



"Ask of me, and I will make the nations your inheritance, the ends of the earth your possession."

– Psalm 2:8

Empowering Leaders

HANDBOOK
2009-2010

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ABOUT US

Global Change Network, U.S.A. (GCN, U.S.A.), a Colorado non-profit corporation, is an international alliance of ministers, that serves as a professional association for its members. Active members enjoy spiritual covering, oversight, guidance, mentoring, training, fellowship and support for their ministry endeavors, along with the public endorsement to fulfill the Great Commission. GCN, U.S.A. is a network whose goals are realized through the relationship of the members to the organization and to each other.

GCN, U.S.A. members have been trained, ordained and released (sent) to the local church, the community and the world. Members participate in various ministry activities. Having been ordained to one of the five-fold offices or leadership roles (apostle, prophet, evangelist, pastor or teacher), many members serve as leaders in local church bodies, or as part of parachurch organizations. Others have formed their own personal ministries which focus in widely diverse areas such as prison aftercare, preaching and teaching, the marketplace and the arts.

GCN, U.S.A. is a self-governing ministry and a wholly owned subsidiary of Colorado Christian Fellowship (CCF).

Purpose

Our purpose is to facilitate the ministry activities of our members and affiliates worldwide. Through relationship, GCN, U.S.A. seeks to empower members and affiliates to accomplish their ministry goals. GCN, U.S.A. provides spiritual covering, certification, counseling, mentoring and networking opportunities.

History

In 2003, Apostle Phillip F. Smith, Jr. began training the first group of men and women in their five-fold ministry giftings. In the spring of 2004, 33 of these students were subsequently ordained and became the first members of GCN, U.S.A. Since that time, the organization has ordained over 180 ministers who are located in the U.S.A., the United Kingdom and Zambia.

In September 2007, the Board of Overseers for GCN, U.S.A. was established and GCN, U.S.A. was incorporated as a Colorado non-profit organization. The current board members are Antoinette McNair, Betty Rice, Joyce Riley, Pastor Phillip F. Smith, Jr. and Cheryl Stockham.

Affiliates

As part of its worldwide mission, GCN, U.S.A. has as one of its goals the establishment of affiliates in various regions of the world. The mission of the affiliates is consistent with the overall mission of the parent organization, and affiliates are given a jurisdictional sphere of operation determined by GCN, U.S.A.

In 2007, after three years of working to build relationships and a foundation for the expansion of our global vision, the first affiliate, Global Change Network, Southern Africa, was established. This division of GCN, U.S.A. is headquartered in Ndola, Zambia. One of the highlights of 2006 was the ordination of Apostle Billy Mate in Zambia. Members of this affiliate have been trained and ordained in a manner similar to the members of GCN, U.S.A. The organization is governed by a three-member Board of Overseers and currently has eight members.

Missions

As part of our purpose, GCN, U.S.A. participates in both local and foreign missions activities by partnering with our members in their various ministry projects. To date, we have provided funds for the purchase of farm land in Zambia which now provides economic support as well as food for some of our members and the community. Other initiatives include financial support for a church building project, spiritual counseling and the facilitation of specific conferences and seminars. Our plan is to expand assistance to include AIDS education, economic-empowerment education, grants, church planting and church building.

Governance

GCN, U.S.A. is governed by a Board of Overseers appointed by and accountable to the Board of Elders of CCF. The Board of Overseers is responsible for deciding all matters of GCN, U.S.A. and also gives input into the mission of the organization.

GCN, U.S.A. is subject to the bylaws, policies and procedures established for the governance of CCF. As such, GCN, U.S.A. is accountable to the Board of Elders of CCF for its oversight and the implementation of its mission. According to Article 3, Section 3.2.2 of the GCN U.S.A. bylaws, the minimum requirements to serve as a member of the Board of Overseers are active membership and good standing in GCN, U.S.A.

