

ORDER OF EVANGELISM

1. The Order of Evangelism:

- 1.1 The Order of Evangelism is a Lay Ministry of the Biblewomen and Evangelists called into the service of evangelism and church growth under the doctrinal principles of the Methodist Church of Southern Africa.
- 1.2 Evangelists and Biblewomen who are called to this service shall fulfil the following requirements:
 - 1.2.1 be a Full Member in good standing of the Methodist Church of Southern Africa for a period not less than two years.
 - 1.2.2 reside in the Circuit of candidature, for a minimum period of not less than two years.
 - 1.2.3 display evidence of a living experience of the saving power of Jesus Christ.
 - 1.2.4 meet all the moral expectations of a Christian, including giving to the life of the Church material and spiritual gifts such as talents, time and money.
 - 1.2.5 teach and observe our Doctrines.
 - 1.2.6 have the gift of zeal and evangelism, especially soul winning and love for all people.
 - 1.2.7 be fit to discharge all the pastoral and evangelistic duties and responsibilities assigned to this office.
 - 1.2.8 have a minimum education level of Grade 10 (Std 8).
 - 1.2.9 preferably be a Fully Accredited Local Preacher or be studying to qualify as a Full Local Preacher.

- 1.2.10 be not more than 60 years of age at the time of candidature.
- 1.2.11 be a loyal and faithful person with integrity.

2. Aims and Objectives:

The foremost aims and objectives shall be:

- 2.1 To win souls for Christ by preaching, organising classes and revivals, and visiting homes for worship and family prayers.
- 2.2 To plant the Church where there is none, if it is possible.
- 2.3 To comfort, care and counsel especially the needy, elderly and the sick.
- 2.4 To revive hope and trust in the Lord especially from those who backslide.
- 2.5 To visit the elderly and the sick at homes, hospitals, work etc. so as to revive their faith and hope of healing.
- 2.6 To organise and participate in poverty alleviation programs.
- 2.7 To help Ministers in the restoration of peace and order in the Church.
- 2.8 To represent Ministers where there is none but to be conscious of the limitations of the "Order", so that they do not behave as Ministers in matters of a doctrinal nature.
- 2.9 To give mission reports of their work at all Quarterly Meetings.
- 2.10 To help in the distribution of the Sacrament of Holy Communion only when the Minister in charge has invited them to do so.

3. Candidature:

The process of candidature for Evangelists and Biblewomen shall be as follows:

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- 3.1 There will be two categories of candidates i.e. *Part Time Non-Stipendiary* and *Full Time Stipendiary*.
 - 3.2 The Part Time Non-Stipendiary are those members who shall not be registered for stipend, but may receive a travelling allowance as specified by the Church.
 - 3.3 Full Time Stipendiary are those members who shall be fully registered for stipend and travelling allowances. These members may be invited to labour in other Circuits.
 - 3.4 The candidating process for both categories shall be the same.

4. The Process of Candidating:

- 4.1 Having certified the calling, the Superintendent will nominate the Candidate in the January Circuit Quarterly Meeting.
- 4.2 The candidate shall give testimony of his/her calling at the January Quarterly Meeting.
- 4.3 The Quarterly Meeting shall vote for or against the Candidate.
- 4.4 If the Quarterly Meeting confirms the calling, the Circuit Superintendent shall complete the application Form and send it to the District Secretary who in turn shall send it to the Warden of the Order. After processing the application form, the Warden shall send it to the EMMU for registration.
- 4.5 The EMMU shall then inform the respective Districts about the Candidates. District Committees shall screen their Candidates and after certifying the calling, inform the Synods. The Synods shall vote on the names read by the District Secretary for Evangelism during the sessions of the Synods.
- 4.6 The Screening Committee shall examine the

Superintendent's report, conduct the screening interview, orally examine the Candidate on doctrinal knowledge, pastoral capabilities, spiritual maturity and knowledge of the teaching and structure of our Church.

