

# **THE CHURCH OF PENTECOST U.S.A., INC.**

## **CONSTITUTION**

**By the National Constitutional Review Committee 2020**

## PREAMBLE

1. Whereas we regard as part of the body of Christ the Church of Pentecost U.S.A., Inc. (hereinafter called “The Church”) that traces its origin to the Ministry that Rev. James McKeown began in Ghana in 1937 and culminated in the establishment of the Gold Coast Apostolic Church on the 21<sup>st</sup> day of May, 1953, thereafter renamed the Church of Pentecost on the 1<sup>st</sup> of August, 1962, and registered on the 14<sup>th</sup> day of June 1971 as a religious non-profit making organization in Ghana, formerly known as the Gold Coast;
2. And whereas the primary aims and objectives of the Church are to practice and propagate what our Lord Jesus Christ commanded in the Bible, in the book of Mark 16:15-16 “Go ye into all the world and preach the gospel to every creature, he that believeth and is baptized shall be saved...” and in Matthew 25:40 “Inasmuch as you have done it unto one of the least of these my brethren, ye have done it unto Me”;
3. And whereas in 1987 the Church was established in New York City and registered with the State of New York on January 29 1989;
4. Accordingly, we set forth this Constitution to preserve and enhance the advancement of the principles of our Christian faith, and to ensure that the Church will be governed in an orderly manner, consistent with the accepted tenets of the Church. The Church is also empowered to affiliate with churches and organizations with similar doctrines, aims and objectives and to use all net receipts for religious, charitable, educational and any other related purposes.

## **MISSION STATEMENT**

The Church exists to bring all people everywhere to the saving knowledge of our Lord Jesus Christ through the proclamation of the gospel, the planting of churches and the equipping of believers for every God-glorifying service.

It demonstrates the love of God through the provision of social services in partnership with governments, communities and other like-minded organizations.

# The Church of Pentecost U.S.A., Inc.

## CHURCH CONSTITUTION

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## ARTICLE 1

### TENETS

#### **1.1 THE BIBLE:**

We believe in the divine inspiration and authority of the Holy Bible. We believe that the Bible is infallible in its declaration, final in its authority, all sufficient in its provisions and comprehensive in its sufficiency (2Timothy 3: 16; 2 Peter 1: 21).

#### **1.2 ONE (1) TRUE GOD:**

We believe in the existence of the One True God, Elohim, Maker of the whole universe; indefinable, but revealed as Triune God—Father, Son and Holy Spirit— One in nature, essence, and attributes; Omniscient, Omnipotent and Omnipresent (Genesis 1: 1; Matthew 3: 16-17; 28:19; 2 Corinthians 13: 14).

#### **1.3 MAN’S DEPRAVED NATURE:**

We believe that “all men have sinned and come short of the glory of God” and are subject to eternal punishment; and need repentance and regeneration (Genesis 3:1-19; Isaiah 53:6).

#### **1.4 THE SAVIOR:**

We believe that man needs a Savior. This need has been met in the person of Jesus Christ for the following reasons: His deity, virgin birth, sinless life, atoning death, resurrection, and ascension; also His abiding intercession and second coming to judge the living and the dead (Matthew 1: 21; John 4:42; Ephesians 5: 23; Philippians 2: 6-11).

#### **1.5 REPENTANCE, REGENERATION, JUSTIFICATION AND SANCTIFICATION:**

We believe all men have to repent of, confess their sins before God, and believe in the vicarious death of Jesus Christ to be justified before God. We believe in the sanctification of the believer through the working of the Holy Spirit and in God’s gift of Eternal Life to the believer (Luke 15: 7; Acts 2: 38; Romans 4: 25; 5: 16; 1 Corinthians 1: 30; 1 Thessalonians 4: 3).

## **1.6 THE ORDINANCES (SACRAMENTS) OF THE CHURCH:**

We believe in the following two (2) ordinances for the Church, baptism by immersion, and Holy Communion – The Lord’s Supper. These are commanded by Jesus Christ for His church (Matthew 28:19-20; Mark 16: 16; Luke 22: 19-20).

## **1.7 BAPTISM, GIFTS AND FRUIT OF THE HOLY SPIRIT:**

We believe that baptism in the Holy Spirit with speaking in tongues as initial evidence is for believers. Likewise, we believe in the operation of the gifts of the Holy Spirit and the bearing of fruit of the Holy Spirit in the lives of believers (Mark 16: 17; Acts 2:4; 1 Corinthians 12: 8-11; Galatians 5: 22-23).

## **1.8 DIVINE HEALING:**

We believe that God’s will to heal is revealed in Scriptures. However, we do not oppose the application of medicine or medical technology by qualified medical practitioners for healing purposes (2 Kings 20:7; Matthew 9: 12; Luke 10:34; Colossians 4: 14).

## **1.9 TITHES AND OFFERINGS:**

We believe in tithing and in giving of freewill offerings towards the cause of carrying forward the Kingdom of God. We believe that God blesses a cheerful giver (Genesis 14: 18-20; 28: 20-22; Malachi 3; 6-10; Matthew 23: 23; Acts 20: 35; 1 Corinthians 16: 1-3; 2 Corinthians 9: 1-9).

## **1.10 THE SECOND COMING AND THE NEXT LIFE:**

We believe in the Second Coming of Christ and the Resurrection of the dead, both saved and unsaved; they that are saved, to the resurrection of life, and they that are unsaved, to the resurrection of damnation (Mark 13: 26; Daniel 12: 2; John 5: 28-29; Acts 1: 11; 10: 42; Romans 2: 7-11; 6: 23).

## **1.11 MARRIAGE AND FAMILY LIFE**

Marriage is an institution ordained by God for lifelong relationship between man as a husband and woman as a wife as biologically defined at birth. The Church of Pentecost believes that God instituted marriage and has ordained marriage as a covenant relationship between a man and a woman. Therefore, the church will only recognize the marriage between one biological man and one biological woman. (Matt 5:31-32, 19:3-11, Rom 7:1-3, I Cor 7:10 – 15, Gen 2:18, 21-25, Matt 19:4-6, I Cor 7:1-2)

## **ARTICLE 2**

### **THE LEGAL ORGANIZATIONAL STRUCTURE OF THE CHURCH**

- 2.1** Any or new Assemblies which shall be initially established in any Locality, county or state within the United States must be registered as the Central Church organization operating in that Locality, county or state as applicable. All Assemblies of the Church that are already established shall exist solely under the corporate name - The Church of Pentecost U.S.A., Inc., and will be recognized and known as such.



## ARTICLE 3

### TRUSTEES

- 3.1** The National Council shall, on the recommendation of the National Executive Council, approve seven (7) persons to be Trustees for and on behalf of the Church, which shall meet at least once a year.

#### **3.1(1) COMPOSITION**

- a. National Secretary (Chairman)
- b. One (1) Minister
- c. One (1) retired Minister (in the absence of a retired Minister, an experienced Elder shall be nominated)
- d. Four (4) experienced Elders two (2) of which shall be in the legal, banking, asset management, accounting, or related professions.

#### **3.1(2) FUNCTIONS**

- a) They shall hold or acquire, convey, assign, surrender or demise all movable or immovable properties acquired by the Church.
- b) They shall have the power to sue and be sued in the corporate name.
- c) The Trustees shall meet with the National Executive Council of the Church at least once a year.

#### **3.2 TERM OF OFFICE:**

The term of office of a Trustee shall be five (5) years. They may be re-elected for further terms provided that they shall not stay in office for more than two (2) consecutive terms at a time.

**3.3 QUALIFICATION:**

Persons appointed to be Trustees of the Church shall possess the following basic qualifications:

- a) must be a born again Christian and baptized in the Holy Ghost.
- b) must be a citizen, permanent resident or be in legal status.
- c) must possess credit worthiness and integrity.

## **ARTICLE 4**

### **COMMON SEAL**

- 4.1** The Church shall have a common seal approved by the National Council.
- 4.2** The common seal shall be affixed on all deeds, agreements and similar documents by the National Secretary or his representative in the presence of, at least, one (1) Trustee.
- 4.3** The common seal, when not in use, shall be kept in safe custody by the National Head or a person appointed by the National Executive Council during the National Head's absence.

## ARTICLE 5

### SERVICES AND CONVENTIONS

**5.1 PURPOSE:**

To propagate the gospel, and enrich the spiritual life of the saints.

**5.2 SERVICE:**

Church services shall be held on the Lord's Day (Sunday). There shall be evening services on Wednesdays and Fridays for teaching and prayers, or any other days suitable for each Assembly. Services may also be held whenever necessary.

**5.3 CRUSADES:**

There shall be evangelistic crusades or conventions in counties, districts, cities, boroughs, towns and villages to facilitate the opening of new Assemblies.

**5.4 RALLIES:**

Rallies shall be held in counties, districts, cities, boroughs, towns and villages at times appointed by the District Minister or Local Presbytery to carry the Gospel to all people.

**5.5 REGIONAL OR AREAS AND DISTRICT CONVENTIONS:**

There shall be Regional or Area and District conventions under the Chairmanship of the Regional/District Heads or their representatives.

**5.6 GENERAL OR NATIONAL CONVENTIONS:**

Whenever approved by the National Council, General or National conventions may be held in one (1) or more places under the Chairmanship of the National Head of the Church or his representative.

**5.7 RETREATS:**

There shall be retreats at Local, District, Regional and National levels to train Officers in the Church.

**5.8 MINISTRIES MEETINGS:**

The various Ministries of the Church shall also meet as, and when necessary.

## **ARTICLE 6**

### **QUORUMS**

- 6.1** A quorum shall be formed when two-thirds (2/3) of all members of Councils, Committees and Boards are in session, if and when possible.

## ARTICLE 7

### GOVERNMENT OF THE CHURCH

#### 7.1 NATIONAL COUNCIL

There shall be a National Council comprising the following:

- a) The National Head, who shall be the Chairman of the Council, and his wife,
- b) The National Secretary and his wife,
- c) National Executive Council members and their wives,
- d) The Trustees of the Church,
- e) All Regional/Area Heads or Apostles or Prophets or Evangelists and their wives,
- f) Financial and Administrative Director (FAD)
- g) National Administrative Manager (NAM)
- h) Chairperson of the National Finance Board,
- i) Three (3) Ministers from each Region including the Regional Secretary,
- j) One (1) other Minister's wife from each Region,
- k) All Chairpersons and Secretaries of Boards and Committees at the National level,
- l) National Ministry Leaders and Assistants,
- m) Regional Deacons,
- n) Regional Ministry Leaders,
- o) One (1) District financial Secretary from each region on rotational basis,
- p) One (1) Presiding Elder from each region,
- q) One (1) other Elder from each region who is not a Presiding Elder and
- r) Retired Ministers (C.O.P. - U.S.A., Inc.) may attend but with no voting rights.

**7.1(1) CO-OPTION**

The Chairman may co-opt other members as he deems necessary, but such members shall have no voting rights.

**7.1(2) FUNCTIONS**

- a) The National Council shall be the highest policy making body in the church. It shall be the final appellate body in all-disciplinary matters affecting members and Officers of the Church, for which purpose the Council may appoint a Committee to investigate and make its recommendations to the National Council. The National Council's decisions shall be final.
- b) It shall elect the National Executive Council members except the National Head who shall be appointed by the International Executive Council of the Church in Ghana.
- c) It shall have the duty to recommend to the International Executive Council of the Church of Pentecost in Ghana, for the discipline of any member of the National Council on grounds of stated misconduct (with recourse to article 18, sections 18.1- 18.3) should the National Executive Council fail to do so.
- d) It shall receive and approve all reports and memoranda submitted at National Council meetings.
- e) The National Council shall have the power and authority to enact by-laws, rules and regulations, code of ethics, etc., for the smooth running of the Church.

**7.1(3) VOTING**

Voting at the National Council meeting shall be by secret ballot, acclamation or show of hands.



## **7.2 NATIONAL EXECUTIVE COUNCIL**

There shall be a National Executive Council that shall be responsible for the day-to-day administration of the Church.

### **7.2(1) MEMBERSHIP**

It shall be made up of seven (7) Ministers composed of the following:

- a) The National Head
- b) The National Secretary
- c) Five (5) other Ministers who individually may hold the office of an Apostle, a Prophet, or an Area Head.

### **7.2(2) FUNCTIONS**

- a) The National Executive Council shall be accountable to the National Council.
- b) It shall implement policies and decisions of the National Council.
- c) In case of emergency, the National Executive Council may act on behalf of and report to the National Council for ratification.
- d) The National Executive Council shall receive reports and memoranda from Boards, Committees, Ministries and report to the National Council.
- e) In the event that the National Head becomes incapacitated, the International Executive Council in consultation with the National Executive Council shall appoint an acting National Head.
- f) The National Executive Council shall be responsible for recommending callings, upgrading, appointments, revocations, dismissals, discipline, transfers and retirements of Ministers and Officers of the Church.

- g) The National Executive Council may recommend policy matters for consideration by the National Council.
- h) The National Executive Council shall appoint an acting National Head should the National Head proceed on leave, pursue a course of study, or attend a conference.
- i) The National Executive Council shall have the power to take any or all administrative measures in matters not otherwise provided for by this Constitution, if such measures are not contrary to the provisions of the Constitution.

