

# **THE CONSTITUTION OF THE EVANGELICAL CHRIST FOUNDATION CHURCH**



**8<sup>TH</sup> JANUARY, 1989.**

## **ARRANGEMENT OF ARTICLES**

| <b>ARTICLES</b>                                                     | <b>PAGE</b> |
|---------------------------------------------------------------------|-------------|
| <b>PREAMBLE</b>                                                     |             |
| <b>1. NAME</b>                                                      |             |
| <b>2. HEADQUARTERS, FOUNDER AND LEADER</b>                          |             |
| <b>3. THE OBJECTIVES</b>                                            |             |
| <b>4. TENETS</b>                                                    |             |
| <b>5. THE SEAL</b>                                                  |             |
| <b>6. MARRIAGE PROCEDURE</b>                                        |             |
| <b>7. BOARD OF TRUSTEES</b>                                         |             |
| <b>8. SERVICES AND CONVENTION</b>                                   |             |
| <b>9. GOVERNMENT OF THE CHURCH</b>                                  |             |
| <b>10. ADMINISTRATION</b>                                           |             |
| <b>11. CHURCH AREAS</b>                                             |             |
| <b>12. MINISTERS</b>                                                |             |
| <b>13. WOMEN'S FELLOWSHIP MINISTRY</b>                              |             |
| <b>14. CHILDREN'S MINISTRY</b>                                      |             |
| <b>15. YOUTH MINISTRY</b>                                           |             |
| <b>16. MEN'S FELLOWSHIP MOVEMENT</b>                                |             |
| <b>17. BOARDS AND COMMITTEES</b>                                    |             |
| <b>18. FINANCIAL ADMINISTRATION</b>                                 |             |
| <b>19. OFFICERS OF THE CHURCH</b>                                   |             |
| <b>20. CHURCH MEMBERSHIP</b>                                        |             |
| <b>21. DEATH AND BURIAL OF MINISTERS &amp; FULL PLEDGED MEMBERS</b> |             |
| <b>22. CHURCH PROPERTIES</b>                                        |             |
| <b>23. CONSTITUTION REVIEW AND AMENDMENT</b>                        |             |

# **THE CONSTITUTION OF THE EVANGELICAL CHRIST FOUNDATION CHURCH**

## **PREAMBLE**

IN THE NAME OF THE ALMIGHTY GOD, we, the Members of THE EVANGELICAL CHRIST FOUNDATION CHURCH, IN EXERCISE of our natural right and freedom to establish a CHURCH which shall be used to propagate the WORD of GOD;

1. WHEREAS we regard as part of the body of CHRIST. The Evangelical Christ foundation church (hereinafter called “THE CHURCH”) which traces its origins to the Ministry which Prophet Emmanuel Kofi Sakyi began in 1989.
2. AND WHEREAS on the eighth day of January, 1989, The Church adopted the name Evangelical Christ Foundation as its new name and thereafter registered its Board of Trustees under its new name on the 15<sup>th</sup> day of May, 1998 under Registration No. CG097191223 as a Religious Non-profit Making Organization
3. Zealous to offering worship to God in Truth and Holiness and devoted to promotion of spiritual growth of all the Evangelical Christ Foundation Church members.
4. IN A SPIRIT of oneness and peace with all other Churches and organizations with similar doctrines, aims and objectives through affiliation. THE CHURCH is empowered to use all net receipts for religious, charitable, educational and any other related purposes; AND IN SOLEMN declaration and affirmation of our commitment to carry out the LORD’S COMMISSION and all the TEN TENETS of The CHURCH.
5. Do hereby Adopt, Enact and Promulgate this constitution as our basic law secondary to the Bible for the governance of The Church.

## **ARTICLE ONE**

### **NAME**

- 1.1 The name of the church is EVANGELICAL CHRIST FOUNDATION CHURCH.  
(Hereinafter called The Church).

## **ARTICLE TWO**

### **HEADQUARTERS, POSTAL ADDRESS, FOUNDER & LEADER.**

- 2.1 HEADQUARTERS: The Headquarters is at Kintampo – Bono East Region.  
2.2 POSTAL ADDRESS: Post Office Box 84, Kintampo – Bono East Region.  
2.3 FOUNDER & LEADER: Prophet Emmanuel Kofi Sakyi.

Whereas it is pleased Almighty God the creator of visible and the invisible to call His Great Servant Prophet Emmanuel Kofi Sakyi (Founder and leader of the church in the year of our Lord One Thousand, Nine hundred and Eighty-Nine (1989).

## **ARTICLE THREE**

### **OBJECTIVES**

- 3.1 The objectives of the church shall be-
- (a). To preach the Gospel of our Lord and Savior Jesus Christ according to the Holy bible.
  - (b). To conduct evangelistic crusade meetings and praying in the Holy spirit to save souls and heal all manner of diseases among the people in the name of Jesus Christ.
  - (c). The church will be non-profit making Religious Organization.
  - (d). To be associated with the Pentecostal Association in Ghana and World-Wide Evangelistic ministry.
  - (e). To established branches in all part of the country, Ghana and Overseas.

- (f). To cater for the spiritual needs of its members.
- (g). To open schools, hospitals and other organizations in which Christian Religion and Belief shall be the basis of instructions.

## **ARTICLE FOUR**

### **TENET**

#### **4.1 THE BIBLE**

We believe in the divine inspiration and authority of the Holy Scriptures. That the Bible is infallible in its declaration, final in its authority, comprehensive and all-sufficient in its provisions. (2 Ti. 3:16, 17; 2 Pe. 1:20, 21).

#### **4.2 THE ONE TRUE GOD**

We believe in the existence of the One True God, Elohim, maker of the whole universe; indefinable but revealed as Triune God – the Father, the Son and the Holy Spirit (Ge. 1:1; 1:26; Mt. 3:16, 17; 28:19; 2 Cor. 13:14); one in nature, essence and attributes – Omnipotent (Dt. 6:4; Job 42:2; Isa 46:9, 10; Rev. 19:6); Omnipresent (Ps. 139:7-12; 147:5); Omniscient (Job 42:2; Isa. 46:9, 10; Ac. 5:4, 5); etc.

#### **4.3 MAN’S DEPRAVED NATURE**

We believe that “all men have sinned and come short of the glory of God” (Gen. 3:1-19; Isa. 53:6; Rom. 3:23), and are subject to eternal punishment (Mt. 13:41, 42; Rom. 6:23), and need Repentance (Ac. 2:38; Mt. 4:17; Ac. 20:21) and Regeneration (Jn. 3:3, 5; Tit. 3:5).

#### **4.4 THE SAVIOUR**

We believe man’s need of a Savior has been met in the person of Jesus Christ (Mt. 1:21; Jn 4:42; Ac. 2:36; Eph. 5:23; Php. 2:6-11), because of His Deity (Isa. 9:6; Jn. 1:1; 20:28; Rom 9:5; Tit. 2:13,14), Virgin Birth (Isa. 7:14; Mt. 1:18; Lk. 1:25-26), Sinless Life (Jn 8:46; Heb. 4:15; 2 Cor. 5:21), Atoning death (Rom. 3:25; Heb. 9:22: Jn. 2:2), Resurrection (Mt. 28:5-7; Ac 2:24; Ac. 2:36; 10:39,40; 1 Cor. 15:3,4) and Ascension (Ac. 1:9-11; 2:33-36), His Abiding Intercession

(Rom. 8:34; Heb. 7:25) and His second coming to judge the living and the dead (Ac.1:11; 10:42; 1 Th.4:16-18; 2Ti. 4:1; Rev. 22:12, 20).

#### **4.5 REPENTANCE, JUSTIFICATION AND SANCTIFICATION**

We believe all men have to repent and confess their sins before God (Lk. 15:7; Ac. 2:38; 3:19; 17:30), and believe in the vicarious death of Jesus Christ before they can be justified before God (Rom.4:25; 5:1). We believe in the sanctification of the believer through the working of the Holy Spirit (1 Cor. 1:30; 6:11) and God's gift of eternal life to the believer (Jn. 17:2, 3; 10:27, 28; Rom 6:23b; 1Jn. 5:11-13).

#### **4.6 THE SACRAMENTS OF BAPTISM AND THE LORD'S SUPPER OR COMMUNION**

We believe in the sacrament of Baptism by immersion as a testimony of a convert who has attained a responsible age of 15 years. (Mt. 3:16; Mt. 28:19; Mk. 1:9, 10; 16:16; Ac. 2:38). Infants and children are not baptized, but are dedicated to the Lord (Mk. 10:13-16; Lk. 2:22-24, 34). We believe in the sacrament of the Lord's Supper or Holy Communion, which should be partaken by all members who are in full fellowship (Lk. 22:19, 20; Ac. 20:7; 1 Cor. 11:23-33).

#### **4.7 BAPTISM, GIFTS AND FRUIT OF THE HOLY SPIRIT**

We believe in the Baptism of the Holy Spirit for all believers with the initial evidence of speaking in tongues (Joel 2:28, 29; Ac. 2:3,4,38,39; 10:44-46; 19:16), and in the operation of the gifts and fruit of the Holy Spirit (Rom. 12:6-8; Gal. 5:22,23 and 1 Cor. 12:8-11; 28-30).

#### **4.8 DIVINE HEALING**

We believe that the healing of sicknesses and diseases is provided for God's people in the atonement (Isa. 53:4,5; Mt. 8:7-13, 16,17; Mk. 16:17,18; Lk.13:10-16; Ac. 10:38; Jas. 5:14-16). However, the Church is not opposed to medication by qualified medical practitioners.

#### **4.9 TITHES AND OFFERINGS**

We believe in tithing and in the giving of freewill offerings towards the cause of carrying forward the Kingdom of God. We believe that God blesses a cheerful giver (Gen. 14:18-20; Mal. 3:6-10; Mt. 23:23; Ac. 20:35; Heb. 7:1-4; I Cor. 16:1,2; 2 Cor. 9:1-9).

#### **4.10 THE SECOND COMING AND THE NEXT LIFE**

We believe in the second coming of Christ and the resurrection of the dead, both the saved and the unsaved. They that are saved to the resurrection of life and the unsaved to the resurrection of damnation (Da. 12:2; Mk. 13:26; Jn. 5:28, 29; Ac. 1:11; 10:42; Rom. 2:7-11; 6:23).

