



CONSTITUTION

THE CHURCH OF PENTECOST AUSTRALIA



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Constitution

The Church of Pentecost Australia

Constitution

1 Preamble

- (a) Whereas we regard as part of the body of Christ of which Jesus Christ is the Head, The Church of Pentecost which traces its origin to the Ministry which Rev James McKeown began in 1937 culminating in the establishment of The Gold Coast Apostolic Church on 21st May 1953;
- (b) And whereas on the 1st of August 1962 The Ghana Apostolic Church adopted the name The Church of Pentecost as its new name and thereafter registered its Board of Trustees under its new name on 14th day of June 1971 under Certificate No. XO 158 as a Religious Non-profit Making Organization;
- (c) And whereas sundry Churches have started in Sydney (in 1996 from a nucleus since 1991), Melbourne (in 1998) and elsewhere in Australia as affiliates of The Church of Pentecost (Ghana), under the name The Church of Pentecost International Australia, this Church will be known as The Church of Pentecost Australia;
- (d) And whereas the Primary aims and objectives of The Church are to practice and propagate what our Lord Jesus Christ commanded in Mark 16:15-16 *"Go ye into all the world and preach the gospel to every creature, he that believeth and is baptized shall be saved..."* and in Matt 28:19 *"Teaching them to observe all things whatsoever I have commanded you"* and then in Matthew 25:40 *"In as much as you have done it unto one of the least of these my brethren, ye have done it unto me"*;
- (e) Accordingly it is hereby expressly declared that what follows in this document shall be the Constitution which shall guide The Church in carrying out the Lord's commission and that by this Constitution, The Church is also empowered to affiliate with Churches and organizations with similar doctrines, aims and objectives and to use all net receipts for religious, charitable, educational and any other related purposes.

2 Preliminary

2.1 Definitions

The meanings of the terms used in this agreement are set out below.

| Term | Meaning |
|-----------------------------------|---|
| Apostle | means an ordained Minister who exercises the Apostolic Ministry and is called into the office of Apostle. |
| Apostolic Ministry | means the Five-Fold Ministry described in the New Testament book of Ephesians 4:11-13, "some apostles, and some prophets; and some evangelists; and some pastors and teachers; for the equipping of the saints, for the work of the ministry, for the building up of the body of Christ." |
| Assemblies | has the meaning given in Article 4(a) of this Constitution. |
| Bi-Vocational Minister | means a part-time Minister who, prior to his calling into the Ministry was gainfully employed in a secular job and continues to combine the ministerial work with his secular job. |
| Board | means any board constituted pursuant to this Constitution. |
| Constitution | means this document. |
| District | has the meaning given in Article 4(b) of this Constitution. |
| Educationist | means a retired teacher, lecturer, principal or professor or an experienced teacher, lecturer, principal or professor who advocates and promotes education. |
| Evangelist | means a Minister with outstanding evangelistic Ministry who has been called to the office of an Evangelist. |
| Field Assistant | means a person described in Article 11.3(a) of this Constitution. |
| Fully Vested | means the amount of time that one (1) must work to fully accrue his any entitlements and not forfeit them (if one quit his job prematurely or is retired or made to resign prematurely). |
| Good standard of Education | means a minimum of High School education or its equivalent. |
| Holy Ghost Baptism | means someone who speaks in unknown tongues evidencing his |

| Term | Meaning |
|-------------------------------|---|
| | spiritual baptism. |
| Minister | mean one (1) who is called into either the full or part-time Ministry of The Church of Pentecost as an Apostle, Prophet, Evangelist, Teacher, Minister, Ministerial Missionary, Overseer, or Field Assistant. |
| Ministerial Missionary | has the meaning given in Article 12.1(d) of this Constitution. |
| National Head | means the person who performs the functions contemplated under Article 10.1 of this Constitution. |
| Overseer | means a person described in Article 11.3(d) of this Constitution. |
| PENSA | means the Pentecost Students and Associates. |
| Person(s) | means male and female member(s) of The Church comprising of male(s) and female(s) who are not ordained Officers as well as male(s) and female(s) who are ordained Officers (Deacons, Deaconesses, and Elders). |
| Presiding Elder | means a person who is appointed, and performs the functions pursuant to Article 18.5 of this Constitution. |
| Presbyters | means the leadership of the an Assembly, comprising of all Elders, Deaconesses and Deacons, the Secretary and such other members of The Church. |
| Prophet | means a Minister described in Article 11.3(h) of this Constitution. |
| Region/Area | means an ecclesiastically demarcated administrative unit by The Church of Pentecost Australia comprising two (2) or more Districts of The Church and not necessarily the geopolitical demarcation established by the government of Australia. |
| The Church | means the entity referred to in paragraph 1(a) Preamble or paragraph 1(c) as the context requires. |

| Term | Meaning |
|------------------------|--|
| Trustee | some one serving in a capacity as a Director of a Board and who holds a fiduciary relationship with the corporate entity known as "The Church of Pentecost Australia." |
| Unpaid Officers | includes all Presbyters as well as non- ordained brothers and sisters who have been appointed to some offices of The Church of Pentecost other than the Board of Trustees. |

2.2 Interpretation

- (a) Subject to the Bible, the Constitution shall be the supreme regulatory framework of The Church of Pentecost Australia. All other rules, regulations, policies, and directives of The Church shall conform to its provisions.
- (b) All quotations in this Constitution are from the King James Version of the Bible, June 2012.
- (c) A reference in this constitution in general terms to a person holding or occupying a particular office or position includes a reference to any person who occupies or performs the duties of that office or position for the time being.
- (d) In this constitution, unless the contrary intention appears:
 - (1) the singular includes the plural and the plural includes the singular;
 - (2) words of any gender include all genders;
 - (3) an expression importing a person includes any company, partnership, joint venture, association, corporation or other body corporate and any government agency as well as an individual;
 - (4) a reference to a person includes that person's successors and legal personal representatives;
 - (5) a reference to any legislation includes all delegated legislation made under it and amendments, consolidations, replacements or re-enactments of any of them; and
 - (6) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings.
- (e) In this constitution, headings and bold type are for convenience only and do not affect its interpretation.

2.3 Mission Statement

- (a) The Church exists to evangelize, care for and lead peoples of all nations to maturity in Christ based on the apostolic doctrine.
- (b) To bring all people everywhere to the saving knowledge of our Lord Jesus Christ through the proclamation of the gospel, the planting of churches and the equipping of believers for every God-glorifying service.