**7.2(3) ELECTION AND APPOINTMENTS**

- a) In instances where there are only five (5) Ministers who may either be Apostles, Prophets, or Area Heads, they shall be presented to the National Council to serve on the National Executive Council. Where there are more than five (5) Ministers with the office of an Apostle, Prophet, or Area Head, the National Head shall nominate seven (7) of them to be presented to the National Council for simultaneous voting. The first five (5) candidates who receive the highest votes cast shall serve on the National Executive Council. In instances where there are not enough Apostles, Prophets or Area Heads, other Ministers shall be considered for election after the initial appointments have been made.
- b) Executive members so elected shall remain in office until their terms expire, except they choose to retire, resign, or are removed from office for misconduct. The National Council shall then fill vacancies consequently created.
- c) A National Head appointed under this Constitution shall inherit existing National Executive Council members whose terms of office have not yet been completed.
- d) Voting shall be by secret ballot.

- e) The National Head in consultation with the National Executive Council may co-opt other members to National Executive Council meetings either from the clergy or from the laity, as and when necessary. Such co-opted members shall have no voting rights.

#### **7.2(4) FILLING OF VACANCIES**

Whenever vacancies occur in the National Executive Council either from or through retirement, death, resignation, removal or expiration of term of office, the following shall be the procedure for new appointments:

- a) The filling of vacancies shall be made with recourse to article 7, section 7.2(3).
- b) For one (1) vacancy the National Head shall present three (3) candidates to be elected by simple majority.
- c) For two (2) vacancies, four (4) Candidates shall be presented for election by simple majority.
- d) For three (3) vacancies, five (5) candidates shall be nominated for election by simple majority.
- e) For four (4) vacancies, six (6) candidates shall be selected for election by simple majority.
- f) Voting shall be by secret ballot.

#### **7.2(5) MEETINGS**

The National Executive Council shall meet at least once a year. The National Head, or in his absence the acting National Head, shall preside over all meetings of the National Executive Council. Five (5) members shall form a quorum

for all meetings if and when possible; not withstanding Article 6.1.

**7.2(6) TERM OF OFFICE**

The term of office of the National Executive Council members shall be four (4) years. They may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**7.2(7) AFFILIATE STATUS**

As and when granted affiliate status, provisions in the affiliate status document shall apply

**7.3 REGIONAL OR AREA PRESBYTERY**

There shall be a Regional or Area Presbytery. The Presbytery shall be the coordinating and the highest policy-making body in the region or Area. The Regional or Area Executive Committee shall be accountable to this body. The Regional or Area Head appointed by the International Executive Council shall be the Chairman of the Regional or Area Presbytery, which shall meet at least, once a year.

**7.3(1) COMPOSITION**

The Regional or Area Presbytery shall comprise the following:

- a) The Regional or Area Head
- b) The Regional or Area Executive Committee members
- c) The Regional or Area Ministry Leaders
- d) All other serving Ministers in the Region or Area
- e) All Ministers' wives
- f) All Regional or Area Committee Chairpersons
- g) Two (2) District Executive Committee members, excluding the District Minister, based on annual rotation
- h) All Presiding Elders
- i) Two (2) representative Deacons from each District based on annual rotation

- j) Two (2) representative Deaconesses from each District based on annual rotation
- k) Retired Ministers (C.O.P – USA) and Officers may attend but shall have no voting rights.

### **7.3(2) FUNCTIONS**

- a) It shall be the highest policy-making body in the region or Area.
- b) It shall elect the Regional or Area Executive Committee members.
- c) It shall receive and approve all reports submitted at the Regional or Area Executive Committee meetings.
- d) It shall appoint and review Regional or Area Officers.
- e) It shall approve the Regional or Area budget.

### **7.3(3) VOTING**

Voting shall be by ballot, acclamation or show of hands.

## **7.4 REGIONAL OR AREA HEADS**

There shall be a Regional or Area Head who shall be an Apostle, a Prophet or an experienced Minister appointed by the International Executive Council for ratification by the General Council.

### **7.4(1) FUNCTIONS**

He shall:

- a) be accountable to the National Head of the Church and head the administration of the Church in the Region or Area and act for the National Head upon his directive.
- b) chair the meetings of the Regional or Area Presbytery and the Executive Committees, conventions, conferences, rallies, and be an ex-officio member of all Boards and Committees in the Region or Area.

- c) conduct seminars, retreats, symposia, training, and prayer meetings for Ministers, Officers, and Leaders in the Region or Area.
- d) supervise, implement, and perform all administrative and Ministerial policies and decisions of the General Council, National Council, National Executive Council, National Head, Regional or Area Presbytery and Executive Committees.
- e) submit and present reports on the state of the Region or Area to the Regional or Area Presbytery, National Head, National Executive and National Councils as and when necessary.
- f) administer funds in accordance with the approved Area budget and be responsible for the infrastructural development of the Region or Area.
- g) address all Ministries, Boards, Committees, and the Regional or Area Presbytery meetings annually on the state of the Church in the Region or Area.
- h) perform any other duties as directed by the National Head or the National Executive Council.

## **7.5 REGIONAL OR AREA EXECUTIVE COMMITTEE**

There shall be established a Regional or Area Executive Committee at the Regional or Area level, to be accountable to the Regional or Area Presbytery.

### **7.5(1) MEMBERSHIP**

Each Regional Executive Committee shall be made up of seven (7) members as follows:

- a) The Regional or Area Head as Chairman
- b) The Regional or Area Secretary who shall be a Minister
- c) Two (2) Ministers
- d) The Regional or Area Deacon
- e) Two (2) Elders

- f) In a Region where a Prophet is a District Minister, he shall become an automatic member of the Committee. If he joins the Region after the formation of the Committee, he shall be co-opted until a vacancy occurs in the membership of Ministers.

**7.5(2) FUNCTIONS**

- a) It shall be responsible for the day-to-day administration of the Church in the region or Area and the implementation of decisions and policies of the National Executive Council and the Regional or Area Presbytery.
- b) It shall adjudicate on all matters brought to it either by the National Executive Council or on its own initiative and report to the National Executive Council.
- c) It shall act as an appellate body in all matters decided upon by the District Executive Committee.
- d) It may consider policy matters affecting the region or Area and make recommendations to the Regional or Area Presbytery for consideration.
- e) It shall receive and approve all reports and memoranda submitted by the District Ministries and Committees.

**7.5(3) INCAPACITATION OR ABSENCE OF REGIONAL OR AREA HEAD**

In the event of incapacitation or absence of the Regional or Area Head, the National Executive Council shall arrange for temporary replacement.

**7.5(4) ELECTION/APPOINTMENT OF MINISTERS**

- a. The Regional or Area Head in consultation with the National Head of the Church shall nominate

four (4) Ministers to be voted upon by the Regional or Area Presbytery. The first two (2) candidates who receive the highest votes shall serve on the Committee.

- b. Where there is a Prophet as District Minister, three (3) Ministers shall be nominated for election. The candidate who receives the highest votes shall serve on the Committee.

#### **7.5(5) ELECTIONS AND APPOINTMENTS OF ELDERS**

The Regional or Area Head shall nominate four (4) Elders to be voted upon by the Regional or Area Presbytery. The first two (2) candidates who receive the highest number of votes shall serve on the Committee.

#### **7.5(6) CO-OPTION**

The Regional or Area Head may co-opt other members from either the clergy or the laity to serve on the Committee on a meeting-to-meeting basis, as and when the need arises. The co-opted members shall have no voting rights.

#### **7.5(7) TERM OF OFFICE**

- a) Members shall hold office for a term of three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.
- b) In cases of vacancies created by virtue of retirement, transfer or any other reasons, the vacancy shall be filled within three (3) months. Should the vacancy be created in respect of one (1) member, three (3) members shall be nominated. In case of two (2) vacancies, four (4) nominations shall be made and voted upon by the Regional or Area Presbytery.

### **7.6 REGIONAL OR AREA SECRETARY**



There shall be a Regional or Area Secretary who shall be a Minister elected by the Regional or Area Presbytery.

**7.6(1) FUNCTIONS**

- a) He shall take minutes at the Regional or Area Presbytery and Regional or Area Executive Committee meetings.
- b) He shall be accountable to the Regional or Area Head.
- c) He shall be an ex-officio member of all Committees in the region.
- d) He shall perform such other functions as may be assigned to him by the Regional or Area Head.

**7.6(2) ELECTIONS AND APPOINTMENTS**

- a) The Regional or Area Head shall nominate one (1) Minister to be voted upon by the Regional or Area Presbytery. The candidate so nominated shall be elected by two-thirds (2/3) majority votes, if and when possible.
- b) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes, the Regional or Area Head shall nominate a second candidate for ratification by two-thirds (2/3) majority votes.
- c) If the second candidate presented also fails to obtain the two-thirds (2/3) majority votes, then the two (2) candidates shall be presented again to the Regional or Area Presbytery for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.

**7.6(3) TERM OF OFFICE**

The Regional or Area Secretary shall hold office for three (3) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

## **7.7 DISTRICT PRESBYTERY**

There shall be a District Presbytery that shall consist of the Minister, his wife, all Elders, Deacons and Deaconesses in the District.

### **7.7(1) FUNCTIONS**

- a) It shall be the highest policy-making body in the District.
- b) It shall discuss and decide on matters affecting the welfare of the Local Assemblies in the District.
- c) It shall elect the District Executive Committee members.
- d) It shall receive and approve all reports and memoranda submitted by Ministries, Boards and Committees.
- e) It shall appoint and review District Officers.
- f) It shall approve the District budget.
- g) It shall consider matters affecting the District and send recommendations to the Regional Executive Committee.
- h) The District Presbytery shall nominate the representative Deacons and Deaconesses for the Regional or Area Presbytery meeting.

### **7.7(2) MEETINGS**

It shall meet at least two (2) times a year.

## **7.8 DISTRICT EXECUTIVE COMMITTEE**

There shall be established a District Executive Committee at the District level to be accountable to the District Presbytery.

### **7.8(1) MEMBERSHIP**

- a) The District Executive Committee shall be made up of:

- i) The District Minister, who shall be the Chairman
  - ii) The District Secretary
  - iii) The Chairperson of the District finance Committee who shall be appointed by the District Presbytery
  - iv) Four (4) Elders.
- b) The Regional or Area Deacon shall not serve on the District Executive Committee.

**7.8(2) FUNCTIONS**

- a) It shall be responsible for the day-to-day running of the Church in the District, implementing decisions of the Regional Executive Committee, including decisions of the National Executive Council.
- b) It shall adjudicate on matters brought to it by the Regional or Area Executive Committee or on its own, and report to the Regional or Area Executive Committee.
- c) It may consider policy matters affecting the District and make recommendations to the District Presbytery.

**7.8(3) ELECTIONS AND APPOINTMENTS OF ELDERS**

- a) The District Minister in consultation with the Regional or Area Head shall nominate six (6) candidates from the Eldership to be voted upon by the District Presbytery.
- b) The first four (4) candidates who receive the highest votes shall serve on the Executive Committee.

**7.8(4) TERM OF OFFICE**

Apart from the District Minister, all others shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **7.9 DISTRICT SECRETARY**

There shall be appointed a District Secretary who shall be an Elder or an ordained Officer.

### **7.9(1) ELECTION AND APPOINTMENTS**

- a) The District Minister shall in consultation with the District Executive Committee nominate one (1) Elder or an ordained Officer to be voted upon by the District Presbytery. The candidate so nominated shall be elected by two-thirds (2/3) majority votes.
- b) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the District Presbytery Council, the Executive Committee shall nominate a second candidate for ratification by two-thirds (2/3) majority votes.
- c) If the second candidate presented by the Executive Committee also fails to obtain two-thirds majority votes, then the two (2) candidates shall be presented again to the District Presbytery for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.

### **7.9(2) FUNCTIONS**

- a) Take minutes at the District Presbytery and Executive Committee meetings.
- b) Be accountable to the District Minister.
- c) Be an ex-officio member of all Committees in the District.
- d) Perform such other functions as may be assigned to him by the District Minister.

### **7.9(3) TERM OF OFFICE**

The District Secretary shall hold office for two (2) years and may be reelected for further terms provided he/she does not stay in office for more than two (2) consecutive terms at a time.

**7.9(4) FILLING OF VACANCIES**

- a) Vacancies created by virtue of retirement, transfer or any other reason shall be filled within three (3) months.
- b) Should a vacancy be created in respect of one (1) member, three (3) members shall be nominated. In the case of two (2) vacancies, four (4) nominations shall be made by the District Minister in consultation with the District Executive Committee.

**7.9(5) VOTING**

Voting shall be by secret ballot, acclamation or show of hands.

**7.10 LOCAL PRESBYTERY**

There shall be a Local Presbytery that shall consist of the Minister, his wife, Elders, Deacons and Deaconesses of the Local Assembly. Local Ministry Leaders, who are not ordained Officers, shall be co-opted to the Local Presbytery, where applicable, but shall not have voting rights.

**7.10(1) FUNCTIONS**

The Local Presbytery shall decide on matters concerning the Local Assembly.

**7.10(2) MEETINGS**

The Local Presbytery shall meet at least once quarterly, and as and when needed.

## **7.11 LOCAL SECRETARY**

There shall be a Local Secretary who shall be an Officer or member of the Local Assembly.

### **7.11(1) FUNCTIONS**

- a) The Local Secretary shall take minutes at the meetings of the Local Presbytery and keep a Minutes Book.
- b) The Local Secretary shall be accountable to the District Minister and the Presiding Elder.