### **ARTICLE FIVE**

#### **THE SEAL**

- a. The church shall have a common seal in the form of a triangle comprising a Bible, light and cross. The bible and the light signifying the word of God which is the light unto the path of Christians. (Mathew 2; 2-9, Psalm 119.105, Mathew 5; 15-16). The cross signifies the Willful humility, sacrifice, commitment and dedication to the work of God. (Philippians 2:7-8, Hebrews 10:10)
  
- b. The Common Seal, when not in use, shall be kept in safe custody by the General Secretary or a person appointed by the Executive Council during the General Secretary's absence and shall not affixed to any instrument except with the authority of the Chairman who shall sign instrument with the General Secretary.

### **ARTICLE SIX**

## **MARRIAGE PROCEDURE**

- a. There shall be a six member marriage committee comprising the Branch Pastor, Presiding elder, the Church Secretary, two Women Fellowship Leaders and a Medical Personnel.
- b. The would-be couples must notify the marriage committee of the respective church for thorough investigation and counseling.
- c. The marriage committee shall engage the two parties in at least one month pre-marital counseling with at least three meetings.
- d. The marriage committee must seek for the consent of agreement from the parents of two parties before commencing the counseling stage.
- e. As part of the marriage committee activities, laboratory investigations precisely; Blood grouping, HBsAg, Hepatitis B profile if reactive, Hepatitis c, HIV/AIDS, HB electrophoresis, Pregnancy test, Syphilis and Gonorrhoea must be ordered.
- f. The results of the laboratory test must be interpreted first separately to the individual partners and later jointly for further decision.
- g. The marriage committee must write and document a final report on the marriage for records keeping.
- h. There must be a fasting and prayers by the couples towards their marriage as decided by the pastor In-charge.
- i. Traditional customary rites should be performed before the church recognizes it for blessing.
- j. There should be a provision of rings and a Holy bible meant for the two parties to be blessed to signify their felicity.
- k. That the date for the solemnizations of the marriage is to be decided by the two parties and with at least two weeks notice to the church.
- l. That the marriage should be performed in a simple style and manner without undue hardship to the two parties in terms of dress, refreshment, and decoration.
- m. Simple refreshment will be given to the church members and other peoples gathered for the marriage ceremony of the two parties with the cost bearing from the two parties.

## **ARTICLE SEVEN**

### **BOARD OF TRUSTEES**

#### **7.1 ESTABLISHMENT**

There shall be a Board of Trustees for the ministry appointed by the chairman/founder of the church. The board of trustees shall take charge of all properties and which shall have power to acquire and hold properties movable and unmovable in trust for the ministry and schools or institutions and firms under its auspices.

#### **7.2 MEMBERSHIP**

It shall consist of five members:

- a) The Chairman/ Founder
- b) General Secretary
- c) Pastors' Council Chairman
- d) Estate Committee Chairman
- e) An Apostle or senior pastor from any of the foreign countries

#### **7.3 ABSENCE, INCAPACITATION OR DEATH**

(a) During the absence, death or incapacitation of any of the Board of Trustees, the Executive Council shall appoint an Acting representative for that office a period not exceeding Six (6) Months until the said executives assume office or election an executive to replace such an office in case of death, incapacitation or resignation.

## **ARTICLE EIGHT**

### **SERVICES AND CONVENTIONS**

#### **8.1 SERVICES**

- (a). Church Services shall be held on the Lord's Day (Sunday).
- (b). There shall also be evening services on all days of the week for teaching and prayers.  
Some of these services may be for Women Fellowship, Men's Fellowship Ministry and the Youth Ministry.
- (c). There shall be a day in a week dedicated for prayers and fasting as decided by the Church branch.
- (d). Services such as all nights and half nights may also be held whenever necessary.
- (e). Early morning services must be held in branches where the situation makes it possible.

#### **8.2 CRUSADES**

There shall be evangelistic crusades in cities, towns and villages to enable new Assemblies to be opened.

#### **8.3 AREA CONVENTIONS**

There shall be an Area Conventions under the control of the Area Head.

#### **8.4 NATIONAL CONVENTIONS**

There shall be a national convention at every Easter at a place and time to be determined by the Executive Council. The main purpose shall be winning of more souls for Christ.

#### **8.5 RETREATS**

There shall be retreats at Local, Area, and National levels to train officers in The Church.

## **8.6 MINISTRY MEETINGS**

The various Ministries of The Church may also meet as and when necessary for retreat, meetings, camping and conventions. These include:

- a) Youth Ministry.
- b) Women Fellowship Ministry.
- c) Children's Ministry.
- d) Men's fellowship Ministry.

## **8.7 SPECIAL PROGRAMES**

The Church shall celebrate the special programmes as scheduled by The Church calendar. These shall include:

- a) GPCC Week Celebration.
- b) Founder's Day Celebration.
- c) Disaster Day Celebration.
- d) Breaking Prayers.
- e) Mid Harvest.
- f) Annual Harvest.
- g) Christmas Convention.
- h) Youth Ministry week Celebration.
- i) Women Fellowship Ministry week Celebration.
- j) Children Service week Celebration.
- k) Men's Fellowship week Celebration.
- l) Children service convention

## **ARTICLE NINE**

### **GOVERNMENT OF THE CHURCH**

#### **9.1 GENERAL COUNCIL**

There shall be a General Council made up of all Apostles, Prophets, Evangelists, ordained Pastors of the Church, Area Executive Committee members, National Heads, National Secretaries, Trustees, Boards, Councils, Committees, Ministry's General Leader(s) or Director(s), Elders, Retired Ministers and other persons may be invited to attend without voting rights.

#### **9.2 FUNCTION**

- (a) The General Council shall be the highest policy making body.
- (b) It shall be the final appellate body in all disciplinary matters affecting members of the General Council for which purpose the Council may appoint an appellate Committee.
- (c) It shall have the duty to impeach any member of the General Council on grounds of stated misconduct should the Executive Council fail to do so.
- (d) It shall receive and approve reports submitted by the various organs of The Church.

#### **9.3 CONVOCATIONS**

- (a) General Council Meetings shall be held biennially.

#### **9.4 VOTING**

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

#### **9.5 EXECUTIVE COUNCIL**

There shall be an Executive Council which shall be responsible for the administration of The Church.

## **9.6 MEMBERSHIP**

It shall be made up of seven (7) members comprising:

- (a) The Chairman.
- (B) The General Secretary.
- (C) The Pastors' Council Chairman.
- (d) One (1) Apostle/Prophet/National Head elected from the external Francophone Zone/ Foreign countries.
- (f) Three (3) others ordained pastors in Ghana.

## **9.7 FUNCTIONS**

- (a) The Executive Council shall be responsible to the General Council.
- (b) It shall implement policies and decisions of the General Council.
- c) In cases of emergency, the Executive Council may act for and on behalf of the General Council and report to the same for ratification of its said decisions.
- (d) The Executive Council shall receive reports and memoranda from Boards, Committees, Ministries and Fellowships and report to the General Council.
- (e) During the incapacitation of the Chairman, the General Secretary or the Pastors' Council Chairman, the Executive Council shall appoint an Acting Chairman, General Secretary or Pastors' Council Chairman as the case may be for a period not exceeding one (1) year.
- (f) In case of death of the Chairman, the General Secretary or the Pastors' Council Chairman, the Executive Council shall convene a meeting of the General Council within three (3) months to elect a Chairman, General Secretary or Pastors' Council Chairman as the case may be.
- (g) The Executive Council shall be responsible for callings, upgrading, appointments, revocations, dismissals, and impeachment of national office holders of The Church.

(h) The Executive Council may recommend policy matters for consideration by the General Council.

(i) The Executive Council shall have power to take any or all administrative measures in any matters not otherwise provided for in this Constitution, provided that such measure are not contrary to the fundamental provisions of the Constitution.

## **9.8 ELECTIONS**

(a) With respect to the Ghanaian representation on the Executive Council, the Chairman shall nominate six (6) candidates from the ordained ministers and present them to the General Council for simultaneous voting. The first three candidates, who receive the highest votes cast, shall serve on the Executive Council.

(b) With respect to candidates from the external zones, the Chairman shall put up three (3) candidates from the zone to be voted upon. The candidate who obtains the highest votes shall serve on the Executive Council.

(c) Executive members so elected into office shall remain in office until their terms expire or retire or are removed from office.

(d) A Chairman elected under this Constitution shall inherit the existing Executive Council members whose terms of office have not yet expired.

## **9.10 VOTING**

Shall be by secret ballot.

## **9.11 FILLING OF VACANCIES**

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

- (a) For one (1) vacancy, the Chairman shall present three (3) candidates to be elected by simple majority.
- (b) For two (2) vacancies, four (4) candidates shall be presented for election.
- (c) For three (3) vacancies, five (5) candidates shall be presented for election.
- (d) Voting shall be by secret ballot.

### **9.12 MEETING**

The Executive Council shall meet as and when necessary. In the absence of the Chairman, the Pastors' Council Chairman shall preside over all meetings of the Executive Council.

### **9.13 TERM OF OFFICE**

The term of office of the Executive Council members shall be four (4) years. Members of the Executive Council may be re-elected for only a second term.

## **ARTICLE TEN ADMINISTRATION**

### **10.1 CHAIRMAN**

There shall be a Chairman of The Church who shall take precedence over all other officers and members of The Church.

### **10.2 QUALIFICATION**

He must be an ordained Minister of the church not below the office of a pastor.

### **10.3 FUNCTIONS OF THE CHAIRMAN**

- a) He shall consult the founder for final decision making concerning The Church and its governance once the founder is still alive.
- b) He shall chair the Executive Council and the General Council meetings.
- c) He shall be an ex-officio member of every Board and Committee of the church.
- d) He shall chair every meeting, convention or rally he attends in the church.
- e) He shall direct action on issues and correspondence pertaining to Missionaries and External Branches.
- f) He shall assign to the General Secretary and other ministers as well as executives such duties as he shall deem necessary.
- g) Subject to the provisions of this Constitution, he may take decisions and actions with any Area Head where disciplinary or other action is urgently required in an Area and afterwards report to the Executive Council.
- h) He shall organize retreats, seminars, and prayer sessions for National/Area Heads and Ministers.
- i) He shall give a formal address on the state of The Church at every General Council meeting.

#### **10.4 ELECTION OF CHAIRMAN**

- a) The Executive Council, regulating its own proceedings shall, after prayerful consideration, submit the list of eligible candidates, to the Electoral Commission for open discussion and secret ballot.
- (b) Three candidates shall be nominated for each election.
- (c) The Electoral Commission shall put forward candidates for the Chairmanship for ratification by the General Council.
- (d) The voting shall be done by only ordained ministers of the church.
- (e) A candidate shall win by simple majority basis.
- (f) Where there is a tie, it shall be resolved by another voting organized two weeks after the initial voting.
- (g) Where there is a directive prophecy, it shall be judged on its own merits by the Electoral Commission and tested through voting.