- (c) To demonstrate the love of God; praying for humanity and also through the provision of social services in partnership with governments, communities and other like-minded organizations.
- (d) To produce responsible citizens who would remain salt and light to their communities.
- (e) To get people prepared for eternal glory in the hereafter of humankind's earthly living.

3 TENETS OF THE CHURCH

3.1 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 Tim. 3:16, 17; 2 Peter 1:20, 21).

3.2 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 (Gen. 1:1, 26; Mat. 3:16,17; 28:19; 2 Cor. 13:14;), one in nature, essence and attributes - omnipotent (Deut. 6:4 Job 42:2; Isaiah 46:9,10; Rev. 19:6); omnipresent (Psalm 139:7-12; 147:5); omniscient (Job 42:2; Isaiah 46:9,10; Acts 5:4, 5); etc.

3.3 Man's depraved nature

We believe that "all 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 (Rom 6:23; Matt. 13:41, 42), and need Repentance (Acts 2:38; Mat. 4:17; Acts 20:21) and Regeneration (John 3:3, 5; Titus 3:5).

3.4 The Saviour

We believe humanity's need of a Saviour has been met in the person of Jesus Christ (Matt. 1:21; John 4:42; Eph. 5:23; Acts 2:36; Eph 5:23; Ph. 2:6-11), because of His Deity (Isa 9:6; Joh 1:1; 20:28; Rom 9:5; Titus 2:13,14), Virgin Birth (Isa 7:14; Mat. 1:18; Luk 1:25-26), Sinless Life (Joh 8:46; 2 Cor.5: 21; Heb. 4:15), Atoning death (Rom 3:25; Heb. 9:22; 1 Joh 2:2), Resurrection (Acts 2:36; 10:39,40; Matt. 28:5-7; Acts 2:24; 1 Cor. 15:3,4) and Ascension (Acts 1:9-11; 2:33-36), His abiding intercession (Heb. 7:25; Romans 8:34) and His Second Coming to judge the living and the dead (Acts 1:11; 10:42; 1Thess.4:16-18; 2 Tim. 4:1; Rev.22:12, 20).

3.5 Repentance, justification and sanctification

We believe all humanity have to repent and confess their sins before God (Acts 2:38; 3:19; 17:30; Luk 15:7), 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 (Joh 17:2, 3; 10:27, 28; Rom 6:23b; 1 Joh 5:11-13).

3.6 The Ordinances of Baptism and the Lord's Supper or Communion:

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

3.7 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; Acts 2:3,4,38,39; 10:44-46; 19:1-6); and in the operation of the gifts and fruit of the Holy Spirit (Rom. 12:6-8; 1 Cor.12: 8-11; 28-30 and Gal. 5:22, 23).

3.8 Divine Healing

We believe that the healing of sicknesses and diseases is provided for God's people in the atonement (Isaiah 53:4, 5; Mat. 8:7-13; 16, 17; Mark 16:17, 18; Luke 13:10-16; Acts 10:38; James 5:14-16). However, The Church is not opposed to medication by qualified medical practitioners.

3.9 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; Mat. 23:23; Acts 20:35; 1 Cor. 16:1, 2; 2 Cor. 9:1-9; Heb. 7:1-4).

3.10 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 (Dan. 12:2; Romans 2:7-11; 6:23; 10:42; Mark 13:26; John 5:28, 29; Acts 1:11).

3.11 Marriage and Family

[We believe in the institution of marriage as a union established and ordained by God for the lifelong, intimate relationship between a man as husband and a woman as a wife as biologically defined at birth. We believe that God instituted marriage primarily for mutual help, fellowship and comfort that one ought to have for the other and for honouring procreation of children, and their training in love, obedience to the Lord, and responsible citizenship (Gen. 2:18, 21-25; Matt. 19:4-6; 1 Cor. 7:1-2).]

4 THE LEGAL ORGANIZATIONAL STRUCTURE OF THE CHURCH

- (a) The Church, from a nucleus of say 6 to 15 adult members (or such other number as determined by the National Executive Council in consultation with the National Executive and notified by the International Missions Office (Office)) in a locality, is established community-based Churches called Assemblies and manned by Presiding Elders/Leaders or Ministers.
- (b) A number of Assemblies or one (1) potentially growing Assembly constitutes a District under a Minister. A number of Districts under an experienced minister constitutes an Area or/and the National Church.
- (c) Any or new Assemblies/Districts/Areas which shall be initially established in any locality, territory or state within Australia must be registered/regarded as The Church operating in that locality, territory or state as applicable.
- (d) All Assemblies of The Church which are already established shall exist solely under the name – The Church of Pentecost Australia.
- (e) The Structure shall remain an inter-dependent centralized-decentralized system where the Local Assemblies that make up the Districts/Areas together make up and support the National body.
- (f) The Church is linked to the General Council, the International Executive, and other National Councils of The Church and World-wide affiliate bodies through the International Missions Board by the National Head.

5 TRUSTEES

5.1 Overview

There shall be a body corporate to be known as "The Church of Pentecost Australia Trust Corporation" ("COPAT") and in this section referred to as the corporate trustees.

The body corporate shall be deemed to be constituted as soon as this constitution takes effect.

5.2 Composition of Trustees

The corporate trustees shall consist of seven persons (7) as Trustees to be appointed by the National Council on the recommendation of the Executive Council as follows:

- (a) National Secretary (Chairman)
- (b) One (1) Minister
- (c) One (1) Retired Minister
- (d) Four (4) experienced Elders, Two (2) of which shall be in the legal, banking, asset managements, or related professions.

5.3 Functions

- (a) The corporate trustees shall have perpetual succession and a common seal, may sue and be sued in and by their corporate name, and may acquire and

hold, convey, assign, surrender or demise all any real and personal property or any estate or interest therein.

- (b) The corporate trustees may be appointed to be the trustees of any church trust property, whether the appointment is made by a person giving or settling property by will or otherwise or by a person entitled under the trust instrument, if any, or by law to appoint a trustee.
- (c) The Trustees shall meet at least once in a year.

5.4 Term of Office

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

5.5 Qualifications

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

- (a) they must be a born again and Spirit-filled Christian;
- (b) they must be a citizen, permanent resident or have a legal residential status; and
- (c) they must possess credit worthiness and integrity.