### **7.11(2) ELECTION AND APPOINTMENTS**

- a) The District Minister (or the Presiding Elder in consultation with the District Minister) shall nominate an Officer or a member to be elected by the Local Presbytery by two-thirds (2/3) majority votes.
- b) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the Local Presbytery, the Minister or Presiding Elder shall nominate a second candidate for ratification by two-thirds (2/3) majority votes.
- c) If the second candidate presented also fails to obtain the two-thirds majority votes, the two (2) candidates shall be presented again to the Presbytery for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.

### **7.11(3) TERM OF OFFICE**

The Secretary shall hold office for two (2) years and may be re-elected for further terms provided he or she does not stay in office for more than two (2) consecutive terms at a time.

## ARTICLE 8

### ADMINISTRATION

#### 8.1 NATIONAL HEAD

There shall be a National Head who takes precedence over all other Officers and members of the Church.

##### 8.1(1) QUALIFICATION

He shall be an ordained Minister not below the office of an Apostle or Prophet.

##### 8.1(2) FUNCTIONS

He shall:

- a) chair the National Executive Council and the National Council meetings.
- b) be an ex-officio member of every Board and Committee of the Church.
- c) chair every meeting or rally he attends.
- d) coordinate all missionary work emanating from the United States.
- e) be the Chairman of the National Missions Board.
- f) assign to the National Secretary such duties as he deems necessary.
- g) take other decisions and actions with any Regional or Area Head where disciplinary or other action is urgently required in a region or Area and afterwards report to the National Executive Council.
- h) organize retreats, seminars and prayer sessions for all Ministers and Officers.
- i) issue Ministerial and circular letters as and when he deems necessary.
- j) confer with the National Executive Council on matters relating to federal, state and Local governments and other external bodies.
- k) give a formal address on the state of the Church at every National Council meeting.

- l) give addresses at end of year meetings for Ministries, Boards and Committees at the National level.
- m) report on the state of The Church of Pentecost U.S.A., Inc., to the General Council through the International Missions Director.

### **8.1(3) APPOINTMENT**

- a) He shall be appointed by the International Executive Council of the Church.
- b) The President/Chairman shall hold office for a term of four years and may be re-elected for another term only.
- c) Section 8.1(3)(b) of this provision shall be subject to the provisions of 7.2(7) only

### **8.1(4) ABSENCE, INCAPACITATION OR DEATH**

- a) In the event that the National Head becomes incapacitated, the International Executive Council shall appoint an acting National Head.
- b) In case of death, the International Executive Council shall appoint a National Head within a reasonable period of time.

### **8.1(5) DISCIPLINARY ACTIONS**

In the event that the National Head is alleged to have abused his office, it shall be the duty of the National Executive Council to recommend to the International Executive Council to interdict him and appoint an independent body within the Church to investigate the matter in accordance with the Constitution and principles of the Church (Ref article 9, section 9.4 and 9.4(1)).

## **8.2 NATIONAL SECRETARY**

There shall be a National Secretary of the Church.



### **8.2(1) QUALIFICATION**

He shall be an ordained Minister with a good standard of education.

### **8.2(2) FUNCTIONS**

He shall:

- a) take minutes at the National Executive Council and National Council meetings.
- b) be responsible for the official correspondence of the Church.
- c) be accountable to and act as the Executive Secretary to the National Head.
- d) perform such duties as may be assigned to him by the National Head and the National Executive Council.
- e) be an ex-officio member of all Boards and Committees.
- f) prepare the agenda for National Council meetings in consultation with the National Head.

### **8.2(3) ELECTION/APPOINTMENTS**

The National Head shall present eligible candidates to the National Executive Council for open discussion and secret ballot.

- a) The candidate so elected at the National Executive Council shall be presented to the National Council for ratification by two-thirds (2/3) majority votes.
- b) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the National Council, the National Executive Council shall nominate a second candidate for ratification by two-thirds majority votes.
- c) If the second candidate presented by the National Executive Council also fails to obtain the two-thirds majority votes, then the two (2) candidates shall be presented again to the National Council for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.

- d) Whenever there is a directive prophecy, it shall be judged on its merit by the National Executive Council and tested by the National Council by way of discussion and voting.

#### **8.2(4) VOTING**

Voting shall be by secret ballot.

#### **8.2(5) TERM OF OFFICE**

The National Secretary shall hold office for a term of four (4) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

#### **8.2(6) ABSENCE, INCAPACITATION OR DEATH**

- a) During the absence or incapacitation of the National Secretary, the National Executive Council shall appoint an acting National Secretary to act for a period not exceeding one (1) year.
- b) In case of death, the National Executive Council shall appoint a National Secretary within a reasonable period of time.

#### **8.2(7) DISCIPLINARY ACTIONS**

- a) In the event that the National Secretary is alleged to have abused his office, it shall be the duty of the National Executive Council to interdict him and appoint an independent body within the Church to investigate the matter in accordance with the Constitution and the principles of the Church. The investigative body shall afford the National Secretary involved every opportunity to appear before it and present his defense.
- b) The body appointed shall report to the National Executive Council within three (3) months. If the National Secretary is found guilty and the seriousness of the offense so requires, the National Executive Council shall give him a written notice of his removal from office forthwith.

- c) During the period of interdiction, an acting National Secretary shall be appointed.

**8.2(8) APPEAL**

The National Secretary shall have the right to appeal to the National Council within one (1) month of the removal notice. The decision of the National Council shall be final.

## ARTICLE 9

### MINISTERS

**9.1** According to the teachings of the New Testament there are Ministers through whom the ascended Lord governs the Church, which is His body (1 Corinthians 12: 28; Ephesians 4: 11-13). Approved men are called to these offices by revelations, prophecy or recommendation by the National Executive Council in consultation with the Local, District and Regional or Area Presbyteries.

#### 9.1(1) QUALIFICATIONS

For admission into the full time Ministry of the Church, the candidate must:

- a) be born again and be baptized in the Holy Spirit.
- b) qualify as laid down in 1 Timothy 3: 1-7 and Titus 1: 6-8.
- c) possess at least a High School Diploma or its equivalent.
- d) possess a clear audible voice.
- e) be willing to learn.
- f) be of sound body and mind proven by medical examination.
- g) be a spiritually mature person not above forty-two (42) years.
- h) be obedient to the National Council and the National Executive Council.
- i) be a US citizen or a permanent legal resident or be in legal status.

However, persons of proven Ministerial ability who are above the age of forty-two (42) years may be called into the Ministry by the recommendation of the National Executive Council.

#### 9.2 CATEGORIES OF MINISTERS

### **9.2(1) FIELD ASSISTANTS**

- a) There shall be a Field Assistant who shall be an Elder of proven ability. He shall work under a District Minister or Overseer in Areas of need as prescribed by the National Executive Council. A candidate for the Field Assistant position shall be interviewed and, if successful, sent to the region with the most need.
- b) He shall consult with the supervising District Minister or Overseer in dispensing Ministerial services to members under their care.
- c) His service conditions and remuneration shall be commensurate to his position as field worker under terms established by the National Executive Council.
- d) His continued service as Field Assistant shall be based on satisfactory fulfillment of Ministerial functions established by the National Executive Council.

### **9.2(1)(1) FUNCTIONS**

The Field Assistant shall:

- a) be responsible for the effective running of the Local Assembly.
- b) administer the Lord's Supper.
- c) conduct funerals in the absence of the Minister.
- d) teach sound biblical doctrine.
- e) conduct naming of children.
- f) keep the register of names and addresses of members of the Church.
- g) acquire property for the Church in the name of the Trustees.
- h) act in the absence of a Minister.
- i) perform any other functions as may be assigned by the District Minister.

### **9.2(2) BI-VOCATIONAL MINISTERS**

Any Elder of proven ability can be considered for the position of Bi-vocational Minister according

to the needs of a given Locality. Such a member will be given a reasonable stipend as determined by the National Executive Council.

The Bi-vocational Minister will perform all duties of an Overseer or Minister (Ref. article 9, section 9.2(4)(1)).

Bi-vocational Ministers shall operate under the terms and conditions of the bi-vocational Ministers' handbook.

### **9.2(3) PROBATIONARY OVERSEERS**

As new Entrants into Full-time Ministry, Probationary Overseers shall be put on probation for not more than two (2) years effective from the date of admission into the Ministry after which period they may, on the recommendation of the National Head to the International Executive Council, be confirmed as Overseers or released from the Ministry by the General Council.

#### **9.2(3)(1) FUNCTIONS**

- a) They shall perform all duties of an Overseer (Ref. article 9, section 9.2(4)(1)).

### **9.2(4) OVERSEERS**

New entrants or Probationers who perform satisfactorily shall be confirmed into full-time Ministry as Overseers.

#### **9.2(4)(1) FUNCTIONS**

- a) They shall perform Ministerial duties EXCEPT the blessing of marriages. (Ref. article 9, section 9.2(5)(1)).

### **9.2(5) MINISTERS**

Overseers who prove themselves capable of Ministerial work shall be called and ordained into the Ministry.

**9.2(5)(1) FUNCTIONS**

- a) To nurture the spiritual life of the Church members.
- b) To Administer the Lord's Supper.
- c) To visit the sick.
- d) Bless marriages.
- e) Baptize new converts.
- f) Dedicate children.
- g) Bury the dead.
- h) Teach and preach the Gospel.
- i) Perform all other functions related to the calling, except the dedication of church buildings and the ordination of Officers.

**9.2(6) TEACHERS**

Ministers with outstanding teaching ability may be called to the office of a Teacher.

**9.2(6)(1) FUNCTIONS**

- a) They shall perform Ministerial functions (Ref. article 9, section 9.2(5)(1)).
- b) They shall teach the word of God and faithfully guide the Church with sound and solid biblical teachings.

**9.2(7) EVANGELISTS**

Ministers with outstanding evangelistic Ministry may be called to the office of Evangelist.

**9.2(7)(1) FUNCTIONS**

- a) They shall perform Ministerial functions. (Ref. article 9, section 9.2(5)(1)).
- b) They shall preach the Gospel especially to the unsaved.
- c) Break new grounds for the opening of new Assemblies (Acts 8: 5-7).

**9.2(8) PROPHETS**

These are Ministers who exercise the Prophetic Ministry and are called into the office of Prophet. This office is distinguishable from the exercise of the gift of prophecy, which edifies, exhorts, and comforts the saints (1 Corinthians 14: 3-4).

**9.2(8)(1) FUNCTIONS**

- a) The office of Prophet is complementary to that of the Apostle in calling, directing and ordaining Ministers and other Officers of the Church.

**9.2(9) APOSTLES**

These are ordained Ministers who exercise Apostolic Ministry and are called into the office of Apostle.

**9.2(9)(1) FUNCTIONS**

- a) They establish churches, build and care for them and meet the spiritual needs of the various Officers and members of the Church.
- b) They ordain Ministers and Officers, keep discipline in the Church, impart spiritual gifts to others (Romans 1: 11; 2 Timothy 1: 6; Luke 6: 13) and dedicate church buildings.

**9.3 RETIRING AGE**

Ministers shall retire at the age of sixty-five (65).

**9.3(1) EARLY RETIREMENT**

A Minister may proceed on early retirement from full time Ministry on medical grounds and in circumstances which will not permit him to continue in full time Ministry. A Minister who retires at the age of sixty-five (65) or proceeds on early retirement shall be entitled to all benefits under the pension plan.



### **9.3(2) VOLUNTARY RETIREMENT OR RESIGNATION**

The Church does not encourage voluntary retirement/resignation of Ministers called into full time Ministry before the retiring age. However, the National Executive may ask a Minister to retire/resign before the age sixty-five (65) if his continued retention as a Minister would be detrimental to the Church. Such a Minister shall be entitled to all his pension benefits, if he is fully vested.

## **9.4 DISMISSAL OF A MINISTER**

A Minister may be dismissed on any of the following grounds:

- a) Unfaithfulness to the Church.
- b) Disobedience to his calling.
- c) Refusal to fellowship with a fellow Minister after attempts have been made to settle a misunderstanding.
- d) Preaching erroneous doctrine.
- e) Living what the Church considers a questionable life.
- f) Insubordination.
- g) Getting involved in any conduct, either directly or indirectly, that in the view of the National Council may negatively affect the image of the Church.

### **9.4(1) SUMMARY DISMISSAL**

The National Head and a Regional or Area Head in consultation with the National Executive Council may summarily dismiss a Minister who commits any of the following offences:

- a) Theft
- b) Fraud
- c) Dishonesty
- d) Immorality

- e) Other conducts that contravenes Biblical principles

**9.4(2) APPEAL**

The aggrieved party may appeal to the National Council through the National Secretary within thirty (30) days after receipt of the dismissal letter.

## **ARTICLE 10**

### **MISSIONARIES**

10.1 A Missionary is an ordained Minister of the Church who shall be sent to perform Ministerial functions in a location outside his home country, for a period of time, subject to review by the appointing body. For the purpose of this Constitution, Missionaries are classified into incoming and outgoing.

#### **10.1(1) INCOMING MISSIONARIES**

The following provisions shall apply to ALL incoming missionaries:

- a) The National Executive Council of the Church will be consulted when any missionary is transferred to the United States.
- b) The International Executive Council and the National Executive Council will ensure that all incoming missionaries and their families obtain the appropriate legal status during their stay in the United States.
- c) Their visas will be renewed based upon the immigration laws of the United States of America.