5. The Robing of Evangelists and Biblewomen:

- 5.1 After acceptance by the Synods, Candidates shall be robed in September at an induction service conducted by the Superintendent Minister.
- 5.2 At the induction Service, the Biblewoman shall be robed with a Royal-Blue dress with 5 white buttons above waist level, white wrist-cuffs, white club and white Biblewoman's hat. The Superintendent shall only insert a club and hand cuffs.
- 5.3 After completion of the probation period, she shall be commissioned in a Circuit where she is labouring by the District Bishop of the relevant District or a Minister deputised to do so.
- 5.4 During the commissioning service she shall be robed with a Blue-Badge bearing the letters "M.B.W.", be presented with a Bible and her graduation certificate from EMMU.
- 5.5 During the Evangelists' induction, members shall be robed with a Black Clerical shirt and full Clerical Collar with the button in front. The Superintendent Minister shall place the full Clerical Collar on the Evangelist.
- 5.6 During the commissioning service, the District Bishop (or a Minister deputised to do so), shall also present him/her with a Bible and the graduation certificate from EMMU.

6. Remuneration:

- 6.1 Evangelists and Biblewomen shall be remunerated according to their categories. Conference shall from

time to time stipulate what the remuneration for the two categories shall be. All Biblewomen and Evangelists shall receive the same travelling allowances irrespective of their categories.

- 6.2 Medical assistance shall be stipulated by Conference annually.
- 6.3 Full time Evangelists and Biblewomen shall be entitled to 30 days leave per year, one day off per week and sick leave whenever necessary.
- 6.4 Where the sick leave is likely to be for more than six months, the Warden and the District Bishop shall be consulted by the Superintendent for a decision.

7. Education and Training:

- 7.1 Biblewomen and Evangelists shall be trained for a minimum of two years. This training shall include attending classes at College as specified by the EMMU.
- 7.2 The Co-ordinator for Lay Ministries shall be responsible for designing the Syllabus in consultation with the Warden.
- 7.3 Probationers shall undergo the following studies:
 - 7.3.1 Academic studies as determined by the EMMU.
 - 7.3.2 Attend an annual Training Course in November offered by the EMMU.
 - 7.3.3 Studies shall be supervised by the EMMU, Circuit Superintendent and a Circuit Learning Partnership.
- 7.4 There shall be an annual training report about the progress of each learner.
- 7.5 A Biblewoman or an Evangelist who has achieved the Exit Outcomes as stipulated by the EMMU may be commissioned.

8. Membership of the Order:

- 8.1 Membership of the Order shall comprise Probationer Evangelists and Biblewomen, commissioned student Biblewomen and Evangelists, Secretaries of the Districts, Warden, fully qualified Biblewomen and Evangelists, those who are Supernumeraries, and Members of the General Committee. The Presiding Bishop, Executive Secretary and District Bishops are ex-Officio Members.
- 8.2 Members shall pay subscription fees as determined by the Connexional Bi-ennial Convention from time to time and other such levies as determined by the District Conventions. All such monies shall be utilised for the growth and development of the Order.
- 8.3 District Secretaries shall keep the membership statistics for reporting to Synod.
- 8.4 Members shall attend all Conventions and all Services designed for the growth and development of the Order.
- 8.5 Disciplinary processes and procedures affecting Church Membership shall be dealt with in accordance with Chapter 11 of the Laws and Discipline.
- 8.6 At induction and commissioning services, and at the beginning of every Convention, members shall take an oath to reconfirm their commitment to the service of the Lord.
- 8.7 The pledge shall be “*I, humbly pledge to recommit myself to labour in the Methodist Church of Southern Africa for the saving of souls through Jesus Christ. I will seek to do this by preaching, visiting and caring for the sick, elderly and all those needing God’s Service. I will be obedient to the Authorities of the Church and promise that I will never be involved in any action and conversation that promotes and causes strife and dissension in the Church.*”

9. Uniform of the members:

The uniform of the members of the Order shall be:

- 9.1 For Evangelists: full Clerical Black shirt, full Clerical Collar with the button in front, black jacket, plain black trousers/skirt, plain black shoes, plain black socks, black hat in the case of female Evangelists, plain wooden or silver cross, black preaching gown or Manel, a round red lamp-badge bearing the words *The Order of Evangelism*.
- 9.2 For Biblewomen: plain Royal-Blue dress with plain white wrist-cuffs, plain white club, white six-panelled hat, Royal-Blue badge bearing “MBW” (in the case of commissioned Biblewomen), plain black shoes, plain black stockings and a plain wooden cross.