6 COMMON SEAL

- (a) The Church shall have a common seal approved by the National Presbytery/ Council.
- (b) The Common Seal shall be affixed on all Deeds, Agreements and similar documents by the National Head or his representative in the presence of at least one Trustee.
- (c) The Common Seal, Books and Register of any bodies corporate established under Australian law to hold and manage property on behalf of The Church shall be kept according to that law but may be entrusted to the custody of the National Head. The books will be inspected at the National Council meeting and when demanded at emergency Council meetings. The Common Seal, Books and Register when not in use shall be kept in safe custody by the National Head or a person appointed by the Executive Council during his absence.

7 CHURCH SERVICES AND CONVENTIONS

7.1 Purpose

To propagate the Gospel and to enrich the spiritual life of the Saints.

7.2 Church Services

Church Services shall be held on the Lord's Day (Sunday). There shall also be evening services on Wednesdays and Fridays for teaching and prayers. Services may also be held whenever necessary.

7.3 Crusades

There shall be evangelistic crusades or convention in cities, suburbs and country towns to facilitate the opening of new Assemblies.

7.4 Rallies

Rallies shall be held in cities, suburbs and country towns at times appointed by the District Minister or Local Presbytery to carry the Gospel to the unsaved.

7.5 District Conventions

There shall be district conventions under the chairmanship of the District Minister or their representatives.

7.6 Regional/Area Conventions

There shall be Regional/Area Conventions under the chairmanship of the Regional/Area heads or their representatives.

7.7 National Conventions

Whenever approved by the National Council, National Conventions may be held in one or more places under the chairmanship of the National Head of The Church or his representative.

7.8 Retreats

There shall be retreats at Local, District, Regional/Area and national levels to train officers in The Church.

7.9 Ministries Meetings

The various Ministries of The Church may also meet as and when necessary.

8 QUORUMS

A quorum shall be formed when two- thirds (2/3) of all members of council, committees and boards are in session.

9 GOVERNMENT OF THE CHURCH

9.1 National Council

- (a) There shall be a National Council comprising the following:
- (1) The National Head who shall be the chairman;
 - (2) The National Secretary;
 - (3) National Executive Council;
 - (4) The Trustees of The Church;
 - (5) The National Deacon;
 - (6) All Ministers and Wives;
 - (7) All Chairpersons and Secretaries of Boards and committees at the National level;
 - (8) National Ministry Leaders and Assistants;
 - (9) Regional or Area Executive Committee members;
 - (10) Regional or Area Ministry Leaders;
 - (11) Regional or Area Deacons;
 - (12) Two (2) District Financial Secretaries from each Region, based on annual rotation;
 - (13) All Presiding Elders; and
 - (14) Retired Minister may attend but with no voting rights.
- (b) **(Co-option)** The Chairman may co-opt other members as deems necessary, but such members shall have no voting rights.
- (c) **(Functions)** The National Council shall be the highest policy making body and shall have the following functions:
- (1) It shall be the final appellate body in all disciplinary matters affecting members and Officers of The Church for which purpose the Council may appoint a Committee to investigate and make its recommendations to the National Council. The National Council's decisions shall be the final. It shall elect the National Executive Council members except the National Head (who shall be appointed by the International Executive Council of The Church in Ghana).
 - (2) It shall have the duty to recommend to the international Executive Council of The Church of Pentecost in Ghana for the discipline of any member of the National council on grounds of stated misconduct (with recourse to article 18, section 18.1-18.3) should the national Executive Council fail to do so. .
 - (3) It shall receive and approve all reports and memoranda submitted at national Council meetings.
 - (4) The National Council shall have the power and authority to enact by-laws and regulations, code of ethics, etc for the smooth running of The Church.
 - (5) It shall receive and approve reports and books submitted by the various organs of The Church for inspection by Council.

- (d) **(Voting)** Voting at the National Council meeting shall be by secret, acclamation of The Church.

9.2 National Executive Council

- (a) There shall be a National Executive Council that shall be responsible for the day- to –day administration of The Church.
- (b) **(Membership)** It shall be made up of seven (7) ministers Composed the following:
- (1) The National Head;
 - (2) The National Secretary;
 - (3) The National Deacon; and
 - (4) Five (5) other Ministers / Elders (who individually may hold the office of an Apostle, a Prophet or an Area Head).
- (c) **(Functions)** The National Executive Council shall be accountable to the National Council and perform the following functions:
- (1) It shall implement policies and decisions of the National Council.
 - (2) In case of emergency, the National Executive Council may act on behalf of, and report to the National Council for ratification
 - (3) The National Executive Council shall receive reports and memoranda from Boards, Committees, Ministries and report to the National Council.
 - (4) In the event that the National Head becomes incapacitated, the International Executive Council in consultation with the National Executive Council shall appoint an acting National Head
 - (5) The National Executive Council shall be responsible for recommending callings, upgrading, appointments, revocations, dismissals, discipline, transfers and retirements of Ministers and Officers of The Church.
 - (6) The National Executive Council may recommend policy matters for consideration by the National Council.
 - (7) The National Executive Council shall appoint an acting National Head should the National Head proceed on leave, pursue a course of study, or attend a conference.
 - (8) The National Executive Council shall have the power to take any or all administrative measures in matters not otherwise provided for by this Constitution, if such measures are not contrary to the provisions of the Constitution.
- (d) **(Election and appointment)**
- (1) In instances where there are only five (5) Ministers who may either be Apostles, Prophets, or Area Heads, they shall be presented to the National Council to serve on the National Executive Council. Where there are more than five (5) Ministers with the office of an Apostle, Prophet, or Area Head, the National Head shall nominate seven (7) of them to be presented to the National Council for simultaneous voting. The first five (5) candidates who receive the highest votes cast shall serve on the National Executive Council. In instances where there are not enough Apostles, Prophets or Area Heads, other Ministers shall

be considered for election after the initial appointments have been made.