#### **10.1(2) OUTGOING MISSIONARIES**

The following classification of outgoing missionaries will be recognized:

- a) Ministerial missionary
- b) Associate missionary
- c) Short-term missionary
- d) Vocational missionary

**10.1(2) a) Ministerial Missionary**

These are persons who hold Ministerial credentials in the Church and whose appointments are by the General Council in consultation with the National Executive Council for missions work on a regular basis with agreed financial terms.

**10.1(2) b) Associate Missionary**

This is a person who is a recognized missionary of approved Pentecostal (or evangelical with Pentecostal persuasion) denominations and who desires to work in association with the Church. Such a person shall accept the direction and supervision of the National Executive Council of the Church and shall be accountable to the National Missions Board.

**10.1(2) c) Short Term Missionary**

This is a person who serves as a missionary for a short term. This person may be supported by the National Missions Board in undertaking special assignments and work as a missionary with the approval of the National Missions Board. Such a person shall work under the direction and supervision of the National Executive Council and be subject to the conditions, responsibilities, and qualifications for service laid down by the National Missions Board.

**10.1(2) d) Vocational Missionary**

These are professional members of the Church of Pentecost or any other acceptable Pentecostal church who serve in mission fields and who do not hold apostolic, Prophetic or Ministerial offices in the Church. They may support themselves financially or may be wholly or partially supported by the International Missions Board. These persons shall work under the direction and supervision of the National

Executive Council and be subject to the conditions laid down by the International Missions Board.

## **10.2 MISSIONARY APPOINTMENT**

### **10.2(1) APPOINTMENT**

With the exception of missionaries appointed by the Church, applications for missions work with the Church should be made in writing to the National Missions Board, which will consider the application and submit its recommendations to the National Executive Council for approval.

All outgoing missionaries are entitled to all the benefits enjoyed by United States Ministers.

### **10.2(2) QUALIFICATIONS**

- a) Ministerial Missionary
  - i) A candidate shall fulfill the theological training required for the Ministry of the Church.
  - ii) All Ministerial missionaries shall have Ministerial experience in the Church.
  - iii) He must have passed an interview of the National Executive Council.
- b) Associate Missionary
  - i) He must produce a reference endorsed by an acceptable Pentecostal Church or organization.
  - ii) He shall accept the tenets of the Church and its missionary policies.
- c) Vocational Missionary
  - i) He shall professionally be qualified to satisfy the position offered.
  - ii) He shall be of good standing in the Church or any other recognized Pentecostal Church.

- iii) He shall accept the tenets of the Church.

### **10.3 MISSIONARY ORIENTATION COURSE**

- a) All Missionaries shall undergo a thorough orientation course before they proceed to their post.
- b) Orientation courses shall be made culturally sensitive, both in style and content.

## ARTICLE 11

### **EVANGELISM MINISTRY**

**11.1** There shall be an established Evangelistic Wing of the Church to be known as the; Evangelism Ministry. It shall hold meetings at least once a week.

#### **11.1(1) MEMBERSHIP**

The Evangelism Ministry shall be open to all members of the Church.

#### **11.1(2) FUNCTIONS**

- a) To carry out evangelism via preaching, witnessing and winning souls.
- b) To encourage church members to participate in all programs and activities of the Church and to further expose them to the various Ministries within the Church.
- c) To afford the members of the Church the opportunity to plan and organize programs and activities for evangelism in counties, districts, cities, boroughs, towns, and villages.

### **11.2 NATIONAL EVANGELISM MINISTRY EXECUTIVE COMMITTEE**

There shall be established a seven (7) member Executive Committee to oversee the activities of the Evangelism Ministry.

#### **11.2(1) APPOINTMENT**

The National Council shall, on the recommendation of the National Executive Council, appoint the following to serve on the Evangelism Ministry Executive Committee:

- a) A Minister as National Leader of the Ministry
- b) An Elder as Assistant National Leader
- c) One (1) Minister

- d) Four (4) ordained Officers.

**11.2(2) FUNCTIONS OF THE NATIONAL  
EVANGELISM LEADER**

- a) He shall be responsible for the day-to-day administration of the Evangelism Ministry.
- b) He shall chair the Evangelism Ministry Executive Committee meetings.
- c) He shall prepare and carry out the Ministry's programs and implement decisions of the National Council, the National Executive Council, and the Ministry's Executive Committee.
- d) He shall plan programs for evangelism in counties, districts, cities, boroughs, towns, and villages.
- e) He shall direct affairs during Ministry Leadership meetings and other related activities of the Ministry.
- f) He shall provide study materials for the Ministry.
- g) He shall perform such other functions and duties as may be assigned by the Ministry's Executive Committee or the National Head.
- h) He shall liaise with other evangelistic bodies and Christian organizations.
- i) He shall be responsible to the National Head of the Church.
- j) He shall report on the state of the Ministry to the National Council through the National Executive Council.
- k) He shall perform Evangelistic activities in other continents including the South America, Caribbean and Latin America at the request of the National Head.

**11.2(3) FUNCTIONS OF THE ASSISTANT**



**NATIONAL EVANGELISM LEADER**

- a) He shall deputize for the National Evangelism Leaders in his absence.
- b) He shall assist the National Evangelism Leader in the discharge of his functions.
- c) He shall perform such other functions as the National Evangelism Leader or the Executive Committee of the Ministry may assign him.

**11.2(4) TERM OF OFFICE**

The National Evangelism Leader, the Assistant National Evangelism Leader, and all other members shall hold office for a term of three (3) years, and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**11.3 REGIONAL OR AREA EVANGELISM EXECUTIVE COMMITTEE**

The Regional or Area Presbytery shall appoint seven (7) members on the recommendation of the Regional or Area Executive Committee to serve as the Regional or Area Evangelism Ministry Executive Committee as follows:

- a) A Minister or Elder shall be appointed as Regional or Area Evangelism Ministry Leader, and shall have an Assistant
- b) A Secretary
- c) Four (4) other members

**11.4 REGIONAL OR AREA EVANGELISM LEADER**

A Minister or an Elder shall be appointed as Regional or Area Evangelism Leader. He shall have an Assistant who shall be an Elder.

**11.4(1) APPOINTMENT**

The Regional or Area Presbytery, on the recommendation of the Regional Executive

Committee, shall appoint a Minister or an Elder to be the Regional Evangelism Leader.

**11.4(2) FUNCTIONS**

- a) The Regional Evangelism Leader shall be accountable to the Regional or Area Presbytery through the Regional or Area Head for the day-to-day running and oversight of the Ministry in the region or Area.
- b) He shall plan programs for evangelism, discipleship, and Leadership training in counties, districts, cities, boroughs, towns, and villages.
- c) He shall chair meetings of the Ministry.
- d) He shall be responsible for the formation, sustenance, and growth of the Ministry in the region or Area in fulfillment of the Great Commission.
- e) He shall give bi-annual reports to the National Evangelism Leader, the Regional or Area Head and the Regional or Area Presbytery on the state of the Ministry in the Region.
- f) He shall perform such other functions as the National Evangelism Leader, the Regional or Area Head or the Regional or Area Presbytery shall assign to him from time to time.

**11.4(3) TERM OF OFFICE**

The Regional or Area Evangelism Leader and his Assistant shall hold office for three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **11.5 DISTRICT EVANGELISM EXECUTIVE COMMITTEE**

The District Executive Committee shall appoint seven (7) members to serve as the District Evangelism Ministry Executive Committee as follows:

- a) District Evangelism Ministry Leader
- b) Evangelism Assistant Leader
- c) Secretary
- d) Four (4) other members

### **11.5 (1) DISTRICT EVANGELISM LEADER**

An Elder or Deacon shall be appointed District Evangelism Leader. He shall have an Assistant.

### **11.5(2) APPOINTMENT**

The District Presbytery, on the recommendation of the District Executive Committee, shall appoint the District Evangelism Leader and his Assistant.

### **11.5(3) FUNCTIONS**

- a) He shall supervise the Ministry in the District.
- b) He shall communicate all relevant matters with the consent of the District Minister to the Regional Evangelism Leader.
- c) He shall supervise both the teaching of the word of God and the lessons in the Ministry syllabus.
- d) He shall be responsible for the preparation of programs for the Ministry meetings in consultation with the District Minister.
- e) He shall submit bi-annual reports and memorandum to the District Minister and Regional Ministry Leader.

- f) He shall plan and oversee the propagation of the Gospel in counties, districts, cities, boroughs, towns, and villages.

#### **11.5(4) TERM OF OFFICE**

The District Evangelism Leader and his Assistant shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

### **11.6 LOCAL EVANGELISM LEADER**

There shall be appointed a Local Evangelism Leader and an Assistant by the Local Presbytery.

#### **11.6(1) FUNCTIONS**

- a) He shall supervise the Evangelism Ministry in the Local Assembly.
- b) He shall communicate all relevant matters to the District Leader with the consent of the Presiding Elder.
- c) He shall supervise both the teaching of the word of God and the lessons in the Ministry syllabus.
- d) He shall be responsible for the preparation of programs for the Ministry in consultation with the Presiding Elder.
- e) He shall submit bi-annual reports and memorandum to the District Minister and Regional Ministry Leader.
- f) He shall plan and oversee the propagation of the Gospel in counties, districts, cities, boroughs, towns, and villages.

#### **11.6(2) TERM OF OFFICE**

The Local Evangelism Leader and his Assistant shall hold office for two (2) years and may be reelected for further terms provided that they do not stay in office for more than two (2) consecutive terms at a time.

**11.7 FINANCE**

Freewill offerings shall be taken at meetings.

## ARTICLE 12

### PENTECOST YOUTH, STUDENTS & ASSOCIATES MINISTRY

**12.1** There shall be established a Pentecost Youth, Students & Associates Ministry, also known as Pentecost Youth and PENZA Ministry.

#### **12.1(1) MEMBERSHIP**

The Pentecost Students and Associates (PENSA):  
This Ministry shall comprise students in colleges, other tertiary institutions and alumni of high schools, colleges and other tertiary institutions referred to as Associates.

#### **Youth (Teenage Ministry):**

This Ministry shall operate in the Local Assemblies. Membership of this Ministry shall be limited to those aged 13 through 18.

#### **12.1(2) FUNCTIONS**

- a) To carry out evangelism, via preaching, witnessing and winning souls.
- b) To encourage the Youth/Students and associates to participate in programs and activities of the Church and to further expose them to the various Ministries within the Church.
- c) To afford the Youth/students and associates the full opportunity to plan and organize programs and activities for evangelism in schools and colleges and to encourage them to develop and inculcate the gifts and qualities of Leadership.

## **12.2 NATIONAL PENTECOST YOUTH/PENSA EXECUTIVE**

There shall be a seven (7) member Executive Committee to oversee the activities of the Pentecost Youth and PENSA Ministry. The National Council, on the recommendation of the National Executive Council, shall approve the following to serve on the Committee:

- a) A Minister, who shall be the Leader
- b) An Assistant Leader
- c) National Youth/PENSA Secretary
- d) Four (4) other members

### **12.2(1) FUNCTIONS OF THE NATIONAL YOUTH/PENSA LEADER**

- a) He shall chair Pentecost Youth/PENSA Ministry Executive Committee meetings.
- b) He shall prepare and carry out the Ministry's programs and implement decisions of the National Council and the Pentecost Youth/PENSA Ministry Executive Committee.
- c) He shall be responsible for the day- to- day administration of the Youth/PENSA Ministry.
- d) He shall plan programs for evangelism to meet the needs of the Youth/PENSA.
- e) He shall prepare the agenda for the Pentecost Youth/PENSA Ministry Executive Committee meetings and shall arrange to make them available to members.
- f) He shall direct the affairs during Pentecost Youth/PENSA Ministry Leadership meetings and other related activities of the Ministry.
- g) He shall provide study material for the Ministry.
- h) He shall perform such other functions and duties as may be directed by the Youth/PENSA Ministry Executive Committee or the National Head.
- i) He shall be responsible to the National Head of the Church.
- j) He shall liaise with other Youth bodies in the para-churches and other Christian organizations.

- k) He shall present annual report on the state of the Ministry to the National Council.

**12.2 (2) FUNCTIONS OF THE ASSISTANT NATIONAL YOUTH/PENSA LEADER**

- a) He shall deputize for the Youth/PENSA Leader in his absence.
- b) He shall assist the Youth/PENSA Leader in his duties except for exclusive Ministerial functions.
- c) He shall perform such other functions as may be assigned by the Youth/PENSA Leader or the Executive Committee of the Pentecost Youth/PENSA Ministry.

**12.2(3) TERM OF OFFICE**

The National Youth/PENSA Leader, the Assistant National Youth/PENSA Leader and all other members of the Executive Committee shall hold office for three (3) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**12.3 REGIONAL OR AREA YOUTH/PENSA EXECUTIVE COMMITTEE**

The Regional or Area Presbytery shall appoint seven (7) members on the recommendation of the Regional or Area Executive Committee to serve as the Regional or Area Youth/PENSA Ministry Executive Committee as follows:

- a) A Minister as Regional or Area Youth/PENSA Ministry Leader and shall have an Assistant
- b) A Secretary
- c) Four (4) other members



## **12.4 REGIONAL OR AREA YOUTH/PENSA LEADER**

A Minister shall be appointed as Regional Youth/PENSA Leader. He shall have a Presbyter as an Assistant.