#### **10.5 VOTING**

Shall be by secret ballot.

#### **10.6 TERM OF OFFICE**

The Chairman shall hold office for a term of four (4) years and may be re-elected for a further term only i.e. he shall not be elected to hold office for more than two (2) terms.

### **10.7 ABSENCE, INCAPACITATION OR DEATH**

- (a) During the absence or incapacitation of the Chairman, the Executive Council shall appoint an Acting Chairman for a period not exceeding one (1) year.
- (b) In case of death, the General Council shall appoint the next Chairman within three (3) months from the date of death.

### **10.8 DISCIPLINARY ACTION**

- (a) Should the Chairman abuse his office, it shall be the duty of the Executive Council to interdict him and appoint an independent body within The Church to go into the matter according to the Constitution and the principles of The Church.
- (b) The body so appointed shall report to the Executive Council within three (3) months.
- (c) If the Chairman is found guilty and the seriousness of the offence so requires, the Executive Council shall give him a written notice of his removal from office forthwith.
- (d) During the period of interdiction, an Acting Chairman shall be appointed by the Executive Council.

### **10.9 APPEAL**

- (a) The Chairman shall have a right to appeal to the General Council within one (1) month of the date of service of the removal notice.
- (b) The decision of the General Council shall be final.

### **GENERAL SECRETARY**

**10.10** There shall be a General Secretary of The Church.

### **10.11 QUALIFICATION**

He must be a mature Minister with an educational level not less than tertiary.

### **10.12 FUNCTIONS**

- (a) He shall take minutes at the General and Executive Council meetings.
- (b) He shall deal with the correspondence of The Church.
- (c) He shall be responsible to the Chairman for the Head Office Administration.
- (d) He shall perform such duties as assigned to him by the Chairman and the Executive Council.
- (e) He shall be an ex-officio member of all Boards and Committees.
- (f) He shall keep the official seal of The Church.
- (g) He shall report to the General Council on the performance of the Headquarters Administration.
- (h) He shall prepare the Agenda for General Council meetings in consultation with the Chairman.

### **10.13 ELECTION**

- (a) The Executive Council, regulating its own proceedings shall, after prayerful consideration, submit the list of eligible candidates, to the Electoral Commission for open discussion and secret ballot.
- (b) Two candidates shall be nominated for each election.
- (c) The Electoral Commission shall put forward candidates for the General Secretary for ratification by the General Council.
- (d) The voting shall be done by only the General Council.
- (e) A candidate shall win by simple majority basis.
- (f) Where there is a tie, it shall be resolved by another voting organized two weeks after the initial voting.
- (g) Where there is a directive prophecy, it shall be judged on its own merits by the Electoral Commission and tested through voting.

#### **10.14 VOTING**

Shall be by a secret ballot.

#### **10.15 TERM OF OFFICE**

The General Secretary shall hold office for a term of four (4) years and may be re-elected for a further term only i.e. he shall not be elected to hold office for more than two (2) terms.

#### **10.16 ABSENCE, INCAPACITATION OR DEATH**

(a) During the absence or incapacitation of the General Secretary, the Executive Council shall appoint an Acting General Secretary to act for a period not exceeding One (1) year.

(b) In case of death, the Executive Council shall appoint a General Secretary within three (3) months.

#### **10.17 DISCIPLINARY ACTION**

(a) Should the General Secretary abuse his office, it shall be the duty of the Executive Council to interdict him and appoint an independent body within The Church to go into the matter according to the Constitution and the principles of The Church.

(b) The body appointed shall report to the Executive Council within three (3) months. If the General Secretary is found guilty and the seriousness of the offence so requires, the Executive Council shall give him a written notice of his removal from office forthwith.

(c) During the period of interdiction, an Acting General Secretary shall be appointed.

#### **10.18 APPEAL**

(a) The General Secretary shall have the right to appeal to the General Council within one (1) month of the date of service of the removal notice.

(b) The decision of the General Council shall be final.

## **10.19 CHURCH TREASURE**

There shall be treasure for The Church finances.

## **10.20 QUALIFICATION**

He/she must be a minister, overseer or an elder with a good reputation and educational status specifically in business domain.

## **10.21 FUNCTIONS**

- a) The treasure is responsible for the funds of the church, maintains accurate records of all monies received and expended and keeps all finds on hand in a proper deposit.
- b) He/She shall pay all monies in a proper authorization and issue all receipts for monies received.
- c) He/She shall prepare proper financial report for Executive Council and the General council.

## **10.22 TERM OF OFFICE**

The Church treasure shall hold office for a term of four (4) years and may be re-elected for a further term only i.e. he shall not be elected to hold office for more than two (2) terms.

## **10.23 ELECTION**

- a) A single candidate shall be appointed by the Executive Council and shall be approved by the General Council by a simple majority of two-thirds.
- b) In a case where a proposed candidate fails to obtain 2/3 of the council vote, a second candidate shall be appointed two weeks later.
- c) If the second candidate also fails to obtain 2/3 of the executive's vote, a third candidate should be appointed two weeks later.
- d) In an unfortunate event where the third candidate is unable to acquire 2/3 of the executive's vote, then 2 of these candidates who had the highest vote shall be considered for further voting on the same day.

- e) The candidate who acquires the maximum vote among the two candidates in Article 10.23d shall be the treasure.
- f) Where there is a tie, another voting shall be on the same day for possible separation.

#### **10.24 DISCIPLINARY ACTION**

- (a) Should the treasure abuse his office, it shall be the duty of the Executive Council to interdict him and appoint an independent body within The Church to go into the matter according to the Constitution and the principles of The Church.
- (b) The body appointed shall report to the Executive Council within three (3) months. If the treasure is found guilty and the seriousness of the offence so requires, the Executive Council shall give him a written notice of his removal from office forthwith.
- (c) During the period of interdiction, an Acting Treasure shall be appointed

#### **10.25 APPEAL**

- (a) The Treasure shall have the right to appeal to the General Council within one (1) month of the date of served of the removal notice.
- (b) The decision of the General Council shall be final.

#### **10.26 THE PUBLIC RELATION OFFICER**

There shall be a Public Relation officer for the church responsible for all publicity for the church.

#### **10.27 QUALIFICATION**

- a) He must be at least a church elder with a good education status and reputation.
- b) He must be fluent in English and other dialect.

## **10.28 TERM OF OFFICE**

The Public Relation Officer shall hold office for a term of four (4) years and may be re-elected for a further term only i.e. he shall not be elected to hold office for more than two (2) terms.

## **10.29 ELECTION**

- a) A single candidate shall be appointed by the Executive Council and shall be approved by the General Council by a simple majority of two-thirds.
- b) In a case where a proposed candidate fails to obtain 2/3 of the council vote, a second candidate shall be appointed two weeks later.
- c) If the second candidate also fails to obtain 2/3 of the executives vote, a third candidate should be appointed two weeks later.
- d) In an unfortunate event where the third candidate is unable to acquire 2/3 of the executives vote, then 2 of these candidates who had the highest vote shall be considered for further voting on the same day.
- e) The candidate who acquires the maximum vote among the two candidates in Article 10.29 d shall be the Public Relation officer.
- f) Where there is a tie, another voting shall be organized on the same day for possible separation.

## **10.30 DISCIPLINARY ACTION**

- (a) Should the Public Relation officer abuse his office, it shall be the duty of the Executive Council to interdict him and appoint an independent body within The Church to go into the matter according to the Constitution and the principles of The Church.
- (b) The body appointed shall report to the Executive Council within three (3) months. If the Public Relation officer is found guilty and the seriousness of the offence so requires, the Executive Council shall give him a written notice of his removal from office forthwith.
- (c) During the period of interdiction, an Acting Treasure shall be appointed.

### **10.31 APPEAL**

- (a) The Public Relation officer shall have the right to appeal to the General Council within one (1) month of the date of service of the removal notice.
- (b) The decision of the General Council shall be final.

### **10.32 THE INTERNAL CHURCH AUDITOR**

- a) There shall be an Internal Church Auditor appointed within the church.
- b) For effective performance of his/her duties, the Auditor shall have right of access at all times to all financial accounting books, accounts and vouchers of The Church, its organs, Boards, Corporations and Committees.
- c) The Auditor shall have the right to require from officers of The Church such information as he may need, in the performance of his/her duties.

### **10.33 QUALIFICATION**

He/she must be a minister with a good reputation and educational status specifically in financial accounting domain or related area of such interest.

### **10.34 FUNCTIONS**

- a) The Auditor shall audit the financial books of all organs or institutions as shall fall under the Central Fund of The Church.
- b) The Auditor is responsible for auditing of all financial transactions, documents, church activities, church properties, and other activities assigned to him/her.

### **10.35 TERM OF OFFICE**

The Internal church Auditor shall hold office for a term of four (4) years and may be re-elected for a further term only i.e. he shall not be elected to hold office for more than two (2) terms.

### **10.36 ELECTION**

- a) A single candidate shall be appointed by the Executive Council and shall be approved by the General Council by a simple majority of two-thirds.
- b) In a case where a proposed candidate fails to obtain 2/3 of the council vote, a second candidate shall be appointed two weeks later.
- c) If the second candidate also fails to obtain 2/3 of the executives vote, a third candidate should be appointed two weeks later.
- d) In an unfortunate event where the third candidate is unable to acquire 2/3 of the executives vote, then 2 of these candidates who had the highest vote shall be considered for further voting on the same day.
- e) The candidate who acquires the maximum vote among the two candidates in Article 10.36d shall be the Internal church Auditor.
- f) Where there is a tie, another voting shall be organized on the same day for possible separation.

### **10.37 DISCIPLINARY ACTION**

(a) Should the Internal church Auditor abuse his office, it shall be the duty of the Executive Council to interdict him and appoint an independent body within The Church to go into the matter according to the Constitution and the principles of The Church.

(b) The body appointed shall report to the Executive Council within three (3) months. If the Internal church Auditor is found guilty and the seriousness of the offence so requires, the Executive Council shall give him a written notice of his removal from office forthwith.

(c) During the period of interdiction, an Acting Church Auditor shall be appointed.

### **10.38 APPEAL**

- (a) The Internal church Auditor shall have the right to appeal to the General Council within one (1) month of the date of served of the removal notice.
- (b) The decision of the General Council shall be final.