MEMBERSHIP

GCN, U.S.A. Membership

In order to become a member of GCN, U.S.A. you must successfully complete the Ordination Program (see page 13). Membership in GCN, U.S.A. means that you agree to:

1. *Maintain a godly life displaying Christian character and conduct, and upholding a scriptural standard in teaching.* As ministers of the Gospel, members are held accountable to the principles of God as conveyed in Scripture - in all manner of ethics, morality, integrity and ministerial practice. The standard by which all GCN, U.S.A. members should continually measure themselves is outlined in I Timothy, Chapter 3 and Titus Chapter 1. The activities of members, including public and private statements and conduct, are subject to review by the GCN, U.S.A. Board of Overseers in accordance with these standards.
2. *Commit to active ministry.* A member of GCN, U.S.A. should be in active service in the Body of Christ and viewed as taking a leadership posture in whatever ministry endeavor is undertaken and/or whatever local church he or she attends. Active ministry might be teaching Sunday School, heading up a personal ministry, organizing an evangelistic outreach, preaching and teaching at the invitation of others, participating in domestic or foreign missions work, along with many other kinds of activities based on the member's calling, gifts, skills and talents. It is our belief that members of GCN, U.S.A. have prayerfully and soberly answered the call to ministry as leaders and have accepted the associated responsibility.

3. *Participate in post-ordination training for ongoing spiritual and professional growth.* Ordination is just the beginning. Successful service means continually seeking to build on the foundation that has been established, to grow and mature in your Christian vocation.

A member might choose to pursue higher education, attend seminars, study to expand or change his or her ministry endeavors, take a short course or engage in self-directed study. Members also are encouraged to take advantage of opportunities for training through seminars, workshops and conferences offered at Christian Vocational Training School (CVTS), the school for adult Christian education at Colorado Christian Fellowship.

4. *Establish meaningful contact with GCN, U.S.A., network members and Apostle Phillip F. Smith, Jr.* A foundational principle for the successful functioning of a network is relationship. Without meaningful, ongoing communication, a relationship cannot be sustained and becomes ineffective and meaningless. Attending events sponsored by GCN, U.S.A. is one way to establish and maintain meaningful ties within the organization. GCN, U.S.A. events include the monthly Roundtable Luncheon, seminars, conferences and other activities.

Benefits

Members of GCN, U.S.A. enjoy the following:

1. Connection with a professional ministerial organization, providing annual re-credentialing.
2. Accountability for ministry through ongoing spiritual covering and connection with Apostle Phillip F. Smith, Jr.
3. Enhanced credibility for ministry activities through an affiliation with a well-established local church and a growing global network.
4. Access to counseling for personal needs through the Pastoral Counseling Department at Colorado Christian Fellowship.
5. Mentoring and consultation about ministry goals, plans and activities.

6. Information-sharing among the membership through regular correspondence and the GCN, U.S.A. newsletter and website.
7. Networking opportunities through events such as the monthly Roundtable Luncheon, the December Holiday Party, Ordination Week activities and the Reunion Banquet. Members are invited to attend various meetings, workshops, conferences and retreats.
8. Assistance with church planting activities.

Activities

Active members of GCN, U.S.A. are invited to:

- Attend the monthly Roundtable Luncheon.
- Assist with altar ministry at Sunday worship services at Colorado Christian Fellowship.
- Attend fellowship and networking activities during the year.
- Receive special offers for post-ordination training courses at CVTS.
- Participate in opportunities for counseling through the Pastoral Counseling Department at Colorado Christian Fellowship.
- Participate in opportunities for mentoring and counseling concerning ministry plans and activities.
- Apply to participate in ministry opportunities when offered through GCN, U.S.A., such as prayer ministry, outreach and missions trips.