### **12.4(1) APPOINTMENT**

The Regional or Area Presbytery, on the recommendation of the Regional or Area Executive Committee, shall appoint the Regional Youth/PENSA Leader and his Assistant.

### **12.4(2) FUNCTIONS**

- a) The Regional or Area Youth/PENSA Leader shall be accountable to the Regional or Area Presbytery through the Regional or Area Head for the day-to-day administration and oversight of the Youth/PENSA Ministry in the region or Area.
- b) He shall plan programs for evangelism, discipleship, and Leadership training in schools and colleges.
- c) He shall chair meetings of the Ministry.
- d) He shall be responsible for the formation, sustenance, and growth of the Youth, Students and Associates Ministry in the region for the fulfillment of the Great Commission.
- e) He shall deliver bi-annual reports to the National Youth/PENSA Leader and the Regional or Area Presbytery on the state of the Ministry in the region or Area.
- f) He shall perform such other functions as the National Youth/PENSA Leader and the Regional or Area Presbytery shall assign to him from time to time.

### **12.4(3) TERM OF OFFICE**

The Regional or Area Youth/PENSA Leader and his Assistant shall hold office for three (3) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **12.5 DISTRICT YOUTH/PENSA EXECUTIVE COMMITTEE**

The District Executive Committee shall appoint seven (7) members to serve as the District YOUTH/PENSA Ministry Executive Committee as follows:

- a) District YOUTH/PENSA Ministry Leader
- b) YOUTH/PENSA Assistant Leader
- c) Secretary
- d) Four (4) other members

### **12.5(1) DISTRICT YOUTH/PENSA LEADER**

A Presbyter/member shall be appointed as the District Youth/PENSA Leader. He shall have an Assistant.

### **12.5(2) APPOINTMENT**

The District Presbytery on the recommendation of the District Executive Committee shall appoint the District Youth/PENSA Leader and his Assistant.

### **12.5(3) FUNCTIONS**

The District Youth/PENSA Leader:

- a) Shall supervise the Youth/PENSA Ministry in the District.
- b) Shall communicate all relevant matters with the consent of the District Minister to the Regional or Area Youth/PENSA Leader.
- c) Shall supervise both the teaching of the word of God and the lessons in the Youth/PENSA Ministry syllabus.
- d) Shall be responsible for the preparation of programs for the Youth/PENSA Ministry meetings in consultation with the District Minister.
- e) Shall deliver bi-annual reports and memoranda to the District Presbytery.

### **12.5(4) TERM OF OFFICE**

The District Youth/PENSA Leader and the Assistant shall hold office for two (2) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **12.6 LOCAL YOUTH/PENSA LEADER**

There shall be appointed a Local Youth/PENSA Leader who shall have an Assistant.

### **12.6(1) APPOINTMENT**

The Local Presbytery shall appoint the Local Youth/PENSA Leader and the Assistant.

### **12.6(2) FUNCTIONS**

The Local Youth/PENSA Leader shall:

- a) be in charge of the Youth/PENSA Ministry at the Local level.
- b) communicate all relevant matters with the consent of the Presiding Elder to the District Leader.
- c) supervise both the teaching of the word of God and the lessons in the Youth/PENSA Ministry syllabus.
- d) be responsible for the preparation of programs for the Youth/PENSA Ministry meetings in consultation with the District Minister.

### **12.6(3) TERM OF OFFICE**

The Local Youth/PENSA Leader and his Assistant shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **12.7 FINANCE**

Free-will offerings shall be taken at Youth/PENSA meetings.

## ARTICLE 13

### PENTECOST MEN'S MINISTRY (PEMEM)

**13.1** There shall be established a Pentecost Men's Ministry (PEMEM) that shall consist of all men in the Church.

#### 13.1(1) FUNCTIONS

- a) To organize seminars, workshops, lectures, and symposia on all aspects of life including the following:
  - i. Marriage enrichment.
  - ii. Husband's responsibilities at home.
  - iii. Childcare and education.
  - iv. Business management and techniques.
  - v. Leadership and responsibility in the Church and the State.
  - vi. Current affairs at both National and International levels.
  - vii. The teaching of basic principles of domestic law, e.g. the drafting of Wills and agreements for the purchasing of real and personal properties.
  - viii. The history of the Church.
- b) To carry out evangelism, via preaching, Witnessing, and winning souls for the Lord.
- c) To train men to be responsible in the Church and in the society at large.
- d) To develop men's talents and self-esteem in order to enhance their social, physical, spiritual, and intellectual status.

#### 13.2 MEETINGS

Meetings shall be held at least once a month.

**13.3 NATIONAL PEMEM EXECUTIVE COMMITTEE**

There shall be a seven (7) member Executive Committee to oversee the activities of the Men's Ministry. The National Council, on the recommendation of the National Executive Council, shall approve the following to serve on the Committee:

- a) A PEMEM National Leader who shall be a Minister.
- b) An Assistant National PEMEM Leader who shall be an Elder of good repute.
- c) Five (5) other members.

**13.3(1) FUNCTIONS OF THE NATIONAL PEMEM LEADER**

The Leader shall:

- a) be responsible for the day-to-day administration of the Ministry.
- b) chair the men's Ministry Executive Committee meetings.
- c) submit the men's Ministry general reports to the National Council.
- d) assign to the Assistant PEMEM Leader such duties as he deems necessary.
- e) be accountable to the National Head.
- f) be responsible for the preparation of PEMEM syllabus.
- g) present annual report on the state of the Ministry to the National Council.

**13.3(2) FUNCTIONS OF THE ASSISTANT NATIONAL PEMEM LEADER**

He shall:

- a) assist the National Leader in the supervision of the Men's Ministry.
- b) deputize for the Leader at meetings and other such functions when he is absent.
- c) perform such functions as shall be assigned to him by the Leader or the PEMEM Executive Committee.

**13.3(3) TERM OF OFFICE**

The term of office of the National PEMEM Leader, the Assistant National PEMEM Leader and all other Executive members shall be three (3) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**13.4 REGIONAL OR AREA PEMEM EXECUTIVE COMMITTEE**

The Regional or Area Presbytery shall appoint seven (7) members on the recommendation of the Regional or Area Executive Committee to serve as the Regional or Area PEMEM Executive Committee as follows:

- a) A Minister as Regional or Area PEMEM Ministry Leader who shall have an Assistant
- b) A Secretary
- c) Four (4) other members

**13.5 REGIONAL OR AREA PEMEM LEADER**

A Minister or an Elder shall be appointed as Regional PEMEM Leader. An Elder shall assist him.

**13.5(1) APPOINTMENT**

The Regional or Area Presbytery, on the recommendation of the Regional or Area Executive Committee, shall appoint the Regional PEMEM Leader and his Assistant.

**13.5(2) FUNCTIONS**

- a) He shall have general supervision of the Ministry in the region or Area.
- b) He shall work in consultation with the Regional or Area Head and report to the Regional or Area Presbytery.
- c) He shall perform such functions as shall be assigned to him by the National Leader or the PEMEM Executive Committee.

**13.5(3) TERM OF OFFICE**

The term of office for the Regional or Area Leader and his Assistant shall be three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**13.6 DISTRICT PEMEM EXECUTIVE COMMITTEE**

The District Executive Committee shall appoint seven (7) members to serve as the District PEMEM Executive Committee as follows:

- a) District PEMEM Ministry Leader
- b) PEMEM Assistant Leader
- c) Secretary
- d) Four (4) other members

**13.6(1) DISTRICT PEMEM LEADER**

An Elder shall be appointed as District PEMEM Leader. He shall have an Assistant.

**13.6(2) APPOINTMENT**

The District Presbytery, on the recommendation of the District Executive Committee, shall appoint the District Leader and his Assistant.

**13.6(3) FUNCTIONS**

- a) He shall be accountable to the District Minister.
- b) He shall supervise the work of the Ministry in the District.
- c) He shall report to the District Presbytery.
- d) He shall supervise both the teaching of the word of God and lessons in the PEMEM syllabus.

**13.6(4) TERM OF OFFICE**

The term of office shall be two (2) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

## **13.7 LOCAL PEMEM LEADER**

### **13.7(1) APPOINTMENT**

The Local Presbytery shall appoint the Local PEMEM Leader and his Assistant.

### **13.7(2) FUNCTIONS**

The Local Leader shall:

- a) cooperate with the Local Presbytery and with the District Minister in the discharge of his duties.
- b) be in charge of Local meetings.
- c) supervise both the teaching of the word of God and lessons in the PEMEM syllabus.
- d) be responsible for all PEMEM activities in the Local Assembly.

### **13.7(3) TERM OF OFFICE**

The term of office shall be two (2) years and may be reelected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

## **13.8 FINANCE**

Freewill offerings shall be taken at meetings.



## ARTICLE 14

### WOMEN'S MINISTRY

**14.1** There shall be a Women's Ministry that shall consist of all women in the Church. This Ministry shall hold meetings at least once a week.

#### **14.1(1) FUNCTIONS OF THE WOMEN'S MINISTRY**

- a) To pray for the growth of the Church.
- b) To organize seminars, workshops, lectures, and symposia on all aspects of life including:
  - i. Marriage enrichment.
  - ii. Wives' responsibilities at the home.
  - iii. Child welfare, care and education.
  - iv. Business management and techniques.
  - v. Basic principles of law, relating to the family, e.g. succession, marriage, etc.
- c) To promote the welfare of widows, orphans, the needy, etc.
- d) To carry out evangelism, via preaching, Witnessing, and winning souls for the Lord.
- e) To train women to be responsible married women in the Church and in the society at large.
- f) To develop Women's talents and womanhood in order to enhance their social, physical, spiritual, and intellectual status.

#### **14.2 NATIONAL WOMEN'S EXECUTIVE COMMITTEE**

The Women's Ministry shall be headed by an Executive Committee of seven (7) members appointed by the National Council upon the recommendation of the National Executive Council. The composition of the Committee shall be the following:

- a) National Head's wife as ex-officio member
- b) National Women's Leader
- c) Assistant Leader
- d) Two (2) Minister's wives

- e) Three (3) other Deaconesses.

### **14.3 NATIONAL WOMEN'S LEADER**

The National Executive Council shall appoint a Deaconess of good repute to be the Leader of the Women's Ministry for ratification by the National Council.

#### **14.4(1) FUNCTIONS**

The Women's Leader shall:

- a) be the Chairperson of the Ministry.
- b) have general supervision of the Ministry.
- c) prepare and carry out the Ministry's programs and implement decisions of the National Council, the National Executive Council and the Ministry's Executive Committee.
- d) be responsible for the day-to-day administration of the Ministry.
- e) prepare agenda for the Women's Ministry meeting and arrange to make them available to the members.
- f) chair the Women's Executive Committee meetings.
- g) submit the Women's Ministry reports to the National Council.
- h) provide study materials for the Ministry.
- i) perform such other functions and duties as may be directed by the Ministry's Executive Committee or the National Head.
- j) be responsible to the National Head of the Church for the effective administration of the Ministry.
- k) liaise with other Women's groups in the par-churches and other Christian organizations.
- l) direct affairs during Leadership meetings and other related activities of the Ministry.
- m) present annual report of the state of the Ministry to the National Executive Council.

#### **14.4 ASSISTANT NATIONAL WOMEN'S LEADER**

The Assistant National Women's Leader shall be appointed by the National Executive Council for ratification by the National Council.

##### **14.4(1) FUNCTIONS**

The Assistant Women's Leader shall:

- a) deputize for the National Leader in her absence.
- b) assist the Women's Leader in her functions.
- c) perform such duties as may be assigned by the Women's Leader or the Executive Committee of the Ministry.

##### **14.4(2) TERM OF OFFICE**

The Leader and Assistant Leader of the Women's Ministry and all other Executive members shall hold office for three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

#### **14.5 REGIONAL OR AREA WOMEN'S EXECUTIVE COMMITTEE**

The Regional or Area Presbytery shall appoint seven (7) members on the recommendation of the Regional or Area Executive Committee to serve as the Regional or Area Women's Ministry Executive Committee as follows:

- a) The Area Head's wife – ex-officio member
- b) The Regional or Area Leader
- c) The Assistant Leader
- d) Two (2) Ministers wives.
- e) Secretary
- f) Treasurer

## **14.6 REGIONAL OR AREA WOMEN'S LEADER**

A Deaconess of good repute shall be appointed as Regional or Area Women's Leader, and another Deaconess shall assist her.

### **14.6(1) APPOINTMENT**

The Regional or Area Presbytery, on the recommendation of the Regional or Area Executive Committee, shall appoint a Regional or Area Women's Leader and her Assistant.

### **14.6(2) FUNCTIONS**

- a) To exercise supervision of the Ministry in the region or Area.
- b) She shall work in consultation with the Regional or Area Head and report to the Regional or Area Presbytery.

### **14.6(3) TERM OF OFFICE**

The term of office of the Regional Women's Leader and all other members of the Regional Women's Ministry Executive Committee shall be three (3) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **14.7 DISTRICT WOMEN'S EXECUTIVE COMMITTEE**

The District Executive Committee shall appoint seven (7) members to serve as the District Women's Ministry Executive Committee as follows:

- a) District Women's Ministry Leader
- b) Women's Assistant Leader
- c) District Minister's wife
- d) Secretary
- e) Treasurer
- f) One (1) other representative

## **14.8 DISTRICT WOMEN'S LEADER**

A Deaconess of good repute shall be appointed as District Women's Leader. She shall have an Assistant.