## **ARTICLE ELEVEN**

### **CHURCH AREAS**

#### **11.1 ESTABLISHMENT**

- a) There shall be a demarcation of the church as Areas.
- b) Areas shall be a constellation of churches, at least four branches in an area.
- c) Notwithstanding articles 11.1(b), an area can also be formulated basis of the geographical location of a particular branch thereby not fulfilling article 11 b.
- d) The decision in article 11.1(c) shall be solely determined by the Executive Council.

#### **11.2 PURPOSES OF THE AREA**

The Objectives and Aims include:

- (a). To bring together all members of the church who are within the area.
- (b). To deepen and strengthen personal faith in Christ Jesus and spiritual life of members through the study of bible, prayer and fellowship.
- (c). To carry out evangelism to the lost souls and boosting members knowledge in scripture.
- (d). To help members to identify and develop their ministries and leadership potentials.
- (e). To inculcate into the members a lifestyle of modesty and decency.
- (f). To provide free flow of information between the area and the national level.
- (g). To prepare and encourage members for responsible church membership.
- (h). To formulate policies for the Area, provided that such policies do not conflict with the policies laid down by the National Constitution.
- (i). To recommend the appointment of Area, and Local Officers to the National Executive.
- (j). To discuss the activities of the Movements in the Area.
- (k). To perform any other functions as may be found necessary for the church in the Area so long as such functions do not conflict with the provisions of this constitution.

### **11.3 AREA EXECUTIVES**

There shall be an Area Executives Committee (AEC) of *nine* members that shall comprise;

- (a). Area Head
- (b). Secretary.
- (c). Vice secretary
- (d). Financial Secretary.
- (e). Organizing Secretary.
- (f). Auditor
- (g). Other 3 executives

### **11.4 QUALIFICATIONS.**

- (1) Must be a committed and devoted member of the church for at least 3 years.
- (2) Must not have any previous record of bad history.
- (3) Must be a spirit filled Christian with a good reputation and faith.
- (4) Should be a person that has held at least certain local position in the Church.
- (5) Shall be a person who is always available, sociable, humble and committed to the ministry.
- (6) Shall be a person who can perform certain basic Christian activities such as leading of prayers, teaching other Women fellowship members biblically, and if possible, preaching to a congregation.
- (7) Also, the president and the secretary should have additional qualifications recommended by the ministry such as knowledge in other fields.

## **11.5 TERM OF OFFICE.**

- 1) The above executives shall hold the position for 4 successful years unless the respective executive is suspended, resigned or sanctioned and can be elected for only the second time.

## **11.6 AREA HEAD**

- a) Shall be an Apostle, prophet or a senior pastor.
- b) In an area where there are no apostles, prophets or senior pastors, a pastor may be an area head but this shall be a sole decision by the executive council of The Church.

## **11.7 ELECTION OF AREA HEAD**

- a) The chairman shall appoint the area head which shall be accepted by the executive council through voting by simple majority of 2/3.
- b) The area can also recommend an eligible minister to the Council which shall be accepted by the executive council through voting by simple majority of 2/3.
- c) In a case where the chairman's appointee and the area's recommendation conflict, the executive council shall determine the area head through voting by simple majority bases.
- d) Similarly, in a case where a proposed candidate fails to obtain 2/3 of the executives vote, a second candidate shall be appointed two weeks later.
- e) If the second candidate also fails to obtain 2/3 of the executives vote, a third candidate should be appointed two weeks later.
- f) In an unfortunate event where the third candidate is unable to acquire 2/3 of the executives vote, then 2 of these candidates who had the highest vote shall be considered for further voting on the same day.
- g) The candidate who acquires the maximum vote among the two candidates in Article 11.7f shall be the Area Head
- h) Where there is a tie, another voting shall be organized on the same day for possible separation.

## **11.8 ELECTION OF OTHER AREA EXECUTIVES**

With the exception of the Area Head, all other executives shall be appointed by the area.

## **11.9 FUNCTIONS OF THE AREA EXECUTIVES.**

### **11.9.1 THE AREA HEAD**

- a) Shall be responsible to other executives.
- b) Shall preside over all executives, business, and general meetings of the area.
- c) Shall direct and oversee activities and functions of other executives/members.
- d) Shall present annual report to the executives and the area.
- e) Shall be a signatory to the group's bank accounts.
- f) Shall through the secretary summon meetings of the executives as well as the general members of the area.
- g) Seek and promote the spiritual welfare of the members.

### **11.9.2 AREA SECRETARY.**

- a) Shall be directly responsible to the Area Head
- b) Shall take minute of all executive meetings.
- c) Shall write invitation letters to speakers.
- d) Shall receive and reply all letters to the area.
- e) Shall be the custody of the area asset.
- f) Shall disseminate information among executive's committee members and to the area through announcements, letters, phone and online services.
- g) Shall act in the absence of the president or upon the resignation of both until a bye-election is held to elect a new president.
- h) Shall be a signatory to the group's bank account.

### **11.9.3 AREA FINANCIAL SECRETARY/TREASURE.**

- a) Shall be responsible to the Area Head
- b) Shall prepare and present financial statement to the area at the end of every mid-year executives meeting.
- c) Shall in consultation with the president approve all disbursement of monies.
- d) Shall receive records and issue receipts to cover all financial transactions.
- e) Shall be the head of the area financial committee.
- f) Shall be a signatory to the group's bank account.

### **11.9.4 AREA ORGANIZING SECRETARY.**

- a) Shall be responsible to the Area Head.
- b) Shall see to the arrangement of places for all general meetings, Conventions and Camps.
- c) Shall be a member of all planning committee.
- d) Shall be the head of the organizing committee.

### **11.9.5 AREA AUDITOR**

- a) The Auditor is responsible for auditing of all financial transactions, documents, church activities, church properties, and other activities assigned to him/her.

### **11.9.6 AREA VICE SECRETARY**

Shall assist the secretary in performing all his/her duties as scheduled by the constitution.

### **11.9.7 OTHER EXECUTIVE MEMBERS**

- (1) Shall be involved in all decision making process in the area.
- (2) Shall see to the development of the area.
- (3) Shall ensures that the area achieves their aims and objectives.
- (4) Shall perform other duties assigned to them by the area.

#### **11.10. HANDING OVER.**

- a) If a proposed executive passed through all the procedures successfully, the constitution guarantees him/her the right to succeed the out-going executives at the time scheduled by the committee.
- b) The out-going executives shall hand all documents/business to the in-coming executives through a strict auditing of the out- going executive.

## **ARTICLE TWELVE**

### **MINISTERS**

#### **12.1 MINISTERS**

(a) According to the teaching of the New Testament, there are ministers through whom the ascended Lord governs The Church which is His body (1 Cor. 12:28; Eph. 4:11-13).

(b) Approved proven men of God are called to these offices by divine revelation, directive prophecy, recommendation by a branch pastor or having the desire and great passion to be minister.

(c) In the case of the external branches of The Church, the Executive Council shall call proven men of God into the ministry upon the recommendation of or in consultation with a National Executive Council.

#### **12.2 QUALIFICATION FOR ADMISSION INTO THE MINISTRY OF THE CHURCH (1 TIM. 3:1-7)**

(a) The person must be born again and be baptized in the Holy Spirit.

(b) He must qualify in terms of 1 Timothy 3:1-7 and Titus 1:6-8.

(c) He must possess at least a moderate amount of formal education.

(d) He must possess a clear voice without impediment in his speech.

(e) He must be willing to learn.

(f) He must be of sound body and mind proven by medical examination.

(g) He must be a mature person not above forty-two (42) years.

(h) He must be obedient to the General Council and the Executive Council.

(i) Elders of proven pastoral ability who are above the age of forty-two (42) years may be called into the Ministry on the recommendation of the Executive Council.

### **12.3 CATEGORIES OF MINISTERS**

### **12.4 PROBATIONARY OVERSEERS**

New entrants shall be put on probation for at least two (2) years effective from the date of admission into the Ministry.

### **12.5 FUNCTIONS**

- (a) To feed and care for the flock.
- (b) To administer the Lord's Supper.
- (c) To visit the sick.
- (d) To carry out evangelism.
- (e) Baptize new converts.
- (f) To dedicate children
- (g) To bury the dead.
- (h) To teach and preach the gospel.
- (i) To do all other things incidental to the calling except dedication of church buildings, blessing of marriage and ordination of officers.

### **12.6 OVERSEERS**

Probationers who perform satisfactorily shall be confirmed into the Ministry as Overseers.

Overseers shall take a minimum of three years to become a pastor.

### **12.7 FUNCTIONS**

- (a) To feed and care for the flock.
- (b) To administer the Lord's Supper.
- (c) To visit the sick.
- (d) To carry out evangelism.
- (e) Baptize new converts.
- (f) To dedicate children.
- (g) To bury the dead.
- (h) To teach and preach the gospel.

(i) To do all other things incidental to the calling except dedication of church buildings, blessing of marriage and ordination of officers.

## **12.8 PASTORS**

Overseers who prove themselves capable of pastoral work shall be called and ordained into the pastorate.

## **12.9 FUNCTIONS**

- (a) To feed and care for the flock.
- (b) To administer the Lord's Supper.
- (c) To visit the sick.
- (d) To bless marriages.
- (e) Baptize new converts.
- (f) To dedicate children.
- (g) To bury the dead.
- (h) To teach and preach the gospel.
- (i) To do all other things incidental to the calling except dedication of church buildings and ordination of officers.

## **12.10 TEACHERS**

Ministers whose ministry stands out in the Teaching Ministry may be called to the Office of a Teacher.

## **12.11 FUNCTIONS**

- (a) They shall perform pastoral functions.
- (b) They shall teach the Word of God and faithfully point the body of Christ to sound and life-giving Christian doctrine.

## **12.12 EVANGELISTS**

Ministers whose ministry stands out in evangelism may be called to the office of an Evangelist.

### **12.13 FUNCTIONS**

- (a) They shall perform pastoral functions.
- (b) They shall preach the Gospel especially to the unsaved.
- (c) Break new grounds for the opening of new Assemblies (Ac. 8:5-7).

### **12.14 PROPHETS**

These are Ministers who exercise the prophetic Ministry and are called into the office of Prophet.

### **12.15 FUNCTIONS**

- (a) The Office of a Prophet is for directing and ordaining Ministers and other Officers of The Church. (1 Cor. 12:28; Eph. 4:11-13).
- (b) This Office is distinguishable from the exercise of the gift of prophecy which edifies, exhorts and comforts the saints (1 Cor. 14:3, 4).
- (c) Dedicate church building.

### **12.16 APOSTLES**

These are ordained ministers who exercise Apostolic Ministry and are called into the Office of Apostle.