- (2) Executive members so elected shall remain in office until their terms expire, except they choose to retire, resign, or are removed from office for misconduct. The National Council shall then fill vacancies consequently created.
 - (3) A National Head appointed under this Constitution shall inherit existing National Executive Council members whose terms of office have not yet been completed.
 - (4) Voting shall be by secret ballot.
- (e) **(Filling of vacancies)** Whenever vacancies occur in the National Executive Council either from or through retirement, death, resignation, removal or expiration of term of office, the following shall be the procedure for new appointments:
- (1) the filling of vacancies shall be made with recourse to Article 9.2(d), section 7.2(3);
 - (2) for one (1) vacancy, the National Head shall present three (3) candidates to be elected by simple majority;
 - (3) for two (2) vacancies, four (4) candidates shall be presented for election by simple majority;
 - (4) for three (3) vacancies, five (5) candidates shall be presented for election by simple majority;
 - (5) for four (4) vacancies, six (6) candidates shall be presented for election by simple majority; and
 - (6) voting shall be by secret ballot.
- (f) **(Meetings)** The National Executive Council shall meet at least once a year. The National Head, or in his absence the acting National Head, shall preside over all meetings of the National Executive Council. Five (5) members shall form a quorum for all meetings if and when possible.
- (g) **(Term of office)** The term of office of the National Executive Council members shall be four (4) years. They may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

9.3 Regional or Area Presbytery

- (a) **(General overview)** There shall be a Regional or Area Presbytery. The Presbytery shall be the coordinating and the highest policy-making body in the Region or Area. The Regional or Area Executive Committee shall be accountable to this body. The Regional or Area Head appointed by the International Executive Council shall be the Chairman of the Regional or Area Presbytery, which shall meet at least, once a year.
- (b) **(Composition)** The Regional or Area Presbytery shall comprise the following:
 - (1) The Regional or Area Head
 - (2) The Regional or Area Executive Committee members
 - (3) The Regional or Area Ministry Leaders
 - (4) All other serving Ministers in the Region or Area
 - (5) All Ministers' wives

- (6) All Regional or Area Committee Chairpersons
 - (7) Two (2) District Executive Committee members, excluding the District Minister, based on annual rotation
 - (8) All Presiding Elders
 - (9) Two (2) representative Deacons from each District based on annual Rotation
 - (10) Two (2) representative Deaconesses from each District based on annual Rotation
 - (11) Retired Ministers and Officers may attend, but shall have no voting rights.
- (c) **(Functions)** The Regional or Area Presbytery shall be the highest policy-making body in the Region or Area and shall undertake the following functions:
- (1) elect the Regional or Area Executive Committee members;
 - (2) receive and approve all reports submitted at the Regional or Area Executive Committee meetings;
 - (3) appoint and review Regional or Area Officers; and
 - (4) approve the Regional or Area budget.
- (d) **(Voting)** Voting shall be by ballot, acclamation or show of hands.

9.4 Regional or Area Executive Committee

- (a) **(General Overview)** There shall be established a Regional or Area Executive Committee at the Regional or Area level to be accountable to the Regional or Area Presbytery.
- (b) **(Membership)** Each Regional Executive Committee shall be made up of seven (7) members as follows:
- (1) The Regional or Area Head as Chairman
 - (2) The Regional or Area Secretary who shall be a Minister
 - (3) Two (2) Ministers
 - (4) The Regional or Area Deacon
 - (5) Two (2) Elders
 - (6) In a Region where a Prophet is a District Minister, he shall become an automatic member of the Committee. If he joins the Region after the formation of the Committee, he shall be co-opted until a vacancy occurs.
- (c) **(Functions)**
- (1) It shall be responsible for the day-to-day administration of The Church in the Region or Area and the implementation of decisions and policies of the National Executive Council and the Regional or Area Presbytery.
 - (2) It shall adjudicate on all matters brought to it either by the National Executive Council or on its own initiative and report to the National Executive Council.
 - (3) It shall act as an appellate body in all matters decided upon by the District Executive Committee.

- (4) It may consider policy matters affecting the Region or Area and make recommendations to the Regional or Area Presbytery for consideration.
- (5) It shall receive and approve all reports and memoranda submitted by the District Ministries and Committees.
- (d) **(Incapacitation or absence of Regional or Area Head)** In the event of incapacitation or absence of the Regional or Area Head, the National Executive Council shall arrange for temporary replacement.
- (e) **(Election/Appointment of Ministers)**
- (1) The Regional or Area Head in consultation with the National Head of The Church shall nominate four (4) Ministers to be voted upon by the Regional or Area Presbytery. The first two (2) candidates who receive the highest votes shall serve on the Committee.
- (2) Where there is a Prophet as District Minister, three (3) Ministers shall be nominated for election. The candidate who receives the highest votes shall serve on the Committee.
- (f) **(Elections and appointments of Elders)** The Regional or Area Head shall nominate four (4) Elders to be voted upon by the Regional or Area Presbytery. The first two (2) candidates who receive the highest number of votes shall serve on the Committee.
- (g) **(Co-Option)** The Regional or Area Head may co-opt other members from either the clergy or the laity to serve on the Committee on a meeting-to-meeting basis, as and when the need arises. The co-opted members shall have no voting rights.
- (h) **(Term of office)**
- (1) Members shall hold office for a term of three (3) years, and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.
- (2) In cases of vacancies created by virtue of retirement, transfer or any other reasons, the vacancy shall be filled within three (3) months. Should the vacancy be created in respect of one (1) member, three (3) members shall be nominated. In case of two (2) vacancies, four (4) nominations shall be made and voted upon by the Regional or Area Presbytery.
- (i) **(Regional or Area Secretary)** There shall be a Regional or Area Secretary who shall be a Minister elected by the Regional or Area Presbytery.
- (1) **(Functions)**
- (A) He shall take minutes at the Regional or Area Presbytery and Regional or Area Executive Committee meetings.
- (B) He shall be accountable to the Regional or Area Head.
- (C) He shall be an ex-officio member of all Committees in the Region.
- (D) He shall perform such other functions as may be assigned to him by the Regional or Area Head.
- (2) **(Elections and Appointments)**
- (A) The Regional or Area Head shall nominate one (1) Minister to be voted upon by the Regional or Area Presbytery.