### **14.8(1) APPOINTMENT**

The District Presbytery, on the recommendation of the District Executive Committee, shall appoint the District Women's Leader and her Assistant.

### **14.8(2) FUNCTIONS**

The District Women's Leader shall:

- a) supervise the Women's Ministry in the District.
- b) communicate all relevant matters with the consent of the District Minister to the Regional Leader.
- c) supervise both the teaching of the word of God and lessons in the Women's Ministry syllabus.
- d) be responsible for the preparation of programs for Women's Ministry meetings in consultation with the District Minister.

### **14.8(3) TERM OF OFFICE**

The term of office shall be two (2) years and may be reelected for further terms provided she does not stay in office for more than two (2) consecutive terms at a time.

## **14.9 LOCAL WOMEN'S LEADER**

A Deaconess of good repute shall be appointed as Local Women's Leader. She shall have an Assistant.

## **14.10 FINANCE**

Freewill offerings shall be taken at meetings.

## ARTICLE 15

### CHILDREN'S MINISTRY

**15.1** There shall be a Children's Ministry made up of all children in the Church.

#### **15.1(1) FUNCTIONS**

- a) To hold Sunday morning services for prayer, fellowship and the study of God's Word.
- b) To hold periodic competitions and such other activities that shall ensure their spiritual growth and sustain their interest in the Ministry.

### **15.2 THE NATIONAL CHILDREN'S MINISTRY EXECUTIVE COMMITTEE**

There shall be an Executive Committee of seven (7) members made up of the following appointed by the National Council on the recommendation of the National Executive Council:

- a) The National Leader
- b) The Assistant National Leader
- c) A Secretary
- d) Four (4) other members

### **15.3 NATIONAL CHILDREN'S LEADER**

The National Executive Council shall appoint a Minister as Leader of the children's Ministry to be ratified by the National Council.

#### **15.3(1) FUNCTIONS**

The children's Leader shall:

- a) be Chairperson of the Ministry.
- b) chair Executive Committee meetings. In his absence, the Assistant Leader shall preside.
- c) be accountable to the National Head.

- d) have general supervision of all the activities of the Ministry.
- e) plan such activities as shall help the children to grow and sustain their interest in the Ministry.
- f) plan and execute such training schemes as will equip the teachers for the spiritual upbringing of the children.
- g) be responsible for the preparation of the Ministry's syllabus.
- h) arrange rallies from time to time.
- i) present reports and memoranda on the state of the Ministry to the National Council.

#### **15.4 ASSISTANT NATIONAL CHILDREN'S LEADER**

The National Executive Council shall appoint a presbyter as Assistant Leader of the Children's Ministry to be ratified by the National Council.

##### **15.4(1) FUNCTIONS**

The Assistant National Children's Leader:

- a) shall deputize for the children's Leader as and when necessary.
- b) shall assist the Leader in the discharge of his functions.
- c) shall perform such other functions as may be assigned by the Leader or the Executive Committee of the Ministry.

##### **15.4(2) TERM OF OFFICE**

The Leader and the Assistant of the children's Ministry and all other Officers shall hold office for three (3) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **15.5 REGIONAL OR AREA CHILDREN'S EXECUTIVE COMMITTEE**

There shall be an Executive Committee of seven (7) members made up of the following appointed by the Regional or Area Presbytery on the recommendation of the Regional or Area Executive Committee:

- a) A Minister or Presbyter shall be appointed as children's Regional or Area Ministry Leader and shall have an Assistant
- b) A Secretary
- c) Four (4) other members.

### **15.5(1) REGIONAL OR AREA CHILDREN'S LEADER**

A Minister or a Presbyter shall be appointed as Regional or Area children's Ministry Leader. He or she shall have an Assistant.

### **15.5(2) APPOINTMENTS**

The Regional or Area Presbytery, on the recommendation of the Regional or Area Executive Committee, shall appoint the Regional or Area children's Ministry Leader and the Assistant.

### **15.5(3) FUNCTIONS**

The Leader shall:

- a) have general supervision of the Ministry in the region or Area.
- b) work in cooperation with the District and Local teachers.
- c) chair all Regional or Area rallies.

### **15.5(3) TERM OF OFFICE**

The Regional or Area children's Leader and his or her Assistant shall hold office for three (3) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **15.6 DISTRICT CHILDREN'S EXECUTIVE**



## **COMMITTEE**

The District Executive Committee shall appoint seven (7) members to serve as the District Children's Ministry Executive Committee as follows:

- a) District Children's Ministry Leader
- b) Children's Assistant Leader
- c) Secretary
- d) Four (4) other members

### **15.6(1) DISTRICT CHILDREN'S LEADER**

A Presbyter shall be appointed as District Children's Ministry Leader and shall have an Assistant.

### **15.6(2) APPOINTMENT**

The District Presbytery, on the recommendation of the District Executive Committee, shall appoint the District children's Ministry Leader and Assistant.

### **15.6(3) FUNCTIONS**

- a) To supervise the activities of the Ministry in the District.
- b) To communicate regularly with the Regional or Area and Local Leaders in consultation with the District Minister.
- c) To coordinate the activities of the Ministry in the District.
- d) To perform such duties as the Regional or Area Leader shall assign him/her in the District with the consent of the District Minister.
- e) To chair all meetings of the children's Ministry in the District.

## **15.7 DISTRICT CHILDREN'S MINISTRY EXECUTIVE COMMITTEE**

The District Executive Committee will be made up of the following:

- a) District Leader and Assistant

- b) Secretary
- c) Four (4) other members

**15.7(1) TERM OF OFFICE**

The District Executive Committee members shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**15.8 LOCAL CHILDREN'S LEADER**

A Presbyterian or a member with keen interest in children's work shall be appointed the Local Leader of the Ministry. The Leader shall have an Assistant.

**15.8(1) APPOINTMENT**

The District Minister and the Local Presbytery shall appoint the Local Leader and his Assistant.

**15.8(2) FUNCTIONS**

- a) To cooperate with the Local Presbytery and the Minister in the discharge of his/her functions.
- b) To carry out such functions as may be assigned to him or her by the District Minister and the District Leader.

**15.8(3) TERM OF OFFICE**

The Leader and Assistant shall hold office for two (2) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**15.8(4) FINANCE**

Freewill offerings shall be taken at meetings.

## **ARTICLE 16**

### **UNPAID OFFICERS**

There shall be unpaid Officers of the Church.

#### **16.1 CHAIRMAN OF THE NATIONAL FINANCE BOARD**

The National Council shall appoint an Elder of good repute and integrity who is knowledgeable in Accounting and Finance to be the Chairman of the National Finance Board.

##### **16.1(1) FUNCTION**

The Chairman of the National Finance Board shall:

- a) be responsible for the mobilization of the finances of the Church.
- b) Work in close consultation with the National Head and National Finance and Administrative Director (FAD) in order to maintain effective harmony in both spiritual and material administration of the Church.
- c) From time to time organize seminars for Heads of Regional or Area Finance Board and District Financial Secretaries.
- d) Be accountable to the National Executive Council through the National Head and National Council.
- e) Present annual financial reports to the National Council and the National Finance Board.
- f) Chair meetings of the National Finance Board.
- g) Oversee the preparation of annual budgets, financial policies and manuals of the Church.

- h) Oversee the implementation of financial policies of the Church at all levels
- i) Be an ex-officio member of every Regional or Area and District Finance Committee in the Nation.
- j) Be a signatory to the bank accounts of the National Office.
- k) Be involved in all financial decisions
- l) Perform any such duties as may be assigned to him by the National Head or National Executive Council.

**16.1(2) ELECTIONS AND APPOINTMENT**

- a) One (1) qualified Elder shall be nominated by the National Executive Council to be voted on by the National Council. The nominated candidate shall be elected by two-thirds (2/3) majority votes.
- b) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the National Council, the National Executive Council shall nominate a second candidate for ratification by two-thirds majority votes.
- c) If the second candidate presented by the National Executive Council also fails to obtain the two-thirds (2/3) majority votes, then the two (2) candidates shall be presented again to the National Council for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.

**16.1(3) TERM OF OFFICE**

He shall hold office for four (4) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

**16.1(4) ABSENCE, INCAPACITATION OR DEATH**

- a) During the absence or incapacitation of the Chairman of the finance board, the National Executive Council shall appoint an acting Chairman to act for a period not exceeding one (1) year.
- b) In case of death, the National Executive Council shall appoint a chairman of the finance board within a reasonable period of time.

**16.1(5) DISCIPLINARY ACTION**

In the event that the Chairman of the finance board is alleged to have abused his office, it shall be the duty of the National Executive Council to interdict him and appoint an independent body within the Church to investigate the matter, according to the Constitution and the principles of the Church. The body appointed shall report to the National Executive Council within three (3) months. If the Chairman of the finance board is found guilty and the seriousness of the offence so requires, the National Executive Council shall give him a written notice of his removal from office forthwith. During the period of interdiction, an acting Chairman of the finance board shall be appointed.

**16.1(6) APPEAL**

The Chairman of the finance board shall have the right to appeal to the National Council within one (1) month of the removal notice. The decision of the National Council shall be final.

**16.2 REGIONAL OR AREA DEACON**

The Regional or Area Presbytery shall appoint an Elder of good repute and integrity who is knowledgeable in

accounting and finance to be the Regional or Area Deacon.

### **16.2(1) FUNCTIONS**

The Regional Deacon shall:

- a) be responsible for the finances of the Church at the Regional or Area, District and Local levels.
- b) be responsible for the submission of tithes and other funds of the Church to the National Office.
- c) be responsible to the Regional or Area Head and the Regional or Area Presbytery.
- d) work in close consultation with the Regional or Area Head in order to maintain effective harmony in both spiritual and material administration of the Church.
- e) prepare annual financial reports for the Regional or Area Presbytery and the National Finance Board.
- f) chair meetings of the Regional or Area Finance Committee.
- g) be an ex-officio member of every District and Local Finance Committee within the Region or Area.
- h) perform such duties as are assigned to him by the Regional or Area Head or the Regional or Area Executive Committee.

### **16.2(2) ELECTIONS AND APPOINTMENT**

- a) One (1) qualified Elder shall be nominated by the Regional or Area Executive Committee to be voted upon by the Regional or Area Presbytery. The candidate so nominated shall be elected by two-thirds (2/3) majority votes.
- b) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the Regional or Area Presbytery, the Executive Committee shall nominate a second candidate for ratification by two-thirds (2/3) majority votes.
- c) If the second candidate presented by the Executive Committee also fails to obtain the two-

thirds (2/3) majority votes, then the two (2) candidates shall be presented again to the Regional or Area Presbytery for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.

**16.2(3) ABSENCE, INCAPACITATION OR DEATH**

- a. During the absence or incapacitation of the Regional or Area Deacon, the Regional or Area Executive Committee shall appoint an acting Regional or Area Deacon to act for a period not exceeding one (1) year.
- b. In case of death, the Regional or Area Executive Committee shall appoint a Regional or Area Deacon within a reasonable period of time.

**16.2(4) TERM OF OFFICE**

He shall hold office for three (3) years and may be reelected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

**16.3 DISTRICT AND LOCAL FINANCIAL SECRETARIES**

There shall be District and Local Financial Secretaries appointed by the District and Local Presbyteries whose functions are detailed in the Church's National Financial Handbook.

**16.4 ELDERS**

There shall be Elders of the Church ordained by an Apostle or Prophet.

**16.4(1) QUALIFICATIONS**

He must:

- a) be born again and be baptized in the Holy Spirit.
- b) qualify in terms of 1Timothy 3: 1-7 and Titus 1: 6-8.
- c) possess a fair amount of formal education.
- d) possess a clear audible voice.

- e) be willing to learn.
- f) be a mature person of sound body and mind.
- g) be recommended by the District Minister in consultation with the District and Local Presbytery for approval by the Regional or Area Head. Persons proposed to the office of an Elder shall be interviewed at the Local, District and Regional levels.

#### **16.4(2) FUNCTIONS**

The Elder shall:

- a) be responsible for the effective running of the Local Assembly.
- b) administer the Lord's Supper.
- c) conduct funerals in the absence of the Minister.
- d) teach sound biblical doctrine.
- e) conduct the naming of children.
- f) keep the register of names and addresses of members of the Church.
- g) acquire property for the Church in the name of the Trustees.
- h) act in the absence of the Minister.
- i) perform any other functions as may be assigned by the District Minister.

#### **16.5 PRESIDING ELDER**

- a) The District Minister shall present One (1) Elder to be voted upon by the Local Presbytery to preside over a Local Assembly and the Local Presbytery in the absence of a Minister. Where not applicable, the District Minister in consultation with the District Executive Committee shall transfer an Elder to preside at a Local Assembly.
- b) If the candidate so presented fails to obtain the required two-thirds majority votes from the Local Presbytery, the District Minister shall nominate a second candidate for ratification by two-thirds (2/3) majority votes.
- c) If the second candidate also fails to obtain the



required two-thirds majority votes from the Local Presbytery, then the two (2) candidates shall be presented again to the Local Presbytery for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.

#### **16.5(1) TERM OF OFFICE**

The term of office of a Presiding Elder shall be two (2) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

### **16.6 DEACONS AND DEACONESSES**

These are ordained brothers and sisters called to serve the Local Assembly and the Church in general.

