



THE T.O.M.A. MINISTRY
LAWS & RULES OF CONDUCT



**THE T.O.M.A.
MINISTRY
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OF
CONDUCT**

**JOB 22:22 RECEIVE I PRAY THEE, THE LAW
FROM HIS MOUTH, AND LAY UP HIS
WORDS IN THINE HEART**

**PSALM 94:12 BLESSED IS THE MAN WHEN
THOU CHASTENEST O LORD, AND
TEACHEST HIM OUT OF THY LAW**



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NEW MEMBERSHIP

1. In order to become a registered righteous member of The T.O.M.A. Ministry, one must give their name and contact information to the recording secretary. This lets us know that you are showing an interest in becoming a member. Within 7 days you will receive a notification to attend our 2 hour membership orientation.
2. During this time you will be orientated into The T.O.M.A. Ministry methodology.
3. After this orientation you will have the opportunity to decline to move forward in your desire to become a member. But if you desire to continue in the process of becoming a member of The T.O.M.A. Ministry, you will be asked to pay a non-refundable one time only \$50.00 membership fee with a 14 day time period.
4. Every NEW membership applicate will have three months (90 days) to further observe our movement to determine if he or she have found the spiritual home and spiritual leader in the person of **Minister Rahim Chesed Aton** they have been looking for. During this 3 month (90 day) time period The T.O.M.A Ministry will be assessing you to determine if you are a man or woman of your word, accountable, dependable, and responsible for duties and assignment that you may be given within that time period.
5. Every registered righteous member of The T.O.M.A. Ministry must become a laborer within one or more committees & departments of The T.O.M.A. Ministry. We have various committees and departments that are in need of your expertise and assistance.
6. Every membership applicate during the orientation will be asked to fill out a T.O.M.A. Nation Volunteer form to determine what skill sets you may have and your daily availability. From these forms we will assign you to a committee or department where we feel you will be in the best assistance of the movement.

COMMITTEE / DEPARTMENTS

1. All committees / department heads are responsible for the production or lack of production of their committee / department.
2. It is the responsibility of the committee / department heads to lobby the Chief of Staff to receive NEW members into their committee / department if needed.



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COMMITTEE / DEPARTMENT (cont.)

3. All committee / departments must meet at least once a month to plan and implement strategies to push the committee / department agenda's forward.
4. All new plans & ideas that the committee / department come up with must be approved by the Founder / Co-Founder.
5. The process for getting your plans & ideas approved are as follows:
 - a. The idea / plan must be submitted to the chief of staff at a Staff Meeting.
 - b. The Chief of Staff will submit you plan / idea to the Founder / Co-Founder at their monthly Business Meeting.
 - c. The Founder / Co-Founder in this meeting will accept, deny, or request more information about you plan / idea.
 - d. The Founder / Co-Founder's response will be delivered by the Chief of Staff to the committee / department head via phone call, text, or email within 5 business days of the monthly Business Meeting.
 - e. Clarification of the Founder's / Co-Founder's decision will be given by the Chief of Staff, if requested.
6. The Founder / Co-Founder's decision in the matter is final
7. All committee / department heads must attend a Bi-weekly Staff Meeting
8. The Staff Meeting will be changed to a weekly or monthly meeting according to need or necessity.

RESIGNATIONS

Resignation – *the act of termination of your role or participation in a duty or an assignment.*

1. Resignations submitted by any Staff Personnel, or Registered Righteous Member after desiring to move forward in your membership after the three month (90 day) probation period are considered and looked upon as a threat to the stability of The T.O.M.A. Ministry. Any Staff Personnel, or Member that submits a written or verbal resignation to the Founder / Co-Founder, that resignation will automatically go into effect as of that day and hour submitted. That Staff Personnel, or Member's membership in The T.O.M.A. Ministry will be terminated. This ruling is not up for appeal.



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RESIGNATIONS (cont.)