- (B) The candidate so nominated shall be elected by two-thirds (2/3) majority votes, if and when possible.
 - (C) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes, the Regional or Area Head shall nominate a second candidate for ratification by two-thirds (2/3) majority votes.
 - (D) If the second candidate presented also fails to obtain the two-thirds (2/3) majority votes, then the two (2) candidates shall be presented again to the Regional or Area Presbytery for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.
- (3) **(Term of Office)** The Regional or Area Secretary shall hold office for three (3) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

9.5 District Presbytery

- (a) **(General Overview)** There shall be a District Presbytery that shall consist of the Minister, his wife, all Elders, Deacons and Deaconesses in the District.
- (b) **(Functions)**
 - (1) It shall be the highest policy-making body in the District.
 - (2) It shall discuss and decide on matters affecting the welfare of the Local Assemblies in the District.
 - (3) It shall elect the District Executive Committee members
 - (4) It shall receive and approve all reports and memoranda submitted by Ministries, Boards and Committees.
 - (5) It shall appoint and review District Officers.
 - (6) It shall approve the District budget.
 - (7) It shall consider matters affecting the District and send recommendations to the Regional Executive Committee.
 - (8) The District Presbytery shall nominate the representative Deacons and Deaconesses for the Regional or Area Presbytery meeting.
- (c) **(Meetings)** It shall meet at least two (2) times a year.

9.6 District Executive Committee

- (a) **(General Overview)** There shall be established a District Executive Committee at the District level to be accountable to the District Presbytery.
- (b) **(Membership)** The District Executive Committee shall be made up of:
 - (1) the District Minister, who shall be the Chairman;
 - (2) the District Secretary;
 - (3) the Chairperson of the District finance Committee; and
 - (4) four (4) Elders.

For the avoidance of doubt, the Regional or Area Deacon shall not serve on the District Executive Committee.

- (c) **(Functions)**
- (1) It shall be responsible for the day-to-day running of The Church in the
 - (2) District, implementing decisions of the Regional Executive Committee, including decisions of the National Executive Council.
 - (3) It shall adjudicate on matters brought to it by the Regional or Area Executive Committee or on its own, and report to the Regional or Area Executive Committee.
 - (4) It may consider policy matters affecting the District and make recommendations to the District Presbytery.
- (d) **(Elections and Appointments of Elders)**
- (1) The District Minister in consultation with the Regional or Area Head shall nominate six (6) candidates from the Eldership to be voted upon by the District Presbytery
 - (2) The first four (4) candidates who receive the highest votes shall serve on the Executive Committee.
- (e) **(Co-Option)** The District Minister may co-opt other members from either the clergy or the laity to serve on the Committee on a meeting-to-meeting basis, as and when the need arises. The co-opted members shall have no voting rights.
- (f) **(Term of Office)** Apart from the District Minister, all others shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.
- (g) **(District Secretary)**
- (1) There shall be appointed a District Secretary who shall be an Elder or an ordained Officer.
 - (2) **(Election and Appointments)**
 - (A) The District Minister shall in consultation with the District Executive Committee nominate one (1) Elder or an ordained Officer to be voted upon by the District Presbytery. The candidate so nominated shall be elected by two-thirds (2/3) majority votes.
 - (B) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the District Presbytery Council, the Executive Committee shall nominate a second candidate for ratification by two-thirds (2/3) majority votes.
 - (C) If the second candidate presented by the Executive Committee also fails to obtain two-thirds majority votes, then the two (2) candidates shall be presented again to the District Presbytery for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.
 - (3) **(Functions)**
 - (A) a) Take minutes at the District Presbytery and Executive Committee Meetings.
 - (B) Be accountable to the District Minister.
 - (C) Be an ex-officio member of all Committees in the District.

- (D) Perform such other functions as may be assigned to him by the District Minister.
- (4) **(Term of Office)** The District Secretary shall hold office for two (2) years and may be re- elected for further terms provided he/she does not stay in office for more than two (2) consecutive terms at a time.
- (5) **(Filling of Vacancies)**
 - (A) Vacancies created by virtue of retirement, transfer or any other reasons shall be filled within three (3) months.
 - (B) Should a vacancy be created in respect of one (1) member, three (3) members shall be nominated. In the case of two (2) vacancies, four (4) nominations shall be made by the District Minister in consultation with the District Executive Committee.
- (6) **(Voting)** Voting shall be by secret ballot, acclamation or show of hands.
- (7) **(Meetings)** The District Executive Committee shall meet at least once a year. The District Minister, or in his absence the acting the District Minister, shall preside over all meetings of the District Executive Committee. Five (5) members shall form a quorum for all meetings if and when possible.

9.7 Local Presbytery

- (a) There shall be a Local Presbytery that shall consist of the Minister, his wife, Elders, Deacons and Deaconesses of the Local Assembly. Local Ministry Leaders who are not ordained Officers shall be co-opted to the Local Presbytery, where applicable, but shall not have voting rights.
- (b) **(Functions)** The Local Presbytery shall decide on matters concerning the Local Assembly.
- (c) **(Meetings)** The Local Presbytery shall meet at least once quarterly, and as and when needed.
- (d) **(Local Secretary)**
 - (1) There shall be a Local Secretary who shall be an Officer or member of the Local Assembly.
 - (2) **(Functions)**
 - (A) The Local Secretary shall take minutes at the meetings of the Local Presbytery and keep a Minutes Book
 - (B) The Local Secretary shall be accountable to the District Minister and the Presiding Elder.
 - (3) **(Election and Appointments)**
 - (A) The District Minister (or the Presiding Elder in consultation with the District Minister) shall nominate an Officer or a member to be elected by the Local Presbytery by two-thirds (2/3) majority votes.
 - (B) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the Local Presbytery, the Minister or Presiding Elder shall nominate a second candidate for ratification by two-thirds (2/3) majority votes.

- (C) If the second candidate presented also fails to obtain the two-thirds majority votes, the two (2) candidates shall be presented again to the Presbytery for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.
- (e) **(Term of Office)** The Secretary shall hold office for two (2) years and may be re-elected for further terms provided he or she does not stay in office for more than two (2) consecutive terms at a time.