#### **16.6(1) QUALIFICATION**

They must:

- a) be born again and be baptized in the Holy Spirit.
- b) qualify as laid down in 1 Timothy 3: 1-7 and Titus 1: 6-8.
- c) possess a fair amount of formal education.
- d) possess a clear audible voice.
- e) be willing to learn.
- f) be a mature person of sound body and mind.

The Local Presbytery in consultation with the District Minister must recommend brothers and sisters of good repute to be called to the office of Deacons or Deaconesses. Brothers and sisters proposed to the offices of Deacons and Deaconesses shall be interviewed at the Local, District and Regional or Area levels.

#### **16.6(2) FUNCTIONS**

They shall be in charge of the material things of the Local Assembly, namely:

- a) Offering
- b) Visitation
- c) Cleaning of the Church premises

- d) Communion set-up
- e) Ushering.

They shall perform any other functions assigned by the Presiding Elder or the District Minister.

### **16.7 REVOCATION OF THE OFFICES OF ELDER, DEACON AND DEACONESS**

The office of an Elder, Deacon, or Deaconess shall be revoked by the appointing bodies on these grounds:

- a) Neglect of duties for a period of more than three (3) months.
- b) Non-payment of, and unfaithfulness in tithes, when employed.
- c) Lack of active involvement in church activities (retreats, conventions, meetings etc.) for a period of three (3) months.
- d) Failure to attend the Lord's Supper for a period of three (3) months (with reference to the Church Practices Handbook).
- e) Other misconducts.

An Elder, Deacon, or Deaconess who falls in ANY of the above-mentioned category for a period of three (3) months shall be preliminarily served with a written warning by the District Minister in consultation with the Regional or Area Head. If after the written warning, such an Officer fails to reform for the ensuing three (3) months, the said revocation shall be effected by the District Minister and District Executive Committee in consultation with the Regional or Area Head and Regional or Area Executive Committee.

However in any eventuality, any Officer seeking redress may do so under the provision of article 17, sections 17.7 a – 17.7c.

### **16.8 RETIREMENT OF UNPAID OFFICERS**

Unpaid Officers of the Church shall be retired from active service at the age of sixty-five (65). In the case of incapacitation, the District Executive in consultation with the District or Local Presbytery shall recommend to the Regional or Area Head for the retirement of such Officer.

## ARTICLE 17

### MEMBERSHIP

**17.1** There shall be both adult and children members of the Church.

#### **17.1(1) QUALIFICATION**

The following conditions shall be fully met before the right hand of fellowship (Ref. article 17, section 17.4) is extended within a reasonable time of conversion but not exceeding three (3) months.

- a) Personal faith in the Lord Jesus Christ as their Lord and Savior, and a desire to obey the requirements laid down in Acts 2:36-47.
- b) Baptism by immersion.
- c) Financial support of the Church by tithes and freewill offerings.
- d) Regular attendance at the activities of the Church.
- e) A lifestyle that is consistent with the Bible and practices of the Church.
- f) Voluntary submission to the spiritual oversight of the Church.
- g) Agreement with the tenets of the Church as stated under article one (1).
- h) All members should have a baptismal certificate and be an active member on the local Membership list.

#### **17.2 ADULT MEMBERS**

Any member who is 13 years old or more and who has accepted Jesus Christ as his/her Lord and personal Savior and is baptized by immersion by a Minister of the Church of Pentecost becomes an adult member. Continued full membership shall, however, depend on a lifestyle in accordance with the teachings of the Lord Jesus Christ and practices of the Church.

### **17.3 CHILDREN MEMBERS**

Those who are below 13 years of age and have been dedicated by a Minister of the Church become members, but such members shall not be communicants until baptized by immersion.

### **17.4 RIGHT HAND OF FELLOWSHIP**

Admittance into full membership of the Church shall be by the ceremony of extension of the Right hand of Fellowship. A Minister or a Presiding Elder shall extend the right hand of fellowship during church service. Backsliders who repent and return to the Church may also be given the Right hand of fellowship within two (2) months. New believers who are polygamists shall be baptized but not be received into full membership of the Church until they renounce polygamy.

### **17.5 ACCEPTANCE OF MEMBERSHIP FROM OTHER DENOMINATIONS**

A person may be received into membership of the Church from another denomination with similar beliefs and doctrine if he/she produces a baptismal certificate or a satisfactory identity. He or she shall formally be accorded into full membership through the extension of the Right Hand of Fellowship (Ref. article 17, section 17.4).

### **17.6 INACTIVE MEMBERS**

Any member who has been absent from the Church for a period of 6 months, (3 months for Officers) without showing any interest therein by communication with the Church or contribution to its support may be declared inactive by the Church. Persons on the inactive role shall not be counted as members and shall have no rights of membership, but may be restored to active status by the extension of Right Hand of Fellowship by the Church (Ref. article 17, section 17.4).

## **17.7 REDRESS OF GRIEVANCES**

- a) It shall be binding on any member of the Church the procedure for redress as laid down in this Constitution.
- b) No aggrieved member of the Church shall institute an action in any court of law or forum against the Church without first seeking redress as follows:
  - i) The member shall seek redress with the Local Presbytery through the Presiding Elder in his or her Assembly.
  - ii) If the member is not satisfied with the outcome of meeting with the Local Presbytery, the Member shall seek redress with the District Executive Committee through the District Minister.
  - iii) If not satisfied with the outcome of meeting with the District Executive Committee, the aggrieved member shall next seek redress with the Regional or Area Executive Committee through the Regional or Area Head.
  - iv) If the aggrieved member is not satisfied with the outcome of his/her meeting with the Regional or Area Executive Committee, the aggrieved member shall next seek redress with the National Executive Council through the National Head.
  - v) If the aggrieved member is not satisfied with the outcome of his/her meeting with the National Executive Council, the aggrieved member shall next seek redress with the National Council through the National Secretary. The National Council shall appoint a Committee to handle such a case and the Committee shall make recommendations to the National Council. The Committee's recommendation shall be voted on by the National Council based on majority voting.

- c) Only and only if the aggrieved member still believes that the grievances have not been redressed through the above procedures shall the member pursue any other cause of action or redress.

## ARTICLE 18

### DISCIPLINE OF MEMBERS

#### 18.1 DISCIPLINE OF MEMBERS

An Officer or member of the Church who commits any of the following offenses shall be disciplined in accordance with the principles of the Church:

- a) Habitual visits to questionable places.
- b) Falls into open sin.
- c) Embraces or spreads false doctrine.
- d) Divorces wife or husband.
- e) A member who marries more than one (1) wife/husband.
- f) A member who marries a married man/woman.
- g) Disobedience and disrespect to Church Authority at any level.
- h) Practices immorality.

#### 18.2 SANCTIONS

Depending upon the gravity of the offense committed an offending Officer or member:

- a) may be publicly rebuked.
- b) may be suspended from taking active part in all church programs and activities.
- c) shall not partake of the Lord's Supper.
- d) shall not minister or witness on the platform of the Church, etc.
- e) may be removed from office.
- f) The office of Elder, Deacon or Deaconess may be revoked by the appointing authority.
- g) In extreme cases, an offending member or Officer may be excommunicated from the Church by the National Executive Council on the recommendation of the Regional or Area Head and the Regional or Area Executive Committee.

### **18.3 RIGHTS TO APPEAL/REVIEW**

a) **APPEAL**

There shall be a right of appeal in all cases of sanctions within thirty (30) days of the pronouncement of the decision. The appeal shall first be made to the District Executive Committee, then to the Regional or Area Executive Committee and then to the National Executive Council, where applicable.

b) **REVIEW**

Decisions of any Council or Committee may be reviewed upon a petition of the affected person. This opportunity will be in addition to the right of appeal.

c) **REINSTATEMENT**

Reinstatement shall depend upon sufficient evidence of genuine repentance and continued active participation in church activities.



## ARTICLE 19

### BOARDS AND COMMITTEES

#### 19.1 NATIONAL MISSIONS BOARD

There shall be established a National Missions Board which shall be responsible for the spread of the Gospel worldwide and in the United States in particular.

##### 19.1(1) MEMBERSHIP

The National Head, the National Secretary, and the national Evangelism Director shall be automatic members of the Board by virtue of their offices. Two (2) other Ministers, three (2) Elders, and one (1) Deaconess shall be appointed by the National Executive Council to serve on the Board. The Board shall be accountable to the National Council through the National Executive Council.

##### 19.1(2) FUNCTIONS

The Board shall have the following functions:

- a) Develop and maintain relations with other International Missionary Organizations.
- b) Organize missionary work within the United States and seek opportunities to establish Churches wherever possible.
- c) Plan and coordinate Missionary programs.
- d) Establish principles and standards of ethics that shall govern all parties concerned with Missionary programs.
- e) Encourage and enable Local Churches (Assemblies) to support Missions' activities and work.
- f) Promote the programs of the Board to raise funds and interest therein.
- g) Receive and transmit appeals in matters relating to missionary programs to the National Executive Council for consideration.

### **19.1(3) TERM OF OFFICE**

With the exception of the National Head the National Secretary and the National Evangelism Director who shall serve on the Board during their terms of office, other members of the Board shall serve three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **19.2 REGIONAL AND DISTRICT MISSIONARY COMMITTEES**

These Committees may be established by the region or Area and Districts as deemed necessary. Their basic functions will be to promote missionary awareness and activities in the Region and Districts.

## **19.3 FINANCE BOARD**

There shall be a seven (7) member National Finance Board that shall be appointed by the National Council on the recommendation of the National Executive Council.

### **19.3(1) MEMBERSHIP**

- a) Chairperson of the National Finance Board
- b) One (1) Minister
- c) One (1) Accountant-Trustee
- d) Finance and Administrative Director (FAD)
- e) National Administrative Manager (NAM)
- f) Two (2) Regional Deacons

The National Internal Auditor may be co-opted.

### **19.3(2) FUNCTIONS**

- a) To administer the central fund and the day-to day oversight of the financial management of the Church.
- b) To prepare and submit an annual budget to the National Executive Council.
- c) To encourage tithing and the spirit of giving.
- d) To promote sound methods of raising church funds.

- e) To ensure that an effective audit system is maintained at the National Office as well as the Regional or Area, District and Local church offices.
- f) To ensure timely internal audit of the central accounts of the Church including those of the National, Regional or Area, District and Local offices.
- g) To undertake monthly appraisal of the Finance Manager and National Administrative Manager.
- h) To monitor and appraise monthly tithe returns from the Districts.
- i) To review quarterly budget performances.
- j) To submit to the National Executive Council the audit reports and action taken thereon, the balance sheets and accounts for each financial year.
- k) To invest funds of the Church with the prior approval of the National Executive Council.
- l) To formulate policies that will ensure the financial well-being of the Church.

### **19.3(3) TERM OF OFFICE**

The term of office is three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **19.4 PENTECOST BIBLICAL SEMINARY**

The Church shall establish and maintain a Seminary for the training of Ministers, Officers and Leaders of the Church and other applicants subject to the requirements of the Seminary.

### **19.4(1) SEMINARY BOARD**

A Board of nine (9) members appointed by the National Council on the recommendation of the

National Executive Council shall run the Seminary.

**19.4(2) MEMBERSHIP**

- a) The National Head – ex officio member
- b) A Chairperson to be appointed according to the provisions of 19.4(1)
- c) The President of the Seminary
- d) Two (2) Educationists
- e) One (1) Lawyer
- f) Two (2) others

**19.4(3) FUNCTIONS**

The Board shall perform the following functions:

- a) The Board shall be accountable to the National Council through the National Executive Council,
- b) The Board shall provide strategic guidance, priority clarification, fiduciary oversight, objective evaluations, administrative consultation, facility development, policy review and approval, budget review and authorization of the College

**19.4(4) TERM OF OFFICE**

a) Apart from the National Head, the term of office of the Board shall be three (3) years and Board members may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

b) The National Head (ex-officio member) and the President of the Seminary shall always be on the Board

## **19.5 PENSION BOARD**

There shall be a Pension Board of seven (7) members that shall be appointed by the National Council on the recommendation of the National Executive Council to manage the Pension Plan of the Church.

### **19.5(1) MEMBERSHIP**

- a) Two (2) Ministers
- b) Chairman of the National Finance Board
- c) One (1) Elder
- d) One (1) Trustee
- e) One (1) lawyer
- f) One (1) Accountant and or an Investment Banker.
- g) The Chairman of the Committee may co-opt as needed

### **19.5(2) FUNCTIONS**

They shall:

- a) be responsible for the overall management of the Pension Fund.
- b) have the right to invest the Capital, discount house or any permanent and safe investment not in any way contrary to the principles of the Church.
- c) cause proper books of account to be kept for the fund and final accounts prepared once a year.
- d) organize fund raising activities to raise funds to support the Pension Plan.
- e) run programs to prepare Ministers for pension.
- f) run programs to sustain pensioners.
- g) establish policies and procedures for the effective operation of the Board

### **19.5(3) TERM OF OFFICE**

The term of office shall be three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **19.6 NATIONAL MINISTERIAL COMMITTEE**

There shall be a National Ministerial Committee of five (5) members appointed by the National Executive Council and ratified by the National Council.

### **19.6(1) COMPOSITION**

- a) The National Head
- b) Four (4) ordained Ministers

During interviews, the National Head may invite one (1) or two (2) other Apostles or Prophets.

### **19.6(2) FUNCTIONS**

To interview and recommend successful candidates to the National Executive Council for possible entry into the Ministry.