Classifications

According to Article 5, Sections 5.2 and 5.3 of the bylaws of GCN, U.S.A., members are classified according to one of the following categories:

1. **Active:** A member who has complied with all periodic ordination re-certification requirements.
2. **Inactive:** A member who has not complied with the periodic ordination re-certification requirements. Inactive members may not participate in activities that are reserved for Active members.
3. **Terminated:** A member whose ordination credentials have been revoked either voluntarily or involuntarily:
 - *Voluntary* – A member may choose at anytime to surrender his or her ordination credentials upon written notification to the Board of Overseers of GCN, U.S.A. The request will be presented to the Board of Elders of CCF for official action concerning that member’s status. Revocation terminates the minister’s right to participate in any privileges afforded to members of GCN, U.S.A. or hold oneself out to the public as an ordained minister of CCF.
 - *Involuntary* – A member’s ordination credentials may be revoked at the recommendation of the Board of Overseers for the following reasons: a) member has remained in inactive status for three consecutive years; b) member fails to demonstrate the intent to be involved in consistent, meaningful ministry activity, and function in one or more of the leadership gifts expressed in Ephesians 4:11 (apostle, prophet, evangelist, pastor, teacher); c) member fails to maintain a godly life of Christian character and conduct and does not uphold a scriptural standard in teaching.

Re-certification

Members of GCN, U.S.A. are part of a unique association. One of our core values is fostering a true relationship between members and Apostle Phillip Smith, Jr. Our members understand the need for spiritual covering, accountability, mentoring and training. Our members also realize that just as ministry can be rewarding, uplifting and fulfilling, ministry can also, at times, be difficult, demanding, and challenging. Ministry can even take a toll on one's life if the proper care is not taken to avoid it.

The re-certification process is a mechanism that allows members the opportunity to take stock of their lives and ministry and allows GCN, U.S.A. to verify that our members are adhering to the ordination requirements.

In order to maintain active membership in GCN, U.S.A., each year members must complete the re-certification process by submitting a written assessment of their lives and ministry during the year, along with the \$50 re-certification fee.

The re-certification process takes place at the beginning of the year, and is the only time during the year that members may renew their credentials. Failure to do so results in the member being classified as "Inactive" for that year.

In order to be re-certified as a member of GCN, U.S.A a member must:

1. *Complete a Member Information Form.*

- This form is designed to maintain contact, provide an update about the member's ministry activities, and highlight any issues that could be of concern. We want to make sure that our members continue to be effective ministers and are fulfilling their pledge as ordained ministers of GCN, U.S.A. Credentials are reissued annually in the form of a membership card.

2. *Submit the annual affiliation dues in one of the following ways:*

- Pay \$50 minimum dues (annual dues will be waived through the end of the year in which the member is ordained); **or**
- Tithe to GCN, U.S.A. (so long as the amount is equal to or exceeds the \$50 minimum dues requirement and does not interfere with tithing to your local church); **or**

- Make a one-time gift (so long as it is over and above the \$50 minimum)

Guidelines

Whether or not GCN, U.S.A. ministers are also members of CCF, there are guidelines for maintaining the appropriate separation between CCF and the activities of GCN, U.S.A. members. **Affiliated ministers should not rely on CCF and its membership as the primary support and focus for their ministry activities.**

GCN, U.S.A. has established office space in the church for the purpose of conducting all GCN, U.S.A. business. This includes, but is not limited to, meetings, ordination planning, re-certification activities, and distribution of official communications.

Members will be governed by the following guidelines in order to protect CCF members from exploitation and harassment, and to promote equality and fairness among GCN, U.S.A. members:

1. Affiliation

- The ministry activities of the membership of GCN, U.S.A. are separate and apart from those of CCF. Thus, members of GCN, U.S.A. may not present themselves or their ministries as acting on behalf of, or representing CCF.
- Members may not use the name of CCF in literature or promotional materials except as it pertains to their membership and affiliation in GCN, U.S.A.

2. Advertising/Promotions

- Members may advertise their ministries at CCF in two ways. Information about ministry activities may be a) submitted to the administrative office for circulation to the membership and b) submitted for publication via the GCN, U.S.A. newsletter or website.
- Members may not advertise their ministries or ministry activities at CCF through announcements or unauthorized publications.
- Members may not post materials concerning their ministries on any CCF bulletin boards, the website, or in publications such as the church newsletter, fliers or brochures.

- Members may not solicit participation in, or assistance with, their ministries in any CCF forums such as worship services, meetings, classes or trainings.

3. *Solicitation*

- Members may not solicit funds from the members of CCF while at services, meetings, classes or other gatherings at the church. Members may not use CCF membership directories, mailing lists or any other data compiled in CCF's databases for solicitations of any kind.
- Members may not sell products or services at CCF.