2. There is a process by which one can resign
 - a. Written or verbal resignation must be submitted to the Chief of Staff
 - i. Chief of Staff must have a conference with the Staff Personnel, or Registered Righteous Member to determine the source of dissatisfaction. And then determine if that dissatisfaction can be corrected.
 - b. If dissatisfaction cannot be corrected the Chief of Staff he or she will forward the verbal or written resignation to the operations manager.
 - i. Chief of Staff must have a conference with the Staff Personnel, or Member to determine the source of dissatisfaction. And then determine if that dissatisfaction can be corrected.
 - ii. The Operations Manager must have a conference with the Staff Personnel, or Member to determine the source of dissatisfaction. And then determine if that dissatisfaction can be corrected.
 - c. If dissatisfaction cannot be corrected the Operations Manager he or she will forward the verbal or written resignation to the Founder / Co-founder for final determination.
 - i. The Founder / Co-Founder will make a determination based upon the results of the two (2) conferences conducted as to if the Staff Personnel, or Member will receive a third (3rd) conference or if the final determination on the matter shall be that the resignation shall be accepted.
3. Any registered righteous member that have submitted a membership resignation and it has been determined that your dissatisfaction could not be resolved, that member will not be allowed to attend any T.O.M.A. Ministry classes, functions, programs, or activities. Active member of the .O.M.A Ministry will not be allowed to fellowship with the terminated member for the duration of one (1) year.

MEETINGS / CLASSES

1. All registered righteous members of The T.O.M.A. Ministry are expected to attend all meetings & classes and arrive at those meetings & classes on time. A fifteen (15) minute grace period can be given to all registered members that request it by contacting the **Attendance Secretary** via phone or text message to receive said grace. Any registered member that is late for any two (2) class or meeting will be marked as one (1) day absent.
2. All registered righteous members of the T.O.M.A. Ministry that are scheduled to work on meeting and class day and times are exempted, or an act of God such as a car accident, being hospitalized etc..... Dues & Obligation must be paid up.



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MEETINGS / CLASSES (cont.)

3. Any registered righteous member of the T.O.M.A. Ministry missing three (3) meetings / classes in a month will be suspended.
4. All registered righteous members of the T.O.M.A. Ministry will receive a **WARNING NOTICE** to show cause at our next meeting after the second (2nd) absence is recorded by the **Attendance Secretary**.
5. Any registered righteous member of the T.O.M.A. Ministry that is suspended due to excessive absences must make sure that if they have any outstanding dues / obligations must be paid in full before returning to active status.
6. Suspensions due to absences will be as follows:
 - a. 1st suspension 1 week
 - b. 2nd suspension 2 week
 - c. 3rd suspension 3 week
 - d. 4th suspension 1 year
7. Every registered righteous member must bring the following materials to every meeting or class:
 - a. Pen / pencil
 - b. Five (5) theme note book
 - c. KJV Holy Bible
 - d. Holy Quran (Translation)
 - e. Prescribed Readings & other Study materials as instructed by your class or meeting facilitator.
8. Registered Righteous Members are not allowed to ask questions during the Sunday Lecture class. At the conclusion of the lecture you will be allowed to ask any and all question that you may have only upon the recognition of your hand by the Sunday Class lecturer.
9. As for meetings registered righteous member are encouraged to ask questions and make comments only again if the conductor / facilitator of the meeting recognized your hand.
10. Registered righteous members are not allowed to leave the lecture class area for any reason unless you have been given clearance by one of the Ministers, Chief of Staff, or the Operations Manager. Also you may be able to move about the lecture class area if your duties and assignment call for such movement.



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MEMBERSHIP CONDUCT

1. Registered righteous members debating with a Minister at any time will not be tolerated.
 - a. **DEBATE** – to take part in a discussion or contest in which opposing sides of a question are argued.
2. Arguing among registered righteous members or other individuals, whether in the lecture class area, meeting class, or in the public will not be tolerated.
3. Bad habits and harmful vices such as **SMOKING, DRINKING, USING DRUGS, USING PROFANITY, JESTING**, and all other Mental, Emotional, and Physically Bad Habits & Vices will not be tolerated.
4. The T.O.M.A. Ministry will not tolerate any physical altercations such as **FIGHTING OR WRESTLING**. Exceptions are only during self-defense or Martial Arts classes.
5. The T.O.M.A. Ministry will also never tolerate any registered male or female member striking his/her mate in a violent manner.