### **19.6(3) TERM OF OFFICE**

Apart from the National Head, other members shall hold office for three (3) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

## **19.7 REGIONAL OR AREA MINISTERIAL COMMITTEE**

There shall be established a Regional or Area Ministerial Committee made up of the Regional or Area Head and four (4) other Ministers or Elders appointed by the Regional or Area Presbytery on the recommendation of the Regional or Area Executive Committee.

### **19.7(1) FUNCTIONS**

To interview and recommend successful candidates into the Ministry to the National Ministerial Committee, and also candidates into other offices of the Church.

**19.7(2) TERM OF OFFICE**

Apart from the Regional or Area Head, other members shall hold office for a term of three (3) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**19.8 DISTRICT MINISTERIAL COMMITTEE**

There shall be a District Ministerial Committee of five (5) persons, made up of the District Minister as Chairman, and four (4) Elders appointed by the District Presbytery on the recommendation of the District Executive.

**19.8(1) FUNCTIONS**

To recommend to the Regional or Area Ministerial Committee successful candidates into the Ministry and candidates for other offices.

**19.8(2) TERM OF OFFICE**

The term of office shall be two (2) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**19.9 PENTECOST SOCIAL SERVICES**

The National Executive Council shall maintain a unit of the Church which shall fulfill the social and charitable missions of the Church. It shall be known as Pentecost Social Services, hereinafter called (PENTSOS), which shall be appointed by the National Executive Council and ratified by the National Council.

**19.9(1) COMPOSITION**

The PENTSOS Committee shall be made up of

seven (7) members as follows:

- a) One (1) Minister (Chairman)
- b) One (1) Educationist
- c) One (1) Medical Practitioner
- d) One (1) Social Worker
- e) One (1) Lawyer
- f) Two (2) Others

### **19.9(2) FUNCTIONS**

- a) Promote, develop, and manage social services on behalf of the Church.
- b) Promote the active involvement of members of the Church in matters relating to social services in their communities.
- c) Advise the Church in matters relating to social services in the country.
- d) Represent the interest of the Church in all social services-related functions as the need arises.
- e) Serve as the technical consulting body in all social projects initiated by the Church at all levels.
- f) Liaise with other non-governmental organizations and donor or aid agencies and other Christian donor organizations in matters relating to support for PENTSOS projects.
- g) Perform such other social assignments as the National Executive Council may delegate or assign.

### **19.9(3) TERM OF OFFICE**

Members shall serve three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.



## **19.10 NATIONAL ESTATE COMMITTEE**

There shall be a National Estate Committee of seven (7) members appointed by the National Executive Council and approved by the National Council.

### **19.10(1) MEMBERSHIP**

- a) Two (2) Ministers, one (1) of whom shall be appointed as Chairman by the National Executive Council
- b) Two (2) Trustees
- c) One (1) lawyer
- d) Two (2) Technical persons.

### **19.10(2) FUNCTIONS**

It shall:

- a) give technical advice on the construction of major buildings of the Church.
- b) advise the Board of Trustees on all estate or property matters.
- c) advise the Regional Deacons on the acquisitions, demarcation, retracing or reclaiming of any lost church property.
- d) keep record of all properties of the Church.
- e) advise Assemblies in the choice and acquisition of properties.
- f) be responsible for collection and preservation of documents and records pertaining to the properties.

### **19.10(3) TERM OF OFFICE**

Members shall hold office for three (3) years and be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**19.11 REGIONAL OR AREA, DISTRICT, AND LOCAL ESTATE COMMITTEES**

These Committees may be established by the Regions or Areas, Districts, and Locals as deemed necessary. Their basic functions will be to give technical advice on the acquisition and maintenance of capital items for the Church in the Regions or Areas, Districts, and Locals. They shall also implement decisions/policies/guidelines of the National Estate Committee.

Their functions shall be the same as the National Estate Committee (Ref. article 19, section 19.10) and their terms of offices shall be three (3) and two (2) years, respectively, and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**19.12 NATIONAL LITERATURE COMMITTEE**

There shall be a National Literature Committee of seven (7) members appointed by the National Council on the recommendation of the National Executive Council.

**19.12(1) FUNCTION**

They will oversee the literature needs of the Church.

**19.12(2) MEMBERSHIP**

- a) One (1) Minister, who shall be the Chairman
- b) One (1) representative of the Evangelism Ministry
- c) One (1) representative of the Youth Ministry
- d) One (1) representative of the Women's Ministry
- e) One (1) PEMEM representative
- f) The editor of the official Church Magazine
- g) One (1) lawyer

**19.12(3) TERM OF OFFICE**

Members shall serve for three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**19.13 CONSTITUTIONAL REVIEW COMMITTEE**

There shall be a Constitutional Committee of nine (9) members that shall be appointed by the National Council on the recommendation of the National Executive Council of the Church

**19.13(1) MEMBERSHIP**

- a) One (1) Apostle or Prophet as Chair
- b) One (1) Trustee
- c) One (1) Minister
- d) Two (2) Lawyers
- e) Two (2) Experienced Elders
- f) One (1) Minister's wife
- g) One (1) Deaconess

**19.13(2) FUNCTIONS**

- a) Review and update the Constitution of the Church and other constitutionally related Documents such as the Church Practices Book upon the recommendation of the National Council.
- b) Assume a judicial role as interpreters of the Constitution when the need arises
- c) Receive all proposed amendments to the Constitution through the National Secretary
- d) Assist the Church to comply with the Constitution of the Church.
- e) Bring to the attention of the National Council any violations of the Constitution
- g) Undertake any other responsibility as assigned by the National Executive Council

**19.14 REGIONAL OR AREA, DISTRICT, AND LOCAL LITERATURE COMMITTEES**

These Committees may be established by the Regions or Areas, Districts, and Locals as deemed necessary. Their basic functions will be to serve the Literature needs for the Church in the Regions or Areas, Districts, and Locals. They shall also implement decisions/policies/guidelines of the National Literature Committee.

Their functions shall be the same as the National Literature Committee (Ref. article 19, section 19.12) and their terms of offices shall be three (3) and two (2) years, respectively, and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

**19.14(1) TERM OF OFFICE**

The term of office for all other boards and committees shall be three (3) years and members may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time

**19.15 OTHER BOARDS, COMMITTEES, AND DIRECTORATES**

The National Executive Council, subject to the approval of the National Council, shall have power to establish such other Boards, Committees, and Directorates as shall become necessary for the smooth administration of the Church.

## ARTICLE 20

### FINANCIAL ADMINISTRATION

#### 20.1 FINANCE

The National Executive Council shall devise appropriate means to raise funds to finance the various financial commitments of the Church.

#### 20.2 SOURCES OF FINANCE

The Church shall be financed from tithes and offerings, free-will Offerings, Missionary offerings, and other monies received from all other lawful sources.

#### 20.3 CENTRAL FUND

- a) There shall be a central fund at the Church's National Office into which shall be paid all monies received from the Regions and other sources and from which shall be administered both capital and recurrent expenditure of the Church.
- b) The Central Fund shall be managed and operated by the National Finance Board.

#### 20.4 REGIONAL OR AREA, DISTRICT AND LOCAL FUND

There shall be established Regional or Area, District, and Local funds. These shall be made up of offerings taken during weekdays and other special programs.

#### 20.5 MISSIONARY FUND

There shall be a missionary fund into which shall be paid missionary offerings and McKeown Fund to support Missionary work.

#### 20.6 OTHER FUNDS

There shall be other funds such as Women's fund, Evangelism fund, Children's fund, PEMEM fund, Youth/PENSA, PENTSOS fund, Pension fund, and Welfare fund, which shall be used in furtherance of the work of the Lord. The National Council may approve other such funds as and when needed.

## **20.7 EXTERNAL AUDITORS AND AUDITS**

- a) The National Executive Council, in consultation with the National Finance Board, shall engage an External Auditor who shall be paid such fees as may be approved by the National Executive Council to audit the National accounts annually.
- b) The National Executive Council shall have the accounts of the Church, its Boards and Committees audited, at least, once each calendar year by an External Auditor who shall report upon the same to the National Executive Council annually. The Auditor's report shall also be presented to the National Council. The Auditor shall also be responsible for the auditing of the Region and District accounts.
- c) He shall audit the books of all such organizations or institutions as shall fall under the control of the Church.
- d) For effective performance of his duties, the Auditor shall have the right of access at all times to the accounting records, accounts, and vouchers of the Church, its Boards, Councils, or Committees.
- e) The Auditor shall have the right to require from Officers of the Church such information, as he may need, in the performance of his duties.

## **20.8 INTERNAL AUDIT AND CONTROL**

- a) The Church shall maintain a National Audit Committee at the National level appointed by the National Council on the recommendation of the National Executive Council.

- b) The National Audit Committee shall ensure effective internal control and audit of all Committees, Boards, and Ministries of the Church and provide measures for internal accounting objectives.
- c) The National Audit Committee shall be accountable to the National Executive Council through National Head.
- d) The National Audit Committee shall submit a report to the National Executive Council through the National Head.
- e) Functions of the National Audit Committee are stipulated in the National Financial Handbook.

## **20.9 BANK ACCOUNTS**

Bank accounts shall be opened at various Local, District, Regional or Area, and National levels and managed by such signatories as stated in the National Financial policies of the Church.

## ARTICLE 21

### MISCELLANEOUS PROVISIONS

#### 21.1 MARRIAGES

- a) The Church believes in chastity before marriage. Marriages shall be blessed in the Church. The Church encourages the registration of customary marriages.
- b) The Church does not encourage divorce, neither does it condone polygamy. (Matthew 5: 31-32; 19: 3-11; Romans 7: 1-3; 1 Corinthians 7: 10-15).
- c) The Church is opposed to ALL forms of deviant sexual behavior, including homo-sexuality, lesbianism, sodomy, pederasty, etc., as these are not biblically accepted practices.

#### 21.2 INHERITANCE

The Church upholds paternal inheritance.

#### 21.3 AMENDMENTS TO THE CONSTITUTION

No provision of this constitution shall be amended or deemed to have been amended or altered whether directly or indirectly by an act or conduct of the Church unless that act or conduct shall have been approved at National Council meetings by a majority of not less than two-thirds of the members present and voting.

#### 21.4 MODE OF AMENDMENT

- a) Any member of the Church who seeks to effect any amendment of any provision of this Constitution shall have the same considered at the Regional or Area level and, if approved, a notice of the proposed amendment shall be sent by the Regional or Area Presbytery to the National Executive Council.
- b) If the proposed amendment originates from any of the National bodies created by this Constitution, then the proposed amendment shall be communicated directly



through the National Secretary to the National Executive Council.

- c) The National Secretary shall cause the said proposal to be circulated to the National Executive Council members at least one (1) month before the National Council meeting.
- d) The proposal shall be put on the agenda and debated and accepted, if it draws two-thirds (2/3) of the votes from National Council members present and voting.  
Voting shall be by secret ballot or show of hands.

## **21.5 PROVISIONAL ARRANGEMENTS**

All existing offices, Committees, and Boards appointed or elected under the 2006 Constitution shall continue in office until the expiration of terms of offices, according to the Constitution as amended.

## ARTICLE 22

### INTERPRETATION OF CONCEPTS

**22.1** Some concepts used in this constitutional document are defined below:

- a) **Holy Ghost Baptism:** Shall mean someone (1) who speaks in unknown tongues evidencing his spiritual baptism.
- b) **Bi-Vocational Minister:** Under this Constitution shall mean a part-time Minister who, prior to his calling into the Ministry was gainfully employed in a secular job and continues to combine the Ministerial work with his secular job.
- c) **Constitution:** Subject to the Bible, shall be the supreme regulatory framework of the Church of Pentecost U.S.A., Inc. All other rules, regulations, policies, and directives of the Church shall conform to its provisions.
- d) **Educationist:** Under this Constitution shall mean a retired teacher, lecturer, principal or professor or an experienced teacher, lecturer, principal or professor who advocates and promotes education.
- e) **Fully vested:** Shall mean the amount of time that one (1) must work to fully accrue his 401k savings and not forfeit them (if one quit his job prematurely or is retired or made to resign prematurely).
- f) **Good standard of Education:** shall under the provisions of this Constitution mean a minimum of High School education or its equivalent.
- g) **Minister:** shall mean one (1) who is called into either the full or part-time Ministry of the Church of Pentecost as an Apostle, Prophet, Evangelist,

Teacher, Minister, Ministerial Missionary, Overseer, or Field Assistant.

- h) Person(s):** As used under the provisions of this Constitution shall mean male and female member(s) of the Church comprising of male(s) and female(s) who are not ordained Officers as well as male(s) and female(s) who are ordained Officers (Deacons, Deaconesses, and Elders).
- i) Region/Area:** Shall mean an ecclesiastically demarcated administrative unit by the Church of Pentecost U.S.A., Inc. comprising two (2) or more Districts of the Church and not necessarily the geopolitical demarcation established by the government of the United States of America.
- j) Trustee:** Under this Constitution shall mean some one serving in a capacity as a Director of a Board and who holds a fiduciary relationship with the corporate entity known as “The Church of Pentecost U.S.A., Inc.”
- k) Unpaid Officers:** Unpaid Officers shall include all Presbyters as well as non- ordained brothers and sisters who have been appointed to some offices of The Church of Pentecost other than the Board of Trustees.

NB: All quotations in this Constitution are from the King James Version of the Bible. February, 2020.