4. *Media Relations/ Relations with the General Public*

- Failure of members to maintain the highest standards in personal and private communications can result in scrutiny and or corrective action by the Board of Overseers of GCN, U.S.A.
- All communication, whether in private or in public, should be of the highest caliber. Members should be aware that statements, whether broadcast on television or radio; whether published in newspapers, magazines or books; whether published on websites, blogs, social networking sites or distributed by text messaging; and whether these statements are made in the course of doing ministry or not, such statements have the potential to reflect on your status as an ordained minister of the Gospel, the ordaining body (CCF) and on the entire GCN, U.S.A. organization. If there is doubt about communicating in a certain way, to a particular individual or organization or through a specific platform, you are urged to contact the GCN, U.S.A. office for counsel.

ORDINATION PROGRAM

Our Ordination Program is one of the primary ways we accomplish the goal of empowering leaders to change the world for Christ.

Ordination is the recognition, first by God, and then by the ordaining body, that an individual has specific spiritual gifts having to do with church leadership, and is authorized to use them in the appropriate ministry. We also recognize that as believers, we are all called to do the work of ministry and thus ordination is not a prerequisite for participation in meaningful ministry.

One of our foundational principles is that our members are called to help others in the Body of Christ acquire the skills, knowledge and tools to do “the work of ministry”. In Ephesians 4:11, God has outlined his plan for preparing the saints – “he gave *some* to be apostles, prophets, pastors, evangelists, teachers...” God has established a governmental structure – *leadership* – in the body to carry out his desire that the saints be equipped to do the work of ministry for the building up of the Church. Through those operating in these leadership roles or offices, every member of the body is to be “perfected.”

True leadership requires godly character, dedication, sacrifice, integrity, wisdom, patience, perseverance and much more. Not everyone desires leadership. And not everyone is called to serve in this way. All who seek to lead God’s people should study I Timothy 3:1-7 and Titus 1:5-9. As leaders, those whom God ordains as apostles, prophets, pastors, evangelists and teachers take on, as a part of the mantle, the responsibility to train, mentor, and model godly Christian character, and assist in bringing the body to maturity.

In line with this direction, GCN, U.S.A. is made up of ministers who are called as leaders. Therefore, our membership consists only of ministers ordained to one of the five-fold offices as described in Ephesians 4:11. As ministers of the Gospel, our members are commissioned and credentialed to officiate at all rites and ordinances, including the marriage ceremony. They can pray with the sick and afflicted and can perform all other functions which by common law and Christian custom constitute the responsibilities of a minister of the Gospel.

As you make the decision concerning our Ordination Program, please give prayerful consideration to these questions:

1. Why do I want to be ordained?
2. Based on my current ministry activities, what proof do I have that my ministry calling is to minister as an apostle, prophet, evangelist, pastor or teacher?
3. Do I see myself as a person who has a specific call, from God to lead and teach and equip others?
4. Am I ready to sustain a *lifestyle* of active ministry?
5. Am I in agreement with the philosophy and vision of GCN, U.S.A.?

Description

Currently, the Ordination Program covers approximately seven months (two semesters), beginning in September and ending in April. The two major components of the program are: a) formal courses that require reading, class participation and practical application; and b) a pre-ordination interview which serves to determine the candidate's readiness for ordination. All courses are completed through Christian Vocational Training School (CVTS), CCF's school for adult Christian education. The coursework is designed for adults of varying educational levels. However, students should be prepared for a rigorous course of study. Each class requires the purchase of a textbook(s). Information regarding textbooks is available at the CVTS registration office.

During the fall semester, students must complete two courses and two seminars. During the spring semester, students will complete two courses and three seminars.

Additionally, at the end of the fall semester, candidates must undergo a pre-ordination interview to determine their progress and readiness for ordination. The program culminates on Good Friday with the ordination of those who have successfully completed all requirements.

Those completing the Ordination Program will be ordained as ministers of the Gospel with an emphasis in one of the following leadership gifts (five-fold ministry offices): apostle, prophet, evangelist, pastor or teacher.

