

PROTOCOL FOR THE ASSEMBLY

Commission: Baldemar Rodriguez
Daniel Sanchez
David Contreras

March 17, 1994

Definition: The protocol is the ethic system of bylaws that guide us in the personal dealings, receiving and presenting of ecclesiastic officials.

INTRODUCTION

The purpose of this document is to inform all ministers and officials of the Apostolic Assembly, of the proper order of receiving and presenting officials according to their ranks. He, who presides or makes the official presentation of any ceremony, should follow the order of the protocol found at the bottom of this document.

I. MANNER OF RECEIVING AND PRESENTING

He who presents the officials has to use decency, modesty and elegance. Should render proper respect to each person, mentioning the name correctly, the rank of the official or visitor.

Each situation will explain what to do. If there be conventions, meetings, services, fellowships, weddings, funerals or church dedications.

When the first in rank is not present in an activity, the second in rank is responsible to watch that everything is done decently and in order and so on.

The purpose is to perform our ceremonies with the best order possible, preferring one another with honor, being graceful in our speech and deeds before those that observe us.

II. SPECIAL PRESENTATIONS

There will be occasions when it will be needed to present a person or a group of people from a sister church or visitors from another movement. This presentation is made after making the presentation of our leaders.

He who makes the presentation should be well informed in advance of the correct names and corresponding ranks. He should make the presentation with the same elegance and respect that he would for our own leaders.

III. SPECIAL CASES AND OCCASIONS

Sometimes officials of the government or of the city are invited to special events. This presentation is also made after the presentation of our leaders, so that our honorable guests will know them. After finding out the names and ranks of the guests, he who presides will make the presentation. The words of honor toward the guests should be elegant and prudent.

IV. VARIOUS OBSERVATIONS

The first in rank should not have to wait to the end to be presented, that is not the proper order; nor the following ranks, but everyone in the proper order.

Humor should not be used at the expense of others, because it might result in an offense. Let everything be done with grace and honor.

Any reference to the person being presented should be honorable.

The presiding minister should be informed of the ministerial and educational background of those he is going to present, to make reference and inform the public of their qualifications and honors.

CONCLUSION

The reception and presentation of any person in rank needs to be honorable. The order in rank needs to be followed in all presentations, having in mind that our leaders (in all levels), are presented first. The first ones in rank should not wait. Find out the background of each to make a more elegant presentation and with décor.

THE PROTOCOL ORDER

APOSTOLIC ASSEMBLY OF THE FAITH IN CHRIST JESUS

Explanation Note: According to the ministerial rank or official rank, the same order should be followed when receiving and presenting personnel. Each section contains the level of the different positions. The designated staff or secretaries should make the presentations.

I. NATIONAL OFFICIALS

- A. Bishop President
- B. Bishop Vice-President
- C. General Secretary
- D. General Treasurer
- E. Bishop Secretary of Missions
- F. Bishop Secretary of National Evangelism
- G. Secretary of Christian Education
- H. Secretary of Social Assistance

II. BISHOP SUPERVISORS

III. HONORARY BISHOP PRESIDENTS

IV. DELEGATIONS AND OFFICIAL FOREIGN VISITS

- A. Missionaries
- B. Members of Foreign Board of Directors
- C. Delegated Ministers
- D. Visiting Ministers
- E. Officials of Foreign Departments
- F. Honorary Ex-Missionaries

IV. SUPERVISING BISHOPS AND DISTRICT BOARDS

- A. Supervising Bishop
- B. Secretary
- C. Treasurer
- D. Auxiliary Elders

V. PASTORS

VI. DELEGATIONS AND OFFICIAL VISITS OF NATIONAL EVANGELISM

- A. Pastors/Evangelists
- B. National Evangelists
- C. District Evangelists
- D. Sector Evangelists
- E. Local Evangelists
- F. Honorary Ex-Evangelists

VII. EX-OFFICIAL HONORARIES

- A. Ex-members of the General Board of Directors
- B. Ex-Bishops
- C. Ex-Pastors
- D. Ex-Missionaries
- E. Ex-Evangelists
- F. Ex-Officials of Confederations

VIII. OFFICIALS OF CONFEDERATIONS, FEDERATIONS AND SECTORS

- A. Apostolic Men
- B. Dorcas Society
- C. Messengers of Peace
- D. Juniors Messengers of Peace

IX. OFFICIALS OF THE LOCAL CHURCH

- A. Pastor
- B. Assistant Pastor
- C. Ministers
- D. Secretary
- E. Treasurer

X. DEPARTMENT OF LOCAL CHRISTIAN EDUCATION

- A. Sunday School Superintendent
- B. Secretary
- C. Treasurer
- D. Teachers

Note: If a position is missing, it should be mentioned under the most appropriate level, under it's corresponding rank.