10 ADMINISTRATION

10.1 National Head

- (a) **(General)** There shall be a National Head who takes precedence over all other Officers and members of The Church.
- (b) **(Qualification)** He shall be an ordained Minister not below the office of an Apostle or Prophet.
- (c) **(Functions)** He shall:
- (1) Chair the National Executive Council and the National Council meetings.
 - (2) Be an ex-officio member of every Board and Committee of The Church.
 - (3) Chair every meeting or rally he attends.
 - (4) Coordinate all missionary work emanating from the Australia.
 - (5) Be the Chairman of the National Missions Board.
 - (6) Assign to the National Secretary such duties as he deems necessary.
 - (7) Take other decisions and actions with any Regional or Area Head where disciplinary or other action is urgently required in a Region or Area and afterwards report to the National Executive Council.
 - (8) Organize retreats, seminars and prayer sessions for all Ministers and Officers.
 - (9) Issue ministerial and circular letters as and when he deems necessary.
 - (10) Confer with the National Executive Council on matters relating to federal, state and Local governments and other external bodies
 - (11) Give a formal address on the state of The Church at every National Council meeting.
 - (12) Give addresses at end of year meetings for Ministries, Boards and Committees at the National level.
 - (13) Report on the state of The Church of Pentecost Australia., to the General Council through the International Missions Director.
- (d) **(Appointment)** He shall be appointed by the International Executive Council of The Church.

- (e) **(Absence, incapacitation or death)** In the event that the National Head becomes incapacitated, the International Executive Council shall appoint an acting National Head. In case of death, the International Executive Council shall appoint a National Head within a reasonable period of time.
- (f) **(Disciplinary Actions)** In the event that the National Head is alleged to have abused his office, it shall be the duty of the National Executive Council to recommend to the International Executive Council to interdict him and appoint an independent body within The Church to investigate the matter in accordance with the Constitution and principles of The Church (Ref Article 11, section 11.5).

10.2 National Secretary

- (a) **(General)** There shall be a National Secretary of The Church.
- (b) **(Qualification)** He shall be an ordained Minister with a good standard of education.
- (c) **(Functions)** He shall:
 - (1) Take minutes at the National Executive Council and National Council meetings.
 - (2) Be responsible for the official correspondence of The Church.
 - (3) Be accountable to and act as the Executive Secretary to the National Head.
 - (4) Perform such duties as may be assigned to him by the National Head and the National Executive Council.
 - (5) Be an ex-officio member of all Boards and Committees.
 - (6) Prepare the agenda for National Council meetings in consultation with the National Head.
- (d) **(Election/Appointments)**
 - (1) The National Head shall present eligible candidates to the National Executive Council for open discussion and secret ballot.
 - (2) The candidate so elected at the National Executive Council shall be presented to the National Council for ratification by two-thirds (2/3) majority votes.
 - (3) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the National Council, the National Executive Council shall nominate a second candidate for ratification by two-thirds majority votes.
 - (4) If the second candidate presented by the National Executive Council also fails to obtain the two-thirds majority votes, then the two (2) candidates shall be presented again to the National Council for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.
 - (5) Whenever there is a directive prophecy, it shall be judged on its merit by the National Executive Council and tested by the National Council by way of discussion and voting.
- (e) **(Voting)** Voting shall be by secret ballot.

- (f) **(Term of Office)** The National Secretary shall hold office for a term of four (4) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.
- (g) **(Absence, Incapacitation or Death)**
- (1) During the absence or incapacitation of the National Secretary, the National Executive Council shall appoint an acting National Secretary to act for a period not exceeding one (1) year.
 - (2) In case of death, the National Executive Council shall appoint a National Secretary within a reasonable period of time.
- (h) **(Disciplinary Actions)**
- (1) In the event that the National Secretary is alleged to have abused his office, it shall be the duty of the National Executive Council to interdict him and appoint an independent body within The Church to investigate the matter in accordance with the Constitution and the principles of The Church. The investigative body shall afford the National Secretary involved every opportunity to appear before it and present his defence.
 - (2) The body appointed shall report to the National Executive Council within three (3) months. If the National Secretary is found guilty and the seriousness of the offense so requires, the National Executive Council shall give him a written notice of his removal from office forthwith.
 - (3) During the period of interdiction, an acting National Secretary shall be appointed.
- (i) **(Appeal)** The National Secretary shall have the right to appeal to the National Council within one (1) month of the removal notice. The decision of the National Council shall be final.

11 MINISTERS

11.1 General

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

11.2 Qualifications

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

- (a) Be born again and be baptized in the Holy Spirit.
- (b) Qualify as laid down in 1 Timothy 3: 1-7 and Titus 1: 6-8.
- (c) Possess at least a High School Diploma or its equivalent.
- (d) Possess a clear audible voice.
- (e) Be willing to learn.

- (f) Be of sound body and mind proven by medical examination.
- (g) Be a spiritually mature person not above forty-two (42) years. However, persons of proven ministerial ability who are above the age of forty-two (42) years may be called into the Ministry by the recommendation of the National Executive Council.
- (h) Be obedient to the National Council and the National Executive Council.
- (i) Be an Australian citizen or a permanent resident.

11.3 Categories of Ministers

(a) (Field Assistants)

- (1) There shall be a Field Assistant who shall be an Elder of proven ability. He shall work under a District Minister or Overseer in Areas of need as prescribed by the National Executive Council. A candidate for the Field Assistant position shall be interviewed and, if successful, sent to the Region with the most need.
- (2) He shall consult with the supervising District Minister or Overseer in dispensing ministerial services to members under their care.
- (3) His service conditions and remuneration shall be commensurate to his position as field worker under terms established by the National Executive Council.
- (4) His continued service as Field Assistant shall be based on satisfactory fulfilment of ministerial functions established by the National Executive Council.
- (5) **(Functions)** The Field Assistant shall:
 - (A) be responsible for the effective running of the Local Assembly;
 - (B) administer the Lord's Supper;
 - (C) conduct funerals in absence of the Minister;
 - (D) teach sound biblical doctrine;
 - (E) conduct naming of children;
 - (F) keep the register of names, addresses and telephone numbers of members of The Church;
 - (G) acquire property for The Church in the name of the Trustees;
 - (H) act in the absence of a Minister; and
 - (I) perform any other functions as may be assigned by the District Minister.

(b) (Bi-Vocational Ministers)

- (1) Any Elder of proven ability can be considered for the position of Bi-Vocational Minister according to the needs of a given Locality. Such a member will be given a reasonable stipend as determined by the National Executive Council.
- (2) The Bi- Vocational Minister will perform all duties of an Overseer or Pastor (Ref. Article 11, section 11.3(e)(2)).