10. General:

- 10.1 The Quarterly Meeting shall review each year the suitability of a Biblewoman and an Evangelist for the work and for employment in the Circuit. Any change in the situation must be reported to the District Committee, who shall report to the Connexional Evangelists’ and Biblewomen’s Committee. A review may be undertaken at any other time, if necessary, by the Circuit Quarterly Meeting.
- 10.2 Circuits employing full-time Evangelists and/or Biblewomen shall provide suitable accommodation. Where possible, however, Biblewomen and Evangelists should live in their own homes.
- 10.3 Sick leave shall be granted, but if for longer than two weeks, a Doctor’s certificate shall be provided. Approved official sick leave shall be granted with full emoluments, after which the case shall be considered on merit.
- 10.4 Full Time Stipendiary Biblewomen and Evangelists

shall be registered with the Methodist Supernumerary Fund, and their stipend shall be paid in accordance with Conference stipulations.

- 10.5 Biblewomen and Evangelists shall retire at the age of 60 years. The Circuit Quarterly Meeting may extend this age limit to a period not exceeding the age of 65 years.
- 10.6 A Biblewoman and Evangelist, no longer employed by a Circuit, shall not exercise pastoral duties unless permitted to do so by the Circuit Quarterly Meeting at the recommendation of the Superintendent.

11. District Evangelists and Biblewomen's Committee:

- 11.1 Every District shall have a District Committee that looks into the administrative affairs of the Order.
- 11.2 This Committee shall meet twice a year, before and after Synod, under the chair of the District Bishop.
- 11.3 Members of the District Committee shall be the District Bishop, Secretary of Synod, Convention Secretary, Treasurer, Vice President, Assistant Secretary, Supervisor of Studies, a Biblewoman and Evangelist elected at the District Convention, and any other member/s that may be appointed by the District Bishop.
- 11.4 The functions and duties of the District Committee shall, *inter alia*, be:
 - 11.4.1 To care for Evangelists, Biblewomen and Probationers in the District.
 - 11.4.2 To screen the District Candidates and present them to Synod for acceptance.
 - 11.4.3 To co-operate with the Connexional Evangelists' and Biblewomen's Committee.
 - 11.4.4 To promote the general interests of the Order and to improve the effectiveness of Evangelists and Biblewomen in their Circuits.

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- 11.4.5 To consider the recommendations of Circuit Quarterly Meetings in respect of applications for admission to Probation and transfers.
 - 11.4.6 To organise the commissioning services of Evangelists and Biblewomen in co-operation with the Circuits concerned.
 - 11.4.7 To report to Synod on the work of Evangelists and Biblewomen in the District.
 - 11.4.8 To organise, in consultation with the District Bishop, the Annual Conventions.
 - 11.4.9 To observe and implement the decisions of the Connexional Executive and the Conference.
 - 11.4.10 To organise retreats, training and workshops intended to develop the mission of evangelism.
 - 11.4.11 To report to the Synod and to the Warden any matter referred to it by the Circuit Quarterly Meeting relating to the fitness of a Biblewoman/Evangelist for the work, the continuance of employment, and any questions of character.

12. District Convention Executive:

- 12.1 The following shall be members of the District Convention Executive Committee: the District President who shall be an Ordained Minister in active service, Vice President, Secretary, Treasurer, Assistant Secretary, ex-President.
- 12.2 The Warden, District Bishop and Synod Executive shall be ex-officio members.
- 12.3 Members of the Executive shall be elected by secret ballot, for a period of three (3) years and each Executive Member shall be eligible for re-election for one further

- three (3) year term only, and shall not thereafter be eligible for re-election. Elected members shall be endorsed by the Synod.
- 12.4 In the event of a vacancy the District Executive Committee may invite the previous incumbent of the vacant position or appoint any member of the Convention in good standing to fill the vacancy until the next Annual Convention, when a by-election may be conducted.
- 12.5 In the case of a vacancy arising in the office of District President, the District Bishop shall call a special District Convention Executive Committee meeting which shall endorse the ex-District President to act until the next Annual Convention, or to elect one of the Ordained Ministers in active service to act as the District President until the next District Convention. The said District Convention shall then elect the President on the first day of the Convention and such District President shall be inducted immediately by the District Bishop.

13 District Convention:

- 13.1 Membership of Convention shall consist of: The District Convention Executive, Synod District Committee, all District Evangelists and Biblewomen (and their spouses as observers), Supernumerary Biblewomen and Evangelists, and members of Evangelism committees in the Circuits. Ministers shall be ex-officio members of the Convention. Ministers may guide but shall not dominate in the affairs of the Convention.
- 13.2 The District and Connexional Conventions are meant to revive, encourage and educate Members of the Order to fulfil their mission objective of “Saving Souls”. In these Conventions members shall be revived by

means of worship services, prayers, praises, preaching, counselling, teaching, guidance and deepening of one's spirituality for the edification of the Body of Christ.