### **12.17 FUNCTIONS**

- (a) They establish churches, and build and care for them, meeting the spiritual needs of the various officers and members in the Church.
- (b) They ordain Ministers and Officers of The Church.
- (c) Keep discipline in the Church.
- (d) Impart spiritual gifts to others (Rom. 1:11; 2Tim. 1:6; Lk. 6:13)
- (e) Dedicate church buildings.

## **12.18 RETIRING AGE**

- (a) Ministers shall retire at the age of sixty (60) years.
- (b) Nevertheless, a Minister, upon attaining the age of sixty (60) years, may apply for extension of his Ministry.
- (c) If in the opinion of the Executive Council and after due medical examination he is found healthy enough to continue in the Ministry, he may be permitted to continue for five (5) years subject to the approval of the General Council on the merits of each case.
- (d) However, his retiring benefits shall be computed on the salary pertaining at the age of sixty (60) years.

## **12.19 PREMATURE RETIREMENT**

A minister may be prematurely retired from the Ministry:

- (a) On medical grounds.
- (b) In circumstances which will not permit him to continue in the full-time ministry.

## **12.20 COMPLETION OF OFFICE**

A Chairman, a General Secretary, PRO, Internal Church Auditor, and Treasure when voted into office, will not have served his full term of office before the attainment of the age of sixty years, and notwithstanding the attainment of the age of sixty (60) years shall complete his term of office.

## **12.21 BENEFITS OF PENSION SCHEME**

A Minister who retires at the age of sixty (60) years or is prematurely retired shall be entitled to all benefits under the Pension Scheme.

## **12.22 VOLUNTARY RETIREMENT OR RESIGNATION**

Subject to section 12.20 above, The Church shall not encourage voluntary retirement of Ministers called into the Ministry before the retiring age. Nonetheless, a Minister may resign or retire before the retiring age of sixty (60) years and shall be paid such reduced pension benefits as are applicable under the Pension Scheme.

### **12.23 CONDUCT THAT WILL LEAD TO 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 fellow Ministers after attempts has been made to settle the misunderstanding.
- (d) Preaching erroneous doctrine.
- (e) Living questionable life.
- (f) Insubordination.
- (g) Getting involved in any conduct either directly or indirectly which in the opinion of the General Council may bring The Church into disrepute.

### **12.24 APPEAL**

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

### **12.25 REFRESHER COURSES**

Provisions shall be made for periodical lectures at least once year to be given to ministers and officers of the church at National level.

### **12.26 PASTORS FROM OUTSIDE CHURCHES AND COUNTRIES**

- a) Accepted applicants from outside countries must undergo short course of training with the view of introducing them to the doctrinal system of the church.
- b) Accepted applicants from outside churches must pass through the same the system for training pastors in the church irrespective of their status in their previous churches.

## **12.27 POSTING AND TRANSFER OF PASTORS**

- a) The ministerial transfer committee shall transfer pastor with letters signed by the Church Chairman
- b) No pastor shall remain in his/her station for more than four (4) years except otherwise requested by the branch elders. The pastor may be permitted for a period not more than additional three years if the request of the elders is accepted by the chairman, the Executive council and the Ministerial committee.
- c) Any pastor who fails to accept transfer shall forfeit or lose his/her appointment with the church. A letter of dismissal shall be served to him/her.

## **ARTICLE THIRTEEN**

### **MINISTRIES AND WINGS**

#### **13.1 WOMEN'S MINISTRY**

There shall be a Women's Ministry which shall consist of all the women in the Local Assemblies above 18 years. It shall hold meetings at least once a week.

#### **13.2 FUNCTIONS OF THE WOMEN'S MINISTRY**

- (a) To pray for the growth of the Church.
- (b) To organize seminars, workshops, lectures and symposia in all aspects of life including:
  - (i) Marriage enrichment, wives' responsibilities at home, child welfare, care and education.
  - (ii) Business management and techniques.
  - (iii) The teaching of 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 i.e. preaching, Evangelism, and winning souls for the Lord.
- (e) To train women to be responsible married women in The Church and the society.
- (f) To develop the talents of women and the total womanhood to enhance the social, physical, spiritual and intellectual status of the women.

#### **13.3 EXECUTIVE COMMITTEE**

The Women's Ministry shall be administered by an Executive Committee of seven (7) members appointed by the General Council on the recommendation of the Executive Council.

#### **13.4 MEMBERSHIP**

The Executive Committee of the Women's Ministry shall be made up of the following:

- (a) One (1) Apostle, Prophet or an experienced Minister as Patron.

- (b) One (1) Women's fellowship president.
- (c) One (1) Deputy Fellowship president.
- (d) One (1) Ministers' Wives.
- (e) Women fellowship General secretary.
- (f) Women fellowship Treasure.
- (g) Women Fellowship organizer.

### **13.5 PATRON**

The Executive Council shall appoint a Minister as Women's Ministry Patron to be approved by the General Council.

### **13.6 FUNCTIONS**

- (a) The Patron shall be responsible to the Chairman of The Church.
- (b) He shall have general supervision of the Women's Ministry.
- (c) He shall be an adviser to the Women's fellowship president and other Officers of the Ministry.
- (d) He shall chair the Women's Ministry Executive Committee meetings, and, in his absence, the Women's fellowship president shall preside.
- (e) He shall chair Women's Ministry General Conventions.

### **13.7 WOMEN'S FELLOWSHIP PRESIDENT**

The Executive Council shall appoint one devoted women of good repute to be the president of the Women's Ministry for approval by the General Council.

### **13.8 FUNCTIONS**

- (a) She shall prepare and carry out the Ministry's programmes and implement decisions of the General Council, the Executive Council and the Ministry's Executive Committee.
- (b) She shall be responsible for the administration of the Ministry.

- (c) She shall prepare Agenda for the Women’s Ministry meetings and shall arrange to make them available to the members.
- (d) She shall chair the Women’s Executive Committee meetings in the absence of the Patron.
- (e) She shall submit the Women’s Ministry General reports to the General Council.
- (f) She shall supply study material for the Ministry.
- (g) She shall perform such functions and duties as may be directed by the Ministry’s Executive Committee or the Chairman of The Church.
- (h) She shall be responsible to the Chairman of The church for the effective administration of the Ministry.
- (i) She shall direct affairs during Women’s Ministry Leadership meetings and other related activities of the Ministry.
- (j) “She shall perform any other functions that she may be assigned by the General Council or the Executive Council.”

### **13.9 DEPUTY WOMEN’S MINISTRY DIRECTOR**

The Deputy Women’s fellowship president shall be appointed by the Executive Council for ratification by the General Council.

### **13.10 FUNCTIONS**

- (a) The Deputy Women’s fellowship president shall deputize for the president.
- (b) She shall assist the Women’s fellowship president in her functions.
- (c) She shall perform such duties as may be assigned by the Women’s fellowship president or the Executive Committee of the Ministry.

### **13.11 WOMEN’S FELLOWSHIP SECRETARY.**

There shall be a women’s fellowship General secretary who must have good education status.

### **13.12 FUNCTIONS**

- (a). Shall be directly responsible to the president.
- (b). Shall take minute of all executives meetings.

- (c). Shall write invitation letters to speakers.
- (d). Shall receive and reply all letters to the group.
- (e). Shall disseminate information among executives' committee members and to the group through announcements.
- (f). Shall act in the absence of the president and the vice president or upon the resignation of both until a bye-election is held to elect a new president and vice president.
- (g). Shall be a signatory to the group's bank account.
- (h). Shall in conjunction with other local and national executives see to the effective registration of members.

### **13.13 TREASURE**

The women's fellowship treasure must be a committed member with good reputation.

### **13.14 FUNCTIONS**

- (a). Shall be responsible to the president.
- (b). Shall prepare and present financial statement to the group at the end of every mid-year executives meeting.
- (c). Shall in consultation with the president approve all disbursement of monies.
- (d). Shall receive records and issue receipts to cover all financial transactions.
- (e). Shall be a signatory to the group's bank account.

### **13.15 ORGANIZING SECRETARY.**

- a) Shall be responsible to the president.
- b) Shall see to the arrangement of places for all general meetings, Women fellowship Conventions and Camps.
- c) Shall be a member of all planning committee.
- d) Shall be the head of the organizing committee.
- e) Shall assist the vice president in taking custody of all group assets

### **13.16 TERM OF OFFICE**

The Executive Committee of the Women's Ministry and all other Executive members shall hold office for four (4) years and may be reviewed for further terms.

### **13.17 LOCAL WOMENS FELOWSHIP EXECUTIVES**

There shall be a local woman's fellowship committee comprising of the local president, vice president, secretary, treasure, advisor, organizer, patron appointed by the Local church executives for four years term of office.

### **13.18 FINANCE**

Freewill offerings shall be taken at meetings. A percentage as determined by the General Council from time to time shall be paid into the Central Fund.

## **ARTICLE FOURTEEN**

### **CHILDREN'S MINISTRY**

#### **14.1 ESTABLISHMENT**

There shall be a Children's Ministry made up of the children within the ages of 3-14 years and their teachers in the Local Assembly.

#### **14.2 FUNCTIONS**

- (a) To hold Sunday morning service to pray, fellowship and to study God's Word.
- (b) It shall hold periodic competitions and such other activities as shall ensure the children's spiritual growth and sustain their interest in the Ministry.

#### **14.3 THE CHILDREN'S MINISTRY EXECUTIVE COMMITTEE**

There shall be an Executive Committee of five (5) members appointed by the Executive Council for the ratification of the General Council.

#### **14.4 MEMBERSHIP**

The Executive Committee of the Children's Ministry shall be made up of the following: -

- a) One (1) Patron.
- b) One (1) Director.
- c) One (1) Deputy Director.
- e) One (1) Elder.
- g) One (1) Ministers' Wife.

#### **14.5 PATRON**

The Executive Council shall appoint a Minister as the Patron of the Children's Ministry to be ratified by the General Council.

#### **14.6 FUNCTIONS**

- (a) He shall be the Chairman of the Ministry.
- (b) He shall advise the Children's Director and other officers of the Ministry.

- (c) He shall chair Executive Committee meetings and, in his absence, the Director of the Ministry shall preside.
- (d) He shall be responsible to the Chairman of The Church.

#### **14.7 CHILDREN'S MINISTRY DIRECTOR**

The Executive Council shall appoint a Minister as a Director of the Children's Ministry to be ratified by the General Council.