- (3) Bi-Vocational Ministers shall operate under the terms and conditions of the Bi-Vocational Ministers' handbook.
- (c) **(Probationary Overseers)**
- (1) **(General)** As new Entrants into Full-time Ministry, Probationary Overseers shall be put on probation for not more than two (2) years effective from the date of admission into the Ministry after which period they may, on the recommendation of the National Head to the International Executive Council, be confirmed as Overseers or released from the Ministry by the General Council.
- (2) **(Functions)** They shall perform all duties of an Overseer under the District Pastor (Ref. Article 11 section 11.3(d)(e)(2)).
- (d) **(Overseers)**
- (1) **(General)** New entrants or Probationers who perform satisfactorily shall be confirmed into full-time Ministry as Overseers.
- (2) **(Functions)** They shall perform pastoral duties EXCEPT the blessing of marriages.(Ref. Article 11, section 11.3(e)(2)).
- (e) **(Pastors)**
- (1) **(General)** Overseers who prove themselves capable of pastoral work shall be called and ordained into the Pastorate.
- (2) **(Functions)**
- (A) To nurture the spiritual life of The Church members.
- (B) To Administer the Lord's Supper
- (C) To visit the sick.
- (D) Bless marriages.
- (E) Baptize new converts.
- (F) Dedicate children.
- (G) Bury the dead.
- (H) Teach and preach the Gospel.
- (I) Perform all other functions related to the calling, except the dedication of Church buildings and the ordination of Officers.
- (f) **(Teachers)**
- (1) **(General)** Ministers with outstanding teaching ability may be called to the office of a Teacher.
- (2) **(Functions)**
- (A) They shall perform pastoral functions (Ref. Article 11, section 11.3(e)(2)).
- (B) They shall teach the word of God and faithfully guide The Church with sound and solid biblical teachings.
- (g) **(Evangelists)**
- (1) **(General)** Ministers with outstanding evangelistic Ministry may be called to the office of an Evangelist.
- (2) **(Functions)** They shall:

- (A) perform pastoral functions. (Ref. Article 11, section 11.3(e)(2)); and
 - (B) preach the Gospel, especially to the unsaved. Break new grounds for the opening of new Assemblies (Acts 8: 5-7).
- (h) **(Prophets)**
- (1) **(General)** These are Ministers who exercise the Prophetic Ministry and are called into the office of a Prophet. This office is distinguishable from the exercise of the gift of prophecy, which edifies, exhorts, and comforts the saints (1 Corinthians 14: 3-4).
 - (2) **(Functions)** The office of Prophet is complementary to that of the Apostle in calling, directing and ordaining Ministers and other Officers of The Church.
- (i) **(Apostles)** These are ordained Ministers who exercise Apostolic Ministry and are called into the office of Apostle.
- (1) **(Functions)** They shall:
 - (A) establish churches, build and care for them and meet the spiritual needs of the various Officers and members of The Church;
 - (B) ordain Ministers and Officers;
 - (C) keep discipline in The Church;
 - (D) impart spiritual gifts to others (Romans 1: 11; 2 Tim 1: 6; Luke 6: 13); and
 - (E) dedicate church buildings.

11.4 Retiring Age

- (a) The Ministers shall retire at the age of sixty-five (65). Nevertheless, a Minister, upon attaining the age of sixty-five (65), may apply for extension of his Ministry. If in the opinion of the National Executive Council and after due medical examination, he is found healthy enough to continue in full time Ministry, the National Executive Council may recommend to the General Council through the National Council for permission to continue for a period not exceeding two (2) years.
- (b) **(Early Retirement)** A Minister may proceed on early retirement from full time Ministry on medical grounds and in circumstances which will not permit him to continue in full time Ministry. A Minister who retires at the age of sixty-five (65) or proceeds on early retirement shall be entitled to all benefits under the pension plan.
- (c) **(Voluntary Retirement or Resignation)** The Church does not encourage voluntary retirement/resignation of Ministers called into full time Ministry before the retiring age. However, the National Executive may ask a Minister to retire/resign before the age sixty-five (65) if his continued retention as a Minister would be detrimental to The Church. Such a Minister shall be entitled to all his pension benefits, if he is Fully Vested.

11.5 Dismissal of a Minister

- (a) A Minister may be dismissed on any of the following grounds:

- (1) unfaithfulness to The Church;
 - (2) disobedience to his calling;
 - (3) refusal to fellowship with a fellow Minister after attempts have been made to settle a misunderstanding;
 - (4) preaching erroneous doctrines;
 - (5) living what The Church considers a questionable life;
 - (6) insubordination; and
 - (7) getting involved in any conduct, either directly or indirectly, that in the view of the National Council may negatively affect the image of The Church.
- (b) **(Summary Dismissal)** The National Head and a Regional or Area Head in consultation with the National Executive Council may summarily dismiss a Minister who commits any of the following offences:
- (1) theft;
 - (2) fraud;
 - (3) dishonesty;
 - (4) immorality; and
 - (5) other conducts that contravenes Biblical principles.
- (c) **(Appeal)** The aggrieved party may appeal to the National Council through the National Secretary within thirty (30) days after receipt of the dismissal letter.

12 MISSIONARIES

12.1 General

- (a) A Missionary is an ordained Minister of The Church who shall be sent to perform ministerial functions in a location outside his home country, for a period of time, subject to review by the appointing body. For the purpose of this Constitution, Missionaries are classified into incoming and outgoing.
- (b) **(Incoming Missionaries)** The following provisions shall apply to all incoming missionaries:
- (1) The National Executive Council of The Church will be consulted when any missionary is transferred to Australia
 - (2) The International Executive Council and the National Executive Council will ensure that all incoming missionaries and their families obtain the appropriate legal status during their stay in Australia
 - (3) Their visas will be renewed based upon the immigration laws of Australia
- (c) **(Outgoing Missionaries)** The following classification of outgoing missionaries will be recognized:
- (1) Ministerial missionary
 - (2) Associate missionary
 - (3) Short-term missionary

- (4) Vocational missionary:
- (d) **(Ministerial Missionary)** These are persons who hold ministerial credentials in The Church of Pentecost and whose appointments are by the General Council in consultation with the National Executive Council for missions work in Australia on a regular basis with agreed financial terms.
- (e) **(Associate Missionary)** This is a person who is a recognized missionary of an approved Pentecostal (or evangelical with Pentecostal persuasion) denominations and who desires to work in association with The Church. Such a person shall accept the direction and supervision of the National Executive Council of The Church and shall be accountable to the National Missions Board of the Church.
- (f) **(Short Term Missionary)** This is a person who serves as a missionary for a short term. This person may be supported by the National Missions Board in undertaking special assignments and work as a missionary with the approval of the National Missions Board. Such a person shall work under the direction and supervision of the National Executive Council and be subject to the conditions, responsibilities, and qualifications for service laid down by the National Missions Board.
- (g) **(Vocational Missionary)** These are professional members of The Church of Pentecost or any other acceptable Pentecostal church who serve in mission fields and who do not hold Apostolic, Prophetic or ministerial offices in The Church. They may support themselves financially or may be wholly or partially supported by the International Missions Board. These persons shall work under the direction and supervision of the National Executive Council and be subject to the conditions laid down by the International Missions Board.