REGISTERED MEMBER'S DRESS CODE

1. All registered righteous members must adhere to The T.O.M.A. Ministry Dress Code. All registered male & female members must have themselves covered at all time while traveling outside of your homes.
 - a. The following clothing are not acceptable clothing for **T.O.M.A. Ministry male members**.
 - i. **SHORTS**
 - ii. **TANK TOPS**
 - iii. **SHIRTS THAT EXPOSE THE TRI-CEPS OR BI-CEPS**
 - iv. **SHIRTS THAT EPOSE THE CHEST AREA**
 - v. **SPANDEX ATTIRE**
 - vi. **BLUE JEANS WITH HOLES IN THEM**
 - vii. **ANY SEE THROUGH OR TIGHT FITTING CLOTHING**
 - b. The following clothing are not acceptable clothing for **T.O.M.A. Ministry female members**.
 - i. **SHORTS**
 - ii. **SPANDEX ATTIRE**
 - iii. **MINI SKIRTS**
 - iv. **MINI DRESSES**
 - v. **DRESSES OR TOPS THAT EXPOSE YOUR FLESH**
 - vi. **DRESS HEMLINE ABOVE THE KNEE**
 - vii. **ANY SEE THROUGH OR TIGHT FITTING CLOTHING**
 - viii. **LOW RIDERS JEANS OR SKIRTS**

All clothing that does not fall under one or all of these categories are expectable.



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DUTIES / ASSIGNMENTS

1. The Founder, Co-Founder, or Ministers may issue out to the registered righteous members assignments and duties. These duties and assignments must be carried out by the registered righteous member that the assignment was given within a five (5) day time period. The time period of assignment completion or duty may change according to the urgency or lack of urgency of the assignment or duty.
 - a. The Founder, Co-Founder, Minister may say to you that they need that duty or assignment completed as soon as possible (ASAP). This indicated that the duty or assignment must be completed within 24 hours of the day and time the duty and assignment was given.
 - b. The Founder, Co-Founder, Minister may ask you how soon you will be able to get that duty or assignment completed. You have the space of time between 24 hour from the time and day that the duty or assignment was given to five (5) days from the day and time the duty and assignment was given.
 - i. You must give the Founder, Co-Founder, or Minister a day and time within that time frame.
2. No registered righteous member will be allowed to turn down an assignment or duty unless that registered member has a physical or psychological reason that the Founder, Co-Founder, or Minister may not know about that would prevent you from doing the assignment or duty properly.
3. Every registered righteous member must uphold the duties of his or her office to the utmost degree. Dr. Benjamin Mayes says, “*Do your job so well that no one born or yet unborn can do better*”. Neglect of office, duty or assignment is unacceptable.

FINES / SUSPENSIONS

1. Any registered righteous member fined 3 times within a month will be fined and suspended.
2. Any registered righteous member suspended 3 times within a years will have their membership suspended for one (1) year.
3. If any registered righteous member resigns, quits, or is suspended, terminated from The T.O.M.A. Ministry he/she cannot enter any TOMA Ministry facility or participate in T.O.M.A. Ministry activities unless you have been given special written permission from the Founder.
4. When a registered righteous member that is a parent is suspended, your children ages (12 & up) are to continue to attend classes.



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FINES / SUSPENSIONS (Cont.)

5. All fines are final after three (3) days. Within the three (3) day period an appeal of the fine may be made. (SEE RULES OF APPEAL)

VACATIONS

1. Starting September 1, 1996 The Righteous registered members of The T.O.M.A. Ministry will receive a one (1) week vacation on your birthdate. You can take off with your spouse but only on one (1) birthdate not both.
 - a. But you can hold your birthdate vacation week time to add to your spouse's birthdate vacation week there by having a combined two (2) weeks.
2. If you do not use your birthdate vacation week time (which you are not obligated to) you will not be able to make it up.

DATING / COURTSHIP

1. Any single registered righteous member that wishes to date another single registered righteous member or single nonmember, would have to inform the T.O.M.A. Ministry Council of Elders before any type of dating can take place. (**Also see Dating / Courtship Procedure**).

ENGAGEMENT

1. All male and female registered righteous members of The T.O.M.A. Ministry that's known to be living together, but are not married must become engaged to be married with ninety (90) days from the date they were informed by a Minister or end the relationship with that Ninety (90) day period.
 - a. **Ninety (90) day Dating / Courtship rules DO NOT APPLY HERE**
2. All male and female couples that have gone through the Ninety (90) day dating procedure, and are not living together when they began the dating process must become engaged within the next Ninety (90) days
3. All male and female registered righteous members of The T.O.M.A. Ministry that become engaged have three hundred sixty (360) days to get married. Day one starts on the engagement day.