#### **14.8 FUNCTIONS**

- a. He shall have general supervision of all the activities of the Ministry.
- b. He shall plan such activities as shall help the children grow and sustain their interest in the Ministry.
- c. To plan and execute such training schemes as will equip the teachers for the spiritual upbringing of the children.
- d. He shall be responsible for the preparation of the Ministry's syllabus and arranging for teaching and learning aids for the Ministry.
- e. To arrange rallies from time to time for the Ministry.
- f. He shall be responsible to the Chairman of The Church for the effective administration of the Children's Ministry.
- g. "He shall perform any other functions that he may be assigned by the General Council or the Executive Council."

#### **14.9 DEPUTY CHILDREN'S MINISTRY DIRECTOR**

The Executive Council shall appoint an Elder as Deputy Director of the Children's Ministry to be ratified by the General Council.

#### **14.10 FUNCTIONS**

- (a) The Deputy Director of the Children's Ministry shall deputize for the Director of the Children's Ministry in his absence.
- (b) He shall assist the Director of the Children's Ministry in his absence.

(c) He shall perform such other functions as may be assigned by the Children's Director or the Executive Committee of the Ministry.

#### **14.11 TERM OF OFFICE**

The Patron, the Director and the Deputy Director of the Children's Ministry and all other officers shall hold office for four (4) years and may be reviewed for further terms.

#### **14.12 LOCAL CHILDREN'S EXECUTIVE COMMITTEE**

The Children's Ministry shall be administered by a five-member Executive Committee appointed by the Local Presbytery.

#### **14.13 MEMBERSHIP**

- a) Patron.
- b) Leader.
- c) Assistant Leader.
- d) Two (2) others including a female.

**14.14 TERM OF OFFICE** The Patron, Leader, Assistant and all other members shall hold office for a term of two (2) years and may be reviewed for further terms.

#### **14.15 FINANCE**

Freewill offerings shall be taken at meetings. A percentage of the offerings as determined by the General Council from time to time shall be paid into the Central Fund.

## **ARTICLE FIFTEEN**

### **THE YOUTH MINISTRY**

#### **15.1 ESTABLISHMENT**

There shall be established YOUTH MINISTRY as the Youth Wing of The Church.

#### **15.2 MEMBERSHIP**

- a) It shall comprise the STUDENTS which shall operate in colleges and other tertiary institutions, (FOUNDATION TERTIARY STUDENTS ASSOCIATION- FOUNTESA).
- b) It shall also include the Youth in the church from 15-45years.

#### **15.3 MEETINGS**

Meetings shall be held at least twice a week lasting an hour each but not exceeding 8:30pm.

#### **15.4 FUNCTIONS**

- (a) To carry out evangelism.
- (b) To encourage the youth to participate in the full programs and activities of The Church and to further expose them to the various Ministries within The Church.
- (c) To afford the youth the full opportunity to plan and organize programs and activities for evangelism in schools, colleges and the tertiary institutions.
- (d) To encourage them to develop the gifts and qualities of leadership.
- (e) To plan and organize programs and activities that meets the peculiar needs and aspirations of the youth.

#### **15.5 YOUTH MINISTRY EXECUTIVE COMMITTEE.**

There shall be a Youth Ministry Executives Committee (NEC) of eight members that shall comprise;

- (a). The Youth Patron.
- (b). President.
- (c). Vice President.
- (d). Secretary.
- (e). Vice Secretary.
- (f). Financial Secretary.
- (g). Organizing Secretary.
- (h). Vice Organizing Secretary.

## **15.6 QUALIFICATIONS.**

- a) Must be a committed and devoted member of the church for at least 3 years.
- b) Must not have any previous record of bad history.
- c) Must be a spirit filled Christian with a good reputation and faith.
- d) Must be at least educated to read and write effectively.
- e) Should be a person that have held at least certain local position in the Youth or the Church.
- f) Shall be a person who is always available, sociable, humble and committed to the ministry.
- g) Shall be a person who is capable of performing certain basic Christian activities such as leading of prayers, teaching other Youth members biblically, and if possible, preaching to a congregation.
- h) Also, the president and the vice president should have additional qualifications recommended by the ministry such as knowledge in other fields.

## **15.7 TERM OF OFFICE.**

The above executives shall hold the position for 4 successful years unless the respective executive is suspended, resigned or sanctioned and may be re-elected only for their second term.

## **15.8 FUNCTIONS OF YOUTH MINISTRY EXECUTIVE COMMITTEE**

- a) They shall be the highest decision making body of the Youth Ministry.
- b) They shall see to the day to day running of the group.
- c) Shall plan accordingly and implement the planned decision.
- d) Shall be in charge of all disciplinary matters affecting the members of the group.

## **15.9 FUNCTIONS OF YOUTH MINISTRY EXECUTIVE.**

### **15.9.1 THE PRESIDENT**

- a) Shall be responsible to other executives committee.
- b) Shall preside over all executives, business, and general meetings of the group.
- c) Shall direct and oversee activities and functions of other executives/members.
- d) Shall present annual report to the executives and the Youth Ministry.
- e) Shall be a signatory to the group's bank accounts.
- f) Shall through the secretary summon meetings of the executives as well as the general members of the group.
- g) Seek and promote the spiritual welfare of the members.

### **15.9.2 VICE PRESIDENT.**

- a) Shall be responsible to the president.
- b) Shall be the head welfare committee.
- c) Shall act in the absence of the president or upon the resignation of president until a bye-election is held to elect a new president.
- d) Shall carry out other activities assigned by the president.
- e) Shall be the custodian of all the assets of the group and their movement.

- f) Shall ensure that there is periodic auditing of all departments, wings, and executives.

### **15.9.3 SECRETARY.**

- a) Shall be directly responsible to the president.
- b) Shall take minute of all executive meetings.
- c) Shall write invitation letters to speakers.
- d) Shall receive and reply all letters to the group.
- e) Shall disseminate information among executives committee members and to the group through announcements.
- f) Shall act in the absence of the president and the vice president or upon the resignation of both until a bye-election is held to elect a new president and vice president.
- g) Shall be a signatory to the group's bank account.
- h) Shall in conjunction with other local and national executives see to the effective registration of members.

### **15.9.4 FINANCIAL SECRETARY/TREASURE.**

- a) Shall be responsible to the president.
- b) Shall prepare and present financial statement to the group at the end of every mid-year executives meeting.
- c) Shall in consultation with the president approve all disbursement of monies.
- d) Shall receive records and issue receipts to cover all financial transactions.
- e) Shall be the head of financial committee.
- f) Shall be a signatory to the group's bank account.

### **15.9.5 ORGANIZING SECRETARY.**

- a) Shall be responsible to the president.
- b) Shall see to the arrangement of places for all general meetings, Youth Conventions and Youth Camps.
- c) Shall be a member of all planning committee.
- d) Shall be the head of the organizing committee.

- e) Shall assist the vice president in taking custody of all group assets.

#### **15.9.6 YOUHT PASTOR (PATRON).**

- a) Shall direct and oversee all the activities of the Youth Ministry.
- b) Shall be a key member in planning and implementation of policies for the group.
- c) Seek and promote the spiritual welfare of the members through prayers, bible studies, fasting and other Godly activities.
- d) Shall ensure that capable and competent local executives and national executives are elected.
- e) Shall liaise between the Youth Ministry and the entire church.

**15.9.7 THE ASSISTANTS;** secretary and organizing secretary shall assist their respective executives in carrying out their functions successfully.

#### **15.10. NOMINATIONS.**

- a) There shall be a committee headed by the Youth Patron with other two members who possibly can be; pastors, women's leaders, general secretary of the church and elders to nominate qualify members for various positions.
- b) The committee shall faithfully pray to seek for God's direction in choosing the right candidates for various positions.
- c) Nomination shall occur at the beginning of the mid- year (June) on the third year of the ruling board of executives.
- d) The respective nominees shall be informed accordingly through serving of letters by the committee.
- e) A nominee has the right to resign for vetting at this stage.

#### **15.11 VETTING.**

- (a). The shortlisted nominees shall be vetted 14 days after nomination.

- (b).The vetting procedure shall cover simple examinations on Christian affairs and matters, biblical knowledge, leadership potentials, personal experiences, church doctrines and history and other significant procedures.
- (c). The vetting shall be conducted by the committee set up in **Article 15.10a**.
- (d). The secrete results from the vetting shall be the basis of a nominee being qualified for specific position.

#### **15.12 VOTING.**

- a) The committee shall immediately vote after the vetting on the proposed nominees for specific position by secrete voting.
- b) A nominee shall win an election by simple majority of 2 out of 3 votes of the committee.

#### **15.13 TRIALS.**

- a) The elected executives shall act for one (1) month thus; July for the ministry to detect their strength and capabilities for the position.
- b) The elected members will be declared to the national executives at the mid-year meeting.
- c) An elected executive on trial (probation) may be sworn or not to office base on his/her capabilities at the period of acting.
- d) At the national Youth Convention or Youth Camp in August, the national executives will decide to swear the elected executives to office or not through secrete voting.

#### **15.14 HANDING OVER.**

- a) If a proposed executive passed through all the procedures successfully, the constitution guarantees him/her the right to succeed the out-going at the Sunday of the Youth Convention in August.
- b) The out-going executives shall hold all documents/business to the in-coming executives through a strict auditing of the out- going executive.

### **15.15 LOCAL YOUTH EXECUTIVES COMMITTEE (LEC).**

A local youth executives committee shall comprise of 10 members;

- a) The Local Youth Pastor.
- b) President.
- c) Vice President.
- d) Secretary.
- e) Financial Secretary.
- f) Organizing Secretary.
- g) Prayer Secretary.
- h) An Advisor.
- i) Ladies Wing President.
- j) Sports and Entertainment.

### **15.16 APPOINTMENT LOCAL YOUTH EXECUTIVES COMMITTEE**

A local youth executives committee shall be appointed and approved by the local church executives.

### **15.17 FINANCE**

Freewill offerings shall be taken at Evangelical Christ Foundation Church Youth Ministry meetings. A percentage as determined by the General Council from time to time shall be paid into the Central Fund.

## **ARTICLE SIXTEEN**

### **MEN'S FELLOWSHIP MINISTRY**

#### **16.1 ESTABLISHMENT**

There shall be established MEN'S FELLOWSHIP to cater for the interest of all the men in The Church.

#### **16.2 FUNCTIONS**

To organize seminars, workshops, lectures and symposia on all aspects of life including:

- (a) Marriage enrichment, husband's responsibilities at home, child care and education.
- (b) Business management and techniques.
- (c) Leadership and responsibility in The Church and The State.
- (d) Current affairs at both national and international levels in The Church.
- (e) The teaching of basic principles of domestic Law e.g. the making of Wills and Agreements for the purchasing or real and personal properties.
- (f) The Church History.

#### **16.3 MEETINGS**

They shall hold meetings at least once a week.

#### **16.4 MEN'S FELLOWSHIP EXECUTIVE**

The Men's Fellowship shall be run by an Executive Committee of seven (7) members made up of four (4) Ministers and three (3) Elders.

## **16.5 APPOINTMENT OF MEN'S FELLOWSHIP EXECUTIVE.**

The General Council, on the recommendation of the Executive Council, shall appoint to serve on the Men's Executive Committee, the following:

- (a) An Apostle, a Prophet or an experienced Minister as Patron who shall be Chairman of the fellowship.
- (b) A General Leader who shall be a Minister.
- (c) A Deputy General Leader who shall be an Elder of good repute.
- (d) Two (2) Ministers.
- (e) Two (2) Elders.

## **16.6 FUNCTIONS OF THE PATRON**

- (a) The Patron shall be Chairman of the Fellowship.
- (b) He shall be an adviser to the General Leader and other Officers of the Fellowship.
- (c) He shall chair the Executive Committee meetings and, in his absence, the General Leader shall preside.

## **16.7 FUNCTIONS OF THE MEN'S GENERAL LEADER**

- (a) He shall be responsible for the administration of the Fellowship.
- (b) He shall chair the Men's Fellowship Executive Committee meetings into the absence of the Patron.
- (c) He shall have general supervision of the fellowship.
- (d) He shall submit the Men's Fellowship general reports to the General Council through the Church's Chairman.
- (e) He may assign to the Deputy General Leader such duties as he deems necessary.
- (f) He shall be responsible to the Church's Chairman.

(g) He shall be responsible for the preparation of the fellowship Syllabus.

### **16.8 FUNCTIONS OF THE DEPUTY GENERAL LEADER**

(a) He shall assist the General Leader in the supervision of the Men's Fellowship.

(b) He shall deputize for the General Leader at meetings and other functions when he is absent.

(c) He shall perform such functions as shall be assigned to him by the General Leader or the Men's Executive Committee.

### **16.9 TERM OF OFFICE**

The term of office of the General Leader, the Deputy General Leader and all other Executive members shall be four (4) year and may be reviewed for further terms.

### **16.10 LOCAL MENS EXECUTIVE COMMITTEE**

The local executives shall be administered by a five-member Executive Committee appointed by the Local Presbytery.

### **16.11 MEMBERSHIP**

a) Leader.

b) Assistant Leader.

c) Three (3) other members.

### **16.12 TERM OF OFFICE**

The Leader, Assistant and all other members shall hold office for a term of four (4) years and may be reviewed for further terms.

### **16.13 LOCAL MEN'S FELLOWSHIP LEADER**

There shall be appointed an Elder or a Brother of good repute as Local Leader who shall have an Assistant.

### **16.13 APPOINTMENT**

The Local Leader and his Assistant shall be appointed by the Local Presbytery.

#### **16.14 FUNCTIONS**

- (a) He shall co-operate with the Local Presbytery and with the Minister in the discharge of his duties.
- (b) He shall take charge of the Local Men's meetings.
- (c) He shall see to the teaching of the Word of God and the lessons in the men's fellowship syllabus.

#### **16.15 TERM OF OFFICE**

The term of office shall be four (4) years and may be reviewed for further terms.

#### **16.16 FINANCE**

Freewill offerings shall be taken at meetings. A percentage determined by the General Council from time to time shall be paid into the Central Fund.

## **ARTICLE SEVEENTEN**

### **COUNCILS, BOARDS AND COMMITTEES**

#### **NATIONAL COUNCIL**

##### **17.1 ESTABLISHMENT**

There shall be established National Councils in the missionary lands which shall act as liaison between the Headquarters and the Local Assemblies. The Council shall meet at least once a year.

##### **17.1.1 FUNCTIONS**

They shall perform such functions as set out in their National Constitutions or Charters.

##### **17.1.2 MEMBERSHIP OF NATIONAL COUNCILS**

- (a) The National Head who shall be the Chairman of the Council.
- (b) All Ministers.
- (c) All Chairman and Secretaries of Boards and Committees.
- (d) National Ministry Leaders.
- (e) The National Secretary.
- (f) Elders.

##### **17.1.3 CO-OPTION**

The Chairman may co-opt other members as he deems necessary that shall have no voting right.

#### **17.2 PASTORS' COUNCIL**

##### **17.2.1 ESTABLISHMENT**

There shall be a Pastors Council being a body representing the entire ordained pastors in the church.

##### **17.2.2 EXECUTIVES MEMBERS**

The executives of the council shall consist of seven members:

- a) Pastors' council chairman.
- b) Secretary.

- c) Treasure.
- d) Other 3 ministers in Ghana.
- e) One minister from foreign countries.

### **17.2.3 TERM OF OFFICE**

The term of office is four (4) years and maybe reviewed for further terms.

### **17.2.4 FUNCTIONS**

- a) It shall be the highest decision making body for the pastors.
- b) Shall plan and implement all decisions accordingly concerning the ministers.
- c) Shall organize seminars, symposia, prayer retreat and workshops to enlighten and update the knowledge status of its members.
- d) Shall seek justice for the members when the situation demands.
- e) Shall acts as a liaison between the pastors and the Executive council as well as the General council.

## **17.3 FINANCE BOARD**

### **17.3.1 ESTABLISHMENT**

There shall be a Five-member Finance Board which shall be appointed by the Executive Council for ratification by the General Council.

### **17.3.2 MEMBERSHIP**

- a) A Chairman.
- b) One (1) Pastor.
- c) One (1) Accountant.
- d) The General Secretary.
- e) The Church Treasure.

The Trustees shall be co-opted members.

### **17.3.3 FUNCTIONS**

- (a) To administer the Central Fund of The Church.
- (b) To prepare and submit an annual Budget to the General Council.
- (c) To encourage tithing and the spirit of Christian giving.
- (d) To promote sound methods of raising church fund.
- (e) To ensure that an effective audit system is maintained at the Head office and other branch offices of The Church; e.g. Area, National level.
- (f) To ensure timely internal audit of the General Accounts of The Church including those of the Headquarters, the Area, and National level.
- (g) To invest funds of The Church with the prior approval of the Executive Council.
- (h) To review the Budget performance quarterly.
- (i) To submit to the Executive Council the Audit Reports and action taken thereon, the Balance Sheets and Accounts for each financial year.

### **17.3.4 TERM OF OFFICE**

The term of office is four (4) years and maybe reviewed for further terms.

## **17.4 PENSIONS BOARD**

### **17.4.1 ESTABLISHMENT.**

There shall be a Pension Board of seven (7) members which shall be appointed by the Executive Council for ratification by the General Council to administer the Pension Scheme of The Church.

### **17.4.2 MEMBERSHIP**

- (a) Two ordained ministers of whom one shall be Chairman.
- (b) One (1) Lawyer.
- (c) One (1) Accountant.
- (d) One (1) Elder.
- (e) Two (2) Trustees.

## **17.4.2 FUNCTIONS**

- (a) They shall be responsible for the overall administration of the Pension Scheme.
- (b) They shall have the right to invest the capital or income of the Fund in a Bank, or any permanent and safe investment not in any way contrary to the principles of The Church.
- (c) They shall cause proper Books of Account to be kept for the Fund and final accounts prepared once a year.
- (d) They shall organize fund-raising activities to raise funds to support the Pension Scheme.
- (e) They shall run programmes to prepare Ministers for pension.
- (f) They shall run programmes to sustain Pensioners.

## **17.4.3 TERM OF OFFICE**

The term of office shall be four (4) years and may be reviewed for further terms.

## **17.5 AREA PENSION COMMITTEE**

There shall be an Area Pension Committee made up of seven (7) members appointed by the Area Presbytery on the recommendation of the Area Executive Committee.

### **17.5.1 MEMBERSHIP**

Three (3) Ministers, one of whom shall be the Chairman, three (3) Elders and one women fellowship leader.

### **17.5.2 FUNCTIONS**

- (a) They shall implement the programmes and policies of the Pension Board.
- (b) They shall organize fund-raising activities to support the Pension Scheme.
- (c) They shall organize programmes to educate officers and members of The Church on the Pension Scheme and their own pension.
- (d) They shall run programmes to sustain the retired Ministers of The Church in the Area.
- (e) They shall be responsible to the Pension Board through the Area Executive Committee.

### **17.5.3 TERM OF OFFICE**

The term of office shall be four (4) years and may be reviewed for further terms.

## **17. MINISTERIAL COMMITTEE**

### **17.6.1 ESTABLISHMENT**

There shall be a Ministerial Committee made up of seven (7) members appointed by the Executive Council for ratification by the General Council.

### **17.6.2 MEMBERSHIP**

- (a) The Chairman/ founder.
- (b) The General Secretary.
- (c) The Pastors' council Chairman.
- (d) The Internal Church Auditor.
- (e) One Apostle/ Senior Pastor with theological background from Ghana
- (f) One Apostle/ Senior Pastor from outside Ghana.

### **17.6.3 FUNCTIONS**

- a) To recommend to the Executive Council successful candidate(s) into the Ministry.
- b) To ensures the training of the pastors in the church.
- c) To plan and develop the curriculum for training ministers in the church.
- d) To plan and issue pastoral promotions.
- e) To plan and implement pastoral ordination programmes.
- f) To carefully study ministers and categorize them to their respective offices.

### **17.6.4 TERM OF OFFICE**

Members shall hold office for four (4) years and may be reviewed for further terms.

### **17.6.5 ESTATE COMMITTEE**

#### **17.6.6 ESTABLISHMENT**

There shall be an Estate Committee made up of five (5) members appointed by the Executive Council for ratification by the General Council.

### **17.6.7 MEMBERSHIP**

- (a) One Minister who shall be chairman
- (b) Two (2) Trustees
- (c) One (1) Lawyer
- (d) One Technical men

### **17.6.7 FUNCTIONS**

- (a) It shall give technical advice on the construction of major buildings of The Church.
- (b) It shall advise the Board of Trustees on all estate or property matters.
- (c) It shall be responsible for collection and preservation of documents and records pertaining to the properties.
- (d) It shall keep record of all properties of The Church.
- (e) It shall advise Assemblies in the choice and acquisition of properties.

### **17.6.8 TERM OF OFFICE**

Members shall hold office for four (4) years and may be reviewed for further terms.