Please note: All courses required for the completion of this program are administered by and completed at CVTS, which is an entity separate from GCN, U.S.A. Ordination candidates must register for classes at CVTS during the published registration period. Please see the CVTS catalog for details.

Eligibility for the Program

To be eligible for the program you must:

1. Be at least 18 years of age.
2. Profess Christian faith.
3. Be a member of a local church.
4. Demonstrate a call to the chosen five-fold ministry office based on recent ministry activities.
5. Complete the Application for Admission.
6. Provide two recommendation letters regarding your life, ministry work and character.
7. Successfully complete the pre-enrollment interview.
8. Agree with the mission and purpose of GCN, U.S.A.

Admission

The following process should be followed when applying to the Ordination Program:

1. Program Application - Complete the Program Application and submit it along with the \$100 program fee to Ordination Program, Global Change Network, U.S.A., 10682 E. Iliff Avenue, Aurora, Colorado 80014. The Program Application is included in the Ordination Program packet which can be obtained from either the GCN, U.S.A. administrative office, the Resource Desk located in the CCF lobby, or the GCN, U.S.A. website at www.gcn@gcnusa.org. You will be scheduled for the pre-enrollment interview as soon as possible after the application is received. Applicants are *strongly encouraged* to submit applications as early as possible in the process to allow sufficient time to be scheduled for the pre-enrollment interview. **Applications will not be accepted after August 14, 2009 for the 2009-2010 program year.**

2. Letters of Recommendation – At the time of application, you must provide two letters of recommendation from persons who are familiar with your life, ministry work, and character. One of the recommendations must come from your current senior pastor, overseer or a church leader who can attest to your current local church participation. Each letter of recommendation must be submitted using the “Ordination Program Letter of Recommendation Form” which is included in the Ordination Program packet.

Please Note: Incomplete application packages (Program Application, two Recommendation Letters, and the \$100 Program Fee) will not be processed and will be returned to the applicant.

3. Pre-Enrollment Interview - Once the application and program fee have been received, you will be contacted to set up a pre-enrollment interview. The pre-enrollment interview will help us determine your suitability for the program. You should be prepared to discuss your purpose for entering the program and demonstrate a definite call to one of the five-fold ministry offices (apostle, prophet, evangelist, pastor, teacher), based on your ministry activities prior to applying to the program.
4. Notification of Acceptance to the Program - You will be notified by letter of the outcome within one-week of the pre-enrollment interview. ***Acceptance to the program does not guarantee ordination. Once you have been accepted into the Ordination Program, you must register for classes at CVTS during the designated registration period.*** Please consult the CVTS catalog or contact the CVTS administrative office for registration dates and procedures.
5. Candidate Orientation -Those accepted to the Ordination Program must attend a candidate orientation which will be held one week before classes begin at CVTS. At this meeting, you will review the program philosophy, expectations, ordination requirements and the GCN, U.S.A. organization.

Fee

The fee for the Ordination Program is \$100, payable when the program application is submitted. Payment can be made by cash, check or money order. Checks and money orders should be made

payable to Global Change Network, U.S.A. There is an additional CVTS registration fee of \$25 per course which is paid when you register for classes. For more information about the CVTS course fee, you may contact the CVTS administrative office at 303.368.7120.

Textbooks

You will be required to purchase at least one textbook for each class. Books are available at the Healing House Bookstore at CCF.

Eligibility for Ordination

Once you are accepted into the Ordination Program the following requirements must be met to become eligible for ordination:

