

## **Procedures for Implementing the Proxy System**

### **Who:**

- 1. The role of the International Presbytery**
  - a. Each member of the Presbytery must familiarize themselves with the documents and the process.
  - b. It shall be the responsibility of the International Presbyters to distribute all study documents and proxies to their areas.
  - c. Each Presbyter has the duty to take the lead in educating those serving under his leadership in the details of the new proxy system.
- 2. The role of the International Office Staff**
  - a. All International Office staff members must familiarize themselves with the documents and the process.
  - b. The International Office staff shall take every opportunity, while on the field, to help distribute and familiarize the people with the documents and the process.
- 3. The role of the Pastor**
  - a. Each Pastor should acquire and familiarize him/herself with the documents and the process.
  - b. Pastors are critical to helping their people understand the process, as well as guiding the people into a harmonious resolution of questions regarding the documents, within their own congregations.
  - c. The Pastor should obtain a copy of the procedural and educational documents so they may fully understand how to facilitate cooperation by their church.
- 4. The role of the Local Church**
  - a. The congregation has the responsibility to prayerfully study the issue(s) under consideration.
  - b. The congregation shall have the privilege to select an official representative (i.e. Pastor/Overseer/General Presbyter) to convey their proxies (voice) to the Assembly.
  - c. To continue to pray for the Holy Spirit to lead the Assembly in all business matters.

**NOTE: All questions that arise should be directed to the Assembly Committee for Biblical Doctrine and Polity.**

### **What:**

1. The General Overseer/General Presbyters assign issues to Assembly Committees for their study, consideration, and presentation to the Assembly.
2. The respective committee (such as Biblical Doctrine and Polity, Finance and Stewardship, and Administrative Committees) shall prayerfully study and prepare reports for distribution to the field and for consideration by the Assembly.
3. The International Presbyters have the foremost responsibility in making sure that all local churches have received present study documents and proxies, along with any educational materials to assist them in making well-informed decisions about pending matters.

4. The Pastor's responsibility shall include distributing all materials, conducting a series of sessions both for educational purposes and biblical study. They shall also see that an official representative is chosen by the local church to represent their voice and to submit their proxy to the appropriate officials.

**When:**

1. All Assembly Committees shall submit their major studies and comprehensive reports two years prior to the Assembly where it will be presented for consideration.
2. All local churches shall conduct their educational and study sessions concerning matters under consideration before an Assembly prior to January 31 of that Assembly year.
3. All final summaries or revisions of documents shall be sent to the field no less than ninety days prior to that Assembly.
4. All proxies must reach the General Overseer's Office no later than 48 hours prior to the opening of the official business session.

**Where:**

All proxies must be sent or delivered to:

1. The Church of God of Prophecy  
International Offices  
Attn: General Overseer's Office  
P.O. Box 2910  
Cleveland, TN 37320-2910
2. Given to the Proxy Clerk at the Assembly 48 hours prior to the business session.

**Why:**

Since the majority of our membership in recent years did not have a voice in the Assembly, the proxy system of representation was developed so that it could be rectified. Due to the increasing numbers of people in the church, economic, political, geographical, and other conditions hinder the majority of our people from being present. Therefore this procedure has been adopted to give a voice to more of our people around the world.

**How:**

1. Committees prepare the reports
2. Translation and distribution of reports
3. Prayer and study of the reports
4. Discussion of reports
5. Completing and returning of the proxies
6. Processing data and initial tabulation of proxies
7. Issue the Expression Cards based on the proxies
8. Assembly business sessions
9. Computer scanning of subsequent expressions

**Note: The whole process should be seasoned with much prayer and fasting!**