12.2 Missionary Appointment

- (a) **(Appointment)**
- (1) With the exception of missionaries appointed by the General Council, applications for missions work with The Church should be made in writing to the National Missions Board, which will consider the application and submit its recommendations to the National Executive Council for approval.
- (2) All outgoing missionaries are entitled to all the benefits enjoyed by Australian Ministers.
- (b) **(Qualifications)**
- (1) **(Ministerial Missionary)**
- (A) A candidate shall fulfil the theological training required for the Ministry of The Church
- (B) All Ministerial missionaries shall have ministerial experience in The Church.
- (C) He must have passed an interview of the National Executive Council.
- (2) **(Associate Missionary)**
- (A) He must produce a reference endorsed by an acceptable Pentecostal Church or organization.
- (B) He shall accept the tenets of The Church and its missionary policies.

- (3) **(Vocational Missionary)**
 - (A) He shall professionally be qualified to satisfy the position offered.
 - (B) He shall be of good standing in The Church of Pentecost or any other recognized Pentecostal Church.
 - (C) He shall accept the tenets of The Church.

12.3 Missionary Orientation Course

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

13 EVANGELISM MINISTRY

13.1 General

- (a) There shall be established an Evangelistic Wing of The Church to be known as the Evangelism Ministry.
- (b) It shall hold meetings at least once a week.

13.2 Membership

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

13.3 Functions

- (a) To carry out evangelism via preaching, witnessing and winning souls.
- (b) To encourage church members to participate in all programs and activities of The Church and to further expose them to the various Ministries within The Church.
- (c) To afford the members of The Church the opportunity to plan and organize programs and activities for evangelism in Counties, Districts, Cities and Country Towns.

13.4 National Evangelism Ministry Executive Committee

- (a) There shall be established a seven (7) member Executive Committee to oversee the activities of the Evangelism Ministry.
- (b) **(Appointment)** The National Council shall, on the recommendation of the National Executive Council, appoint all members to serve on the Evangelism Ministry Executive Committee, except the National Director who shall be appointed by the National Executive Council
- (c) **(Composition)** The executive committee will consist of:
 - (1) A Minister as National Director of the Ministry
 - (2) An Elder as Deputy National Director

- (3) One (1) Elder
 - (4) One (1) Minister
 - (5) Two (2) Deaconesses.
- (d) **(Functions of the National Evangelism Director)**
- (1) He shall be responsible for the day-to-day administration of the Evangelism Ministry.
 - (2) He shall chair the Evangelism Ministry Executive Committee meetings.
 - (3) He shall prepare and carry out the Ministry's programs and implement decisions of the National Presbytery Council, the National Executive Council and the Ministry's Executive Committee.
 - (4) He shall plan programs for evangelism in the Regional/Area and Districts in consultation with the Regional/Area Heads.
 - (5) He shall preside over the affairs during leadership meetings of the Ministry.
 - (6) He shall provide study materials for the Ministry.
 - (7) He shall perform such other functions and duties as may be assigned by the Ministry Executive Committee or the National Head.
 - (8) He shall liaise with other evangelistic bodies and Christian organization.
 - (9) He shall be responsible to the National Head of The Church He shall report on the state of the Ministry to the National Council through the National Executive Council.
 - (10) He shall perform Evangelistic activities in other continent within the jurisdiction of The Church at the request of the National Head.
- (e) **(Functions of the Deputy National Evangelism Director)**
- (1) He shall deputize for the National Evangelism Director in his absence.
 - (2) He shall assist the National Evangelism Director in the discharge of his functions.
 - (3) He shall perform such other functions as the National Evangelism Director or the Executive Committee of the Ministry may assign him.
- (f) **(Term of Office)** The National Evangelism Director and all other Executive members of the Evangelism Ministry shall hold office for a term of three (4) years, and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

13.5 Regional or Area Evangelism Executive Committee

- (a) The Regional or Area Presbytery shall appoint seven (7) members on the recommendation of the Regional or Area Executive Committee to serve as the Regional or Area Evangelism Ministry Executive Committee as follows:
- (1) A Minister or Elder shall be appointed as Regional or Area Evangelism Ministry Leader;
 - (2) Evangelism Assistant Leader;
 - (3) A Secretary; and

- (4) Two (2) Elders
- (5) Two (2) Deaconesses.
- (b) **(Regional or Area Evangelism Leader)**
 - (1) A Minister or an Elder shall be appointed as Regional or Area Evangelism Leader. He shall have an Assistant who shall be an Elder.
 - (2) **(Appointment)** The Regional or Area Presbytery, on the recommendation of the Regional Executive Committee, shall appoint a Minister or an Elder to be the Regional Evangelism Leader.
 - (3) **(Functions)**
 - (A) The Regional Evangelism Leader shall be accountable to the Regional or Area Presbytery through the Regional or Area Head for the day-to-day running and oversight of the Ministry in the Region or Area.
 - (B) He shall plan programs for evangelism, discipleship, and Leadership training in the Region/Area and District.
 - (C) He shall chair meetings of the Ministry.
 - (D) He shall be responsible for the formation, sustenance, and growth of the Ministry in the Region or Area in fulfillment of the Great Commission.
 - (E) He shall give bi-annual reports to the National Evangelism Director, the Regional or Area Head and the Regional or Area Presbytery on the state of the Ministry in the Region.
 - (F) He shall perform such other functions as the National Evangelism Director, the Regional or Area Head or the Regional or Area Presbytery shall assign to him from time to time.
- (c) **(Term of Office)** The Regional or Area Evangelