; Matt. 8:17; Isaiah 53:4-5

## **Section 12 Eternal Retribution**

We believe that those who have physically died without accepting the redemptive work of Jesus Christ are eternally lost in the lake of fire, and therefore have no further opportunity of hearing the Gospel or for repentance. Hebrews 9:27; Rev. 19:20, 20:10-15

### **Section 13 The Return of the Lord**

We believe in the imminent return of our Lord Jesus Christ and the catching away of the church. At the time of the rapture, "...the dead in Christ shall rise first, then we (believers) which are alive and remain shall be caught up together with them in the cloud, to meet the Lord in the air..." Romans 11:25, 27; Acts 1:11; 1 Thess. 4:16-17; II Thess. 1:7; Rev. 19:11-16; 20:1-7

### **Section 14 Human Sexuality**

We stand fast on the scriptures and believe that homosexuality is a sin. We determine to show compassion to all regardless of their sexual orientation, with however, no compromise .

We believe that God instituted monogamous marriage between male and female as the foundation of the family, the basic structure of human society. God has commanded that no intimate sexual activity be engaged in outside of the context of marriage between a man and a woman. Hence, sexual activities such as, but not limited to, adultery, fornication, incest, homosexuality, pedophilia, and bestiality are inconsistent with the teachings of the Bible, the Church, and a Christian life.

Accordingly, neither this organization, its churches, or its registrants shall conduct any marriages between persons of the same sex and shall not condone, support, or facilitate any activities which conflict with this tenet of faith.

Genesis 2:24, 5:1, 6:9, 19:5, 26:8-11; Lev. 18:22; Lev. 20:13; Romans 1:25-27; I Corinthians 6:9-11; I Thess. 4:1-8; I Timothy 1:9-10; Hebrews 1:25-27, 13:4

## **Fiscal Year**

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The fiscal year of the Corporation shall begin on the first day of January.

## **Registration Dues**

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### **Section 1 Annual Dues**

The Board of Trustees periodically determines the amount of initiation fee, if any, and annual dues payable to AFCM by registrants.

### **Section 2 Payment of Dues**

Dues shall be payable in advance by the last day of December in each fiscal year. Dues of a new registrant who registers on or after October 1 of the current fiscal year shall be applied to the following fiscal year.

### **Section 3 Default and Termination of Registration**

When any registrant shall be in default in payment of dues for a period of one month from the beginning of the fiscal year or period for which such dues became payable, registration will thereupon be terminated according to the policies of the Corporation.

# Ministry Credentials

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## Section 1 Ordination and Licensing

The Executive Committee, at the direction of the Board of Trustees, may ordain and/or license, as defined below, a person as a minister of the Gospel. The Committee examines the applicant's background, moral and religious character, and previous Bible courses and/or independent study the applicant has received. Final determination shall be within the absolute discretion of the President of AFCM.

## Section 2 Powers

Every credentialed minister shall have the power to conduct religious worship services and administer the sacerdotal function of the Church of Jesus Christ which are in the furtherance of the purposes and objectives of this Corporation. Sacerdotal functions shall specifically include, but not be limited to, the giving of communion, (bringing to remembrance the death and resurrection of our Lord Jesus Christ), the conducting of marriage services and the solemnization of marriage vows (pursuant to the laws of the jurisdiction wherein said marriage and solemnization is being performed), and the conducting of funeral services.

## Section 3 Licensing Period

Provisional Licensing is for a minister with no prior experience or who is new to AFCM

Ministerial Licensing is for those individuals who are working part-time or full-time in five-fold ministry. In order to apply for ministerial licensing, one who holds a provisional license must have held that credential for a period of at least one (1) year and must meet the requirements of a Licensed Minister. A review of previous ministry activity will be required.

Ordination is intended for those ministers who are working in five-fold ministry, have proven ministry experience, and are generally serving in a full time ministry. Once an individual has held a ministerial license for a one (1) year period, he/she shall become eligible to apply for ordination. However, during said one (1) year period, he/she shall have the same powers as an ordained minister, with the exception of the powers pursuant to the laws of the jurisdiction wherein marriage and solemnization is being performed.

### 1. What must I do to apply for credentials with AFCM?

- STEP 1:** Contact the AFCM Canada office to request an application packet.
- STEP 2:** Complete the application packet and mail it to the Regional Director of your area.
- STEP 3:** Have recommendation forms completed and sent directly to the Regional Director of your area.
- STEP 4:** The Regional Director's office will contact you to schedule an appointment for a personal interview so that your application can be reviewed.
- STEP 5:** A decision will be made by the Executive Committee as to the applicant's eligibility to receive credentials from AFCM, as well as the credential level (whether Christian Worker, Provisional Licensing, Ministerial License or Ordination) awarded the applicant.
- STEP 6:** The applicant is notified of the decision by mail.

### 2. Who is qualified to receive ministerial credentials?

All believers are called to minister because every believer is commanded to share the Gospel with the lost. However, ministerial credentials pertain to those believers who have the responsibility of fulfilling full-time five-fold ministry (Apostle, Prophet, Pastor, Teacher and Evangelist). His/Her function differs from a "Christian Worker" or a person serving in the ministry of helps in that a five-fold minister is recognized by civil authorities. He/She requires a higher level of accountability.

#### **Moral qualifications:**

In order for a person to assume a leadership role in the Christian ministry, we feel that the highest standards of personal conduct are expected. This includes managing a happy and healthy home life and abstinence from the use of tobacco, alcohol (including wine), and /or illegal drugs.