- 13.3 These Conventions shall be so designed that they bring warmth in the Circuits, a feeling of God's presence in the community and most of all bring new converts to God through Christ. Failing to do this is failing the primary objective of the existence of the Order and the calling to build the Kingdom of God.
- 13.4 District Conventions shall be rotated within Circuits in consultation with the District Bishop.

14. Connexional Convention:

- 14.1 At every two year interval there shall be a rotating Biennial Convention. The Connexional Executive Committee of the Convention shall be elected in the Convention by secret ballot.

The members of the Connexional Executive shall consist of the following:

- 14.1.1 Connexional President who shall be an Ordained Minister in active service.
- 14.1.2 Vice President, General Secretary, Treasurer, Assistant Secretary, all of whom shall be elected for a term of two (2) years. Any one of the above Connexional Executive Committee Members is eligible for re-election for one further two (2) year term only, and shall not thereafter be eligible for re-election.
- 14.2 The election of the Biennial Executive shall be conducted by the District Bishop who chairs the General Committee, and the Warden.
- 14.3 The Biennial Executive Committee shall be inducted by the Presiding Bishop in a Public Recognition Service.

- 14.4 In the event of a vacancy arising in the office of the Connexional President, the Presiding Bishop, guided by the General Committee (the Chairperson of which shall be one of the District Bishops appointed by Conference), and Warden shall call a special Connexional Executive Committee to elect a substitute until the next Biennial Convention. The vacancy of other Executive members shall be filled by the Connexional Executive until the next Biennial Convention.
- 14.5 The Connexional Convention shall conduct the business of the Order, act as the Forum for Fellowship amongst its Members and promote the Worship of God.
- 14.6 Membership of the Connexional Convention shall be District Secretaries, the Co-ordinator of Lay training, all District Executive members, all Biblewomen and Evangelists, the Warden, Super-numeraries of the Order, and members of the General Committee. Ministers are ex-officio members.

15. Evangelists' and Biblewomen's General Committee:

All affairs of the Order are administered by the General Committee consisting of a Chairperson who shall be one of the District Bishops appointed by Conference, the Warden, Co-ordinator of Lay Ministry, the Director of the Mission Unit, two Evangelists, two Biblewomen, two Ministers and two Lay Persons. There shall also be two District Secretaries from the neighbouring Districts, one representative from each of the Organisations (Women's Association; Women's Auxiliary; Women's Manyano, Young Women's Manyano and Young Men's Guild) appointed by their General Executive Committees every three years.

- 15.1 The duties of the General Committee in respect of Evangelists/Biblewomen are *inter alia*:

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- 15.1.1 To recommend and advise the Conference on all administrative, policy, mission, financial, medical and educational matters of the Order
 - 15.1.2 To watch over the interests and care of all Biblewomen and Evangelists
 - 15.1.3 To encourage recruitment into the Order, and to oversee all their work
 - 15.1.4 To receive and discuss the Annual Report of the Biennial President
 - 15.1.5 To consider the recommendations and advice of the Synods, Conference and Connexional Executive on Candidates
 - 15.1.6 To consider the recommendations of the Education for Ministry and Mission Unit and Synod on the admission of Probationers into Full Membership of the Order
 - 15.1.7 To decide on the length of Probation from time to time
 - 15.1.8 To receive and discuss the Warden's Annual Report before it is finally tabled at the Connexional Executive and/or Conference.

16. The Warden:

- 16.1 There shall be one Warden for the Order who shall serve both the Biblewomen and Evangelists.
- 16.2 Candidates for this position shall be Ordained Ministers in the full time active employ of the Church.
- 16.3 The Warden shall be elected by the Biennial Convention every five (5) years. The incumbent may be re-elected for another three (3) year term only.
- 16.4 Elections of the Warden shall be chaired by the Chairperson of the General Committee.
- 16.5 The Connexional Executive/Conference shall endorse

the candidate who has been elected by majority vote at the Biennial Convention.