## **17.7 THE ELECTORAL COMMISSION**

There shall be an Electoral Commission made up of five (5) persons appointed by the Executive Council. It shall be responsible for the conduct of elections at the National and the Executive Council levels. The Executive Council shall appoint its Chairman.

### **17.7.1 TERM OF OFFICE**

The Commission shall hold office for four (4) years and may be reviewed for further

## **17.8 PASTORAL TRANSFERS COMMITTEE**

There shall be a committee in charge of pastoral transfers in The Church.

### **17.8.2 MEMBERSHIP**

The committee shall comprise of four members;

- (a). The founder/chairman.
- (b). The General Secretary.

- (c). The Pastors' council chairman.
- (d). One minister from outside Ghana.

### **17.8.3 FUNCTIONS**

- (a). Shall be responsible for planning and implement of pastoral transfers.
- (b). Shall arrange for a comfortable transportation of a transferred minister, his/her families and the properties.
- (c). Shall be responsible for addressing all accommodation issues pertaining to a newly transferred minister.
- (d). Shall conduct primary survey prior to all transfers.
- (e). Shall address and settle all issues or discrepancies pertaining to transfer of ministers in the church.

### **17.8.4 TERMS OF OFFICE**

With the exception of the ministers from outside Ghana, all the members of this committee shall be operated on ex-officio basis. However, such executives can serve for a maximum of 8 years.

### **17.9 ADHOC COMMITTEES**

37.1 The Church's Executive Council shall have power to establish such other Boards and Committees as shall become necessary for the smooth running of The Church.

## **ARTICLE EIGHTEEN**

### **FINANCIAL ADMINISTRATION**

#### **18.1 FINANCE**

The General Council shall devise appropriate measures to raise funds to meet the various financial commitments of The Church.

#### **18.2 SOURCES OF FINANCE**

The Church shall be financed from Targets, Tithes and Offerings, Free-will Offerings, Booster, Harvest, special programs on the church calendar and other funds received from other sources.

- a) **TARGET:** The finance board shall allocate target to various branches based on the financial strength of the respective branches to be paid monthly.
- b) This target must be approved by the executive council and the branch.

#### **18.3 CENTRAL FUND**

- (a). There shall be a Central Fund at The Church's Headquarters into which all monies received from the local branches, area and any other sources shall be paid. Both capital and recurrent expenditure of The Church shall be paid out of the Central Fund.
- (b). The Central Fund shall be operated for and on behalf of the Finance Board.
- (c). The central fund account shall be opened in a recognized government bank
- (d). Under no circumstances should the central fund account be opened in a private financial institution.
- (e). The signatories to the central fund shall constitute five members.
  - (1) The Chairman/Founder.
  - (2) The General Secretary.
  - (3) The Treasure.

- (4) The Finance Board Chairman.
- (5) Pastors' Council Chairman.

(f) Three of these signatories can sign for a withdrawal to be done of which the Chairman must be constant.

(g) In the case of indefinite suspension, resignation, or death of any of the signatories the ministry shall replace such member within a month.

#### **18.4 AREA AND LOCAL FUNDS**

There shall be established Area, and Local Funds. These funds shall be made up of offerings taken during week days.

#### **18.5 OTHER FUNDS**

There shall be other funds such as the Women's Ministry Fund, Children's Ministry Fund, Men's fellowship Fund, and Pension Fund and such other Funds as may be approved by the General Council which shall be used for the purpose of furthering the work of the Lord.

#### **18.6 INTERNAL AUDIT, EXTERNAL AUDIT AND CONTROL**

- a) The Executive Council shall have the Accounts of The Church and of its Boards, Committees and legal corporations audited at least half yearly and the Auditor shall report upon same to The Executive Council half yearly. The Auditor's report shall be presented also to the General Council. The Auditor shall also be responsible for the auditing of the Areas Accounts.
- b) The Auditor shall be under the general direction of the Executive Council.
- c) The Auditor shall audit the books of all such organs or institutions as shall fall under the Central Fund of The Church.

- d) For effective performance of his duties, the Auditor shall have right of access at all times to all books accounting records, accounts and vouchers of The Church, its organs, Boards, Corporations 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.
- f) The Auditor shall be appointed by the General Council on the recommendation of the Executive Council.
- g) The External Auditors of the Church shall present the Audited Accounts of The Church for each year at the General Council Meeting upon invitation by the Chairman of The Church. The appointment of the Auditors may be renewed for further terms based on merit.

### **18.9 BANKING ACCOUNT**

Bank Accounts shall be opened at various Local, Area and National levels and operated by such signatories as may from time to time be approved by the Executive Council, Area, District or Local Presbyteries as the case may be.

## **ARTICLE NINETEEN OFFICERS**

### **19.1 UNPAID OFFICERS**

There shall be unpaid officers as scheduled by The Church.

### **19.2 ELDERS**

- (a). There shall be Elders of The Church ordained by the branch pastor who shall be unpaid Officers.
- (b). Each branch shall have seven (7) elders to help in the local church administration.

### **19.3 QUALIFICATION**

- (a) These persons must be born-again and be baptized in the Holy Spirit.
- (b) They must qualify in terms of 1 Timothy 3:1-7 and Titus 1:6-8.
- (c) They must possess at least a moderate amount of education or be functionally literate.
- (d) They must possess a clear voice without impediment in their speech.
- (e) They must be willing to learn.
- (f) They must be mature persons of sound body and mind.

### **19.4 FUNCTIONS**

- (a) They shall be responsible for the effective running of the Local Assembly.
- (b) They shall administer the Lord's Supper.
- (c) They shall conduct funerals in the absence of the Minister.
- (d) They shall teach sound biblical doctrine.
- (e) They shall keep the register of names and addresses of members of The Church.
- (f) They shall acquire property for The Church in the name of the Trustees.
- (g) They shall act in the absence of the Minister.
- (i) Shall perform duties related to their specific offices such as Secretary, treasure, presiding elder.
- (j) They shall perform any other functions as may be assigned by the branch pastor.

## **19.5 OTHER UNPAID OFFICERS OF THE CHURCH**

- (a). Youth ministry leaders
- (b). Women's Fellowship leaders
- (c). Men Fellowship leaders
- (d). Area executives
- (e). Children's ministry executives

## **19.6 RETIREMENT OF UNPAID OFFICERS**

Unpaid Officers of The Church shall be retired from active service at the age of sixty-five (65) years.

## **19.7 PAID OFFICERS/ MINISTERS**

- a) All ordained ministers who are posted into branches and are capable of paying their monthly target shall receive their monthly salary as well as their SSNIT as scheduled by The Church.
- b) Ministers at functioning branches who are not capable of paying their monthly returns shall not be entitled to their monthly salary. Such ordained ministers may receive allowances as decided by the Executive council.
- c) It shall be the duty of the church to pay the SSNIT of a minister who was working at a branch capable of paying their target but later transferred to an uncaptured branch or a minor branch that is unable to pay their returns.
- d) Ministers at uncaptured branches who are not on The Church payroll shall receive one-third of their weekly returns.

## **19.8 OFFICERS ON ALLOWANCES**

Probationary ministers, General Secretary, overseers, Internal church Auditor and other ministers who are not able to pay their monthly targets shall be put on allowance as decided by the Executive council.

## **ARTICLE TWENTY CHURCH MEMBERSHIPS**

There shall be both adult and children members of The Church.

### **20.1 ADULT MEMBERS**

Any member who is fifteen (15) years or more and who has accepted the Lord as his/her Lord and personal Savior and is baptized into The Church becomes an adult member. Continued full membership shall, however, depend on living a blameless life in accordance with the teachings of the Lord Jesus Christ and obedience to the rules and conduct of The Church.

### **20.2 CHILDREN MEMBERS**

Children who are below fifteen (15) years of age shall not be communicants until baptized into The Church.

### **25.3 POLYGAMOUS CONVERTS**

Converts who are polygamists shall be baptized but shall not be received into full membership of The Church until they renounce polygamy.

## **ARTICLE TWENTY-ONE**

### **DEATH & BURIAL OF MINISTERS AND FULL PLEDGE MEMBERS**

- a) When a minister of a church dies, the church will bear all the funeral obsequies expenses.
- b) The church will provide the dress and the coffin for the deceased minister.
- c) The wake keeping and its expenses will also be responsibility of the church.
- d) When an elder, a minister or the founder dies, there shall be a target allocated to all branches for the burial and the funeral rite of such a party.
- e) When a full pledge member dies, the parochial church committee of the said branch church he/she belongs, will meet and inform the Area committee. They will also meet with a parochial committee and take decisions before meeting the family and informed them what part the church would pay and the deceased stand in the church.
- f) When a member's mother, father, child dies, the parochial committee would meet to decide whether he/she is a full pledge member before informing the general church for further decisions. The member activeness and activities in the church will warrant the church to know the part to play.
- g) When the founder and leader die, the burial will be like that of the ministers.

**ARTICLE TWENTY – TWO**  
**PROPERTIES OF THE CHURCH**

(1) All Properties of the Church of whatsoever tenure, description or nature, whether acquired by the Local Assembly, the District, Area, National Office, or any other affiliate body of the church shall vest in and be registered in the name of the registered Trustees.

(2) All original Title Deeds, of all bodies referred to in Article 12 (1) shall be deposited at the Headquarters of the Church.

(3) All Properties of the Church shall belong to the church as a body corporate. No Officer or member or group of persons shall appropriate or take any such properties and/or convert same for personal or any other use in the event of a division, or breakaway from the Church.

(4) For the avoidance of doubt, where any officer(s) and or member(s) of the church decide to break away from the church, all such properties of the church in the possession of such officer(s) and or member(s) shall be surrendered forthwith to the registered Trustees of the church or their accredited representatives

## **ARTICLE TWENTY-THREE**

### **CONSTITUTION REVIEW AND AMENDMENT**

- a) The Executive Council shall constitute five-member constitution review committee to consider the proposal of amending certain aspect of the constitution.
- b) The committee shall present report to the General council for approval after the work.
- c) The General Council shall hold meeting and accept the proposal on reviewing the constitution upon two-thirds (2/3) majority win.
- d) Upon the receipt and acceptance of the work of the constitution review committee by the General Council, the said accepted reviews shall be submitted in writings to the Executive Council and order them to effect such changes into the constitution.
- e) The provisions in Articles 1,2,3,4 and 5 shall NOT be amended.
- f) The constitution shall be subjected to amendment at every ten (10) years

APOSTLE JOSHUA ASARE

CHAIRMAN,

EVANGELICAL CHRIST FOUNDATION CHURCH.