The Bible establishes the spiritual and moral qualifications of five-fold ministers/elders in 1Tim. 3:2-7, as well as Titus 1:1-8.

- Blameless (1 Timothy 3:2)
- Temperate (1 Timothy 3:2)
- Sober (1 Timothy 3:2)
- Of good behaviour (1 Timothy 3:3)
- Not given to wine (1 Timothy 3:3)
- Not a striker (1 Timothy 3:3)
- Not greedy of money (1 Timothy 3:3)
- Not a brawler (1 Timothy 3:3)
- Not covetous (1 Timothy 3:3)
- A lover of good (1 Timothy 1:8)

### **Eligibility for Licensing / Ordination**

AFCM uses the following criteria to test eligibility:

- One who has a divine call to a five-fold ministry.
- One who is in full-time ministry.
- One who has demonstrated this call.
- The minister must have studied and shown himself approved in handling the Word of God accurately.
- Others have recognized the call on the minister's life.
- The minister must maintain compliance with AFCM bylaws concerning doctrine and ethical standards.
- The minister must exhibit the proper fruit in character and ministry.
- The minister must devote significant time to preaching and teaching the Word of God from a recognized ministerial position requiring five-fold ministry.
- The minister should by virtue of his office, administer the ordinances of the church and conduct weddings/funerals.
- Except in church planting, a minister should derive most of his income from his ministerial duties.

The above mentioned requirements should not be construed as to minimize the importance of individuals who are involved in other forms of ministry; however, AFCM recognizes the need for establishing minimum requirements for those who intend to receive ministerial credentials.

AFCM recognizes ministers from other fellowships, but transfer of a minister's credentials will not be accepted unless the minister meets the requirements as set forth in the AFCM bylaws.

### **3. What is the difference between Provisional Licensing, Ministerial Licensing and Ordination?**

Provisional Licensing is for a minister with no prior experience or who is new to AFCM. Once a minister has held a provisional license for a one (1) year period, he/she may request ministerial licensing credentials by mailing a written request to the AFCM Canada office. In order to request ministerial licensing, one who holds a provisional license must meet the requirements of a Licensed Minister.

Ministerial Licensing is for those individuals who are working part-time or full-time in five-fold ministry. In order to apply for ministerial licensing, one who holds a provisional license must have held that credential for a period of at least one (1) year and must meet the requirements of a Licensed Minister. A review of previous ministry activity will be required.

Ordination is intended for those ministers who are working in five-fold ministry, have proven ministry experience, and are generally serving in a full time ministry. Individuals must have held ministerial licensing with AFCM for a period of at least one (1) year and must meet the requirements of an Ordained Minister to request Ordination status.

### **4. Do I need to renew my credentials annually?**

Yes. If initial application to AFCM has been submitted prior to the October 1 cut-off date, a renewal application must be completed and returned to the AFCM Canada office with dues payable for the following fiscal year and postmarked no later than December 31.

### **5. May I hold credentials with AFCM and another licensing/ordaining body?**

Yes. There may be situations where a minister is credentialed through another organization and wishes to enjoy the benefits of licensing/ordination with AFCM as well.

### **6. May I hold licensing or ordination credentials with another body and be a “Registrant Only” with AFCM?**

Yes. “Registrant Only” status is for those who choose to keep their ministry credentials with another organization as well as enjoy the benefits of registration with AFCM. For example, if the organization is unable to provide fellowship in the geographic region where the minister resides, he/she may join AFCM.

**7. May I be a registrant of AFCM without having ministerial credentials?**

Yes. If you are actively working in a Christian ministry environment (church, ministry, institution, organization), you may qualify for “Church Worker” status when recommended by your Pastor.

**8. If I hold credentials with another body, and am a “Registrant Only” with AFCM, to which body should I submit in matters of discipline?**

To the body who holds your ministry credentials.

## **Church Association**

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Many ministers desire to associate their church with AFCM. To associate your church, you may contact the AFCM Canada Office for an application form.

### **Associate Churches**

These churches already have a Canada Revenue Agency charitable BN number, but desire the accountability of submitting to the President and/or Canadian Director of AFCM and enjoy the benefit of receiving their counsel and support.

### **Benefits of Being an Associate Church**

As an associate church, there is spiritual covering that naturally occurs because of the greater responsibility that AFCM takes in having the affiliate church under its protection. As a covering, AFCM stands ready to help you spiritually with matters that may arise.

## **Communication & Information**

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Canada has been divided into regions over which Regional Directors have been placed. These directors represent the President of AFCM and the AFCM Canada Director in the coordination and operation of all activities pertaining to AFCM in their respective regions. Missionaries and travelling ministers should communicate with AFCM through the region in which their home church is located.

Those ministers without a home church may communicate directly through the AFCM Canada office.

Registrants of AFCM are encouraged to communicate with their Regional Directors to allow them to assist in answering questions and meeting needs. If further assistance is necessary, the Director may contact the AFCM Canada office.

## AFCM Canada Leadership

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**Canadian Director/President** Dr. Jim Kaseman  
c/o (604) 539-2047  
afcmcan@telus.net

### Regional Directors:

British Columbia & Alberta Pastor Steve Green  
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(780) 696-3500  
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Saskatchewan & Manitoba Pastor Les Mandtler  
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Ontario Pastor Gaetano Sicilia  
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(416) 745-3272  
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Quebec & the Maritimes Pastor Ken Taylor  
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## Contact Information

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### **AFCM Willmar Office**

#### **AFCM Membership/Finance/Product**

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### **AFCM Tulsa Office**

#### **ITC/Media/Jim's Itinerary**

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