17. Duties of the Warden:

- 17.1 To develop and monitor all mission programs of the Order.
- 17.2 To guide the Order so as to be consistent with Church's transformation strategy.
- 17.3 To process enrolment and check on the fitness of every Candidate and Probationer for the work of evangelism.
- 17.4 To be consulted whenever there is a new application, death, or disciplinary action instituted against a Biblewoman or an Evangelist.
- 17.5 To give a report and table proposals at the Annual General Committee of Evangelism.
- 17.6 To visit the Biennial Conventions; to visit Training Colleges whenever students are in training so as to affirm, motivate and encourage the Probationer Biblewomen and Evangelists.
- 17.7 To intervene whenever a Biblewoman and an Evangelist is not fairly remunerated by a Circuit.
- 17.8 As a member of the EMMU General Committee, the Warden shall report on the educational development of Biblewomen and Evangelists.
- 17.9 As a member of Conference (L&D 5.5.26), the Warden shall report on the mission program and development of the Order.

18. Portfolio functions:

18.1 District President:

- 18.1.1 Shall be an Officer through whom all District applications from Circuits to the Warden are processed.

- 18.1.2 Shall organise and preside over District Convention affairs.
 - 18.1.3 Shall co-ordinate the Screening Committee for Candidates in consultation with the District Supervisor of Studies.
 - 18.1.4 Shall be an ex-Officio member of Synod and report to the Synod about all mission events of the Order in the District.
- 18.2 Connexional President:**
- 18.2.1 Shall organise and chair the Biennial Convention business.
 - 18.2.2 Shall be responsible for the caring and encouragement of Connexional officials.
 - 18.2.3 Shall report the death and transfer of Biblewomen and Evangelists in the Connexion.
 - 18.2.4 Shall be a member of the General Committee.
 - 18.2.5 Shall inform the Secretaries and the Warden about the coming Biennial Convention so that all necessary preparations are made in time.
 - 18.2.6 Shall prepare the agenda and all Biennial Convention business.
 - 18.2.7 Shall supervise and announce the roster for Biennial Convention.
 - 18.2.8 Whereas the Warden shall represent the Order at Conference, the Chairperson of the General Committee and the Warden shall represent the Order at the Connexional Executive.
- 18.3 Secretary of the Convention:**
- 18.3.1 Shall be responsible for the order and maintenance of procedure during Convention business.
 - 18.3.2 Shall correspond with the hosting Circuit, in the case of District Convention, or the hosting

- District, in the case of Biennial Convention.
- 18.3.3 Shall guide the Convention in matters of Policy, Mission and Doctrine of the Church during the business.
 - 18.3.4 Shall keep the inventory of the Convention so that proper hand-over may be ensured during change of Executive.
 - 18.3.5 Together with the District/Biennial Presidents, shall update the Districts and Circuits about current Church issues as they affect the Order and requiring attention.
- 18.4 Treasurer:**
- 18.4.1 Shall keep all monies collected from members at District and Biennial Conventions.
 - 18.4.2 Shall organise fund-raising programs so as to help in mission activities of the Order.
 - 18.4.3 All financial accounts of the Order shall be audited by a qualified Auditor in accordance with MCO policies and procedures.
 - 18.4.4 All bank accounts shall be in the name of “The Methodist Church of Southern Africa (MCSA), Order of Evangelist ... District/Biennial Convention”.
 - 18.4.5 All members will pay an annual subscription fee to be decided by the Connexional or District Convention.
 - 18.4.6 The District in turn shall pay a percentage of the fees collected from the District to the Connexion as decided by the Biennial Convention.
 - 18.4.7 District Convention Executive shall from time-to-time request donations from Circuits towards mission activities of the District.
 - 18.4.8 The District Bishop shall also assist the District

Secretaries from the Mission Fund so that the dream of Evangelism and Church growth in our Church shall be realised.

18.4.9 The District Treasurer shall give a full and audited Financial Report both at District Committees and Conventions, showing how the monies of the Order are administered.

18.5. Vice President:

18.5.1 Conventions shall have Vice Presidents who shall supervise and guide the spirituality of the Convention.

18.5.2 The Vice President shall chair the Convention at intervals when the District President or the Connexional President is out of the meeting.

18.5.3 Shall keep order and direct the revival services of the Convention.

18.5.4 Shall welcome the visitors at Convention.

18.6 Assistant Secretary:

18.6.1 Shall write and keep all records of the decisions, resolutions and minutes during Convention.

18.6.2 Shall write letters whenever it is necessary.

18.6.3 Shall record monies collected so as to help the Treasurer and Secretary.

Notes