1. Successfully complete all required courses offered through CVTS, including exams, practicums and projects.
2. During the fall semester: (1) complete two classes - the five-fold ministry course, Homiletics (where students learn how to prepare a sermon), and (2) three seminars – Spiritual Warfare I, Spiritual Warfare II and General Counseling Principles.
3. At the end of the fall semester, declare your intention to officially continue in the program by submitting the Ordination Candidate Intent Form.
4. Complete the pre-ordination interview during December. Applicants will be contacted to set up an interview time. You will be asked questions by a peer panel of GCN, U.S.A. members ordained to your chosen office. Topics will include your understanding of the call to the chosen ministry office, how that office gift operates and your understanding of Global Change Network, U.S.A. You will be notified of the result of the interview within one week of completing the interview. Upon the recommendation of the peer panel, and pending the successful completion of the spring semester classes at CVTS, you will be recommended for ordination to the Board of Overseers of GCN, U.S.A.
5. Register at CVTS for the Spring Semester.
6. During the spring semester: (1) complete two classes – Exegesis (the study of how to read and interpret Scripture), Doctrinal Foundations (the basics of Christian beliefs), and (2) three

seminars – Ministerial Practice I, Ministerial Practice II and Global Change Network, U.S.A. Seminar.

7. Complete and submit the Global Change Network, U.S.A. member information forms accompanied by a passport-sized photo.
8. Read and sign the Covenant Agreement stating your commitment to the goals of GCN, U.S.A.
9. Return all forms to the GCN, U.S.A. office by the deadline. See the Calendar of Events for details.

Ordination

A candidate will be ordained after a) successfully completing the required courses at CVTS; b) participating in the pre-ordination interview; c) submitting the required forms; and d) gaining final approval by the Board of Overseers of GCN, U.S.A and the Board of Elders of CCF. The ordination ceremony is held annually on Good Friday.

Ordination Activities

The 2010 ordination ceremony will be held on Good Friday, April 2nd at Colorado Christian Fellowship. Candidates who have successfully completed the eligibility requirements for ordination will be provided:

- Invitations to distribute to family and friends.
- Brunch in their honor preceding the Ordination Ceremony
- Prophetic Ministry Night, where GCN, U.S.A. members who are ordained prophets will provide individual prophetic ministry to each candidate.
- A Certificate of Ordination and a stole representing the office to which the candidate has been ordained.
- A wallet-sized credential card authenticating their status as an ordained minister with membership in Global Change Network, U.S.A.

Withdrawal from the Program

Candidates may withdraw from the Ordination Program at any time for any reason. Candidates who wish to withdraw must notify the

Program Director, Joyce Riley. The \$100 program fee will be refunded in full. The CVTS course fee of \$25 per course is only refundable within the first two weeks of the school term. See guidelines in the **CVTS catalog** or consult the CVTS administration office at 303.368.7120.

Christian Vocational Training School Classes

Applicants to the Ordination Program are urged to consult the **CVTS catalog** for class registration details, textbook information, course descriptions, dates and times. The catalog can be obtained by contacting the CVTS Administrative Office at 303.368.7120 or online at www.cvtsonline.org.

Fall Courses 2009

(Ordination candidates will choose only one area of emphasis.)

- Apostles training
- Prophets training
- Evangelists training
- Pastors training
- Teachers training
- Homiletics *
- Ministerial Practice – seminar *
- General Counseling Principles – seminar *

**Required for all ordination candidates*

Spring Courses 2010

- Exegesis
- Doctrinal Foundations
- Spiritual Warfare I – seminar *
- Spiritual Warfare II – seminar *
- Global Change Network, U.S.A. – seminar *

**Required for all ordination candidates*

**2009-2010
Ordination Program**

Calendar of Events

2009

August 1	Online Class Registration Begins
August 14	Last Day to Submit Program Application
August 30	Onsite Class Registration Begins
September 5	Candidate Orientation
September 13	Last Day to Register for CVTS classes
September 14	CVTS Fall Semester begins
December 10	Ordination Intent Form Due
December 16	CVTS Fall Semester Ends
December	Pre-Ordination Interviews (Dates to be determined)

2010

January 1	Online Class Registration Begins
January 18	CVTS Spring Semester Begins (Ordination Candidates only)
March	Candidate Get-Together (Date to be determined)
March 21	Ordination Forms Due
March 21	Ordination Information Meeting
March 24	CVTS Spring Semester Ends (Ordination Candidates only)
April	Prophetic Ministry Night (Date to be determined)
April 2	Ordination Brunch
April 2	Ordination

CONTACT INFORMATION

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