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MARRIAGE

1. Every registered righteous member of The T.O.M.A. Ministry that is married, we recommend that his or her spouse attend some church or religious organization. Preferably The T.O.M.A. Ministry.
2. The T.O.M.A. Ministry **DOES NOT** condone Homosexual acts, relationships, or marriages.

ADULTERY

1. Any registered righteous member of The T.O.M.A. Ministry that has sex with another individual other than his or her mate will be in violation of adultery. Voluntary sexual intercourse by a married person with one of the opposite sex other than ones mate. Or such intercourse by any man with a married woman.
 - a. **Matt. 5:32** *“But say unto you, That whosoever shall put away his wife, saving for the cause of fornication, causeth her to commit adultery: and whosoever shall marry her that is divorced committeth adultery.”*

INSUBORDINATION

Insubordination – Not submissive to authority; disobedient

1. Any form of disobedience directed towards the Founder or Co-Founder will be viewed as insubordination.
2. When an assignment or duty is given by The Founder Bro. Min.Rahim Chesed Aton it is to be carried out within five (5) days, unless told to do it that same day. Also a written or oral report must be given at the next available meeting; Staff, Wednesdays Class, or Sunday class.

RESPECT

Respect – *polite expressions of consideration or regard*

1. Every registered righteous member of The T.O.M.A. Ministry must show each other respect. The following are tools of disrespect:
 - a. **RAISING YOUR TONE OF VOICE**
 - b. **JESTING OR JOKING ABOUT ANOTHER MEMBER OR MINISTER**
 - c. **INTERRUPTING A CONVERSATION WITHOUT SAYING EXCUSE ME**



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RESPECT (Cont.)

- d. **WHISPERING**
 - e. **IGNORING YOUR BROTHER OR SISTER WHEN THEY SPEAK TO YOU**
 - f. **NOT ADDRESSING YOUR BROTHER OR SISTER PROPERLY**
2. The founder is the guiding light of The T.O.M.A. Ministry. He must receive the utmost respect from every Minister and every registered righteous member. His word or his instructions is Law.
 3. Any instructions or commands given by the Founder / Co-Founder, or his appointed authorities must be followed to the letter. Any statement or question made should be for clarification only.

DONATIONS / GIFTS

1. Any registered righteous member that **DONATE ANYTHING** in any form such as Monies or items to The T.O.M.A. Ministry, those items automatically become the property of The T.O.M.A. Ministry. The use of these DONATIONS / GIFTS will be determined by the Founder or any of his empowered officials.

STEALING / THEFT

1. Anyone using or taking any property without permission from the owner will be accused of stealing.

LYING

Lie – An untrue statement made by one who knows it to be untrue.
To create an illusion or false impression.

1. Anyone that creates a picture or illusion that is not the true reality will be guilty of lying.
2. Anyone that give their word to do something and does not do what you said you were going to do without communicating a change in your plans to the persons or individuals that you gave your word to will be guilty of lying.



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WEAPONS

1. The registered righteous member of The T.O.M.A. Ministry do not use or carry weapons. I.E. **GUNS, KNIVES, STICKS, CLUBS, BATS, BATONS, PEPPER SPRAY, ETC.....**
2. All registered righteous members that are civil officers may carry weapons pertaining to their job if required. But you can't bring those weapons on TOMA property or to T.O.M.A. events.

HYGIENE / GROMING

***Hygiene** - The science of health and its maintenance system of principles for the preservation of health and prevention of disease. Sanitary practices; cleanliness.*

1. All Registered Righteous Members must wash their bodies every day. The main parts of the body that must be targeted are as follows:

a. MALE MEMBERS

- i. Under the arm pits
- ii. Face
- iii. Genitals / Anus
- iv. Feet / Between Toes
- v. Brush Your Teeth / Floss / Brush Tongue
- vi. Wash Your Hair Once a Week
- vii. Wash Behind Your Ears
- viii. Wash Your Neck

b. FEMALE MEMBERS

- i. Face
- ii. Behind the ears
- iii. Hair Once a Week
- iv. Neck
- v. Under Arm Pits
- vi. Breast
- vii. Genitalia Area / Anus
- viii. Feet / Between Toes
- ix. Brush Teeth & Tongue



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LECTURES

1. All Ministers that give lectures must end on time.
2. All Ministers must attend a meeting with the Founder, at a date and time set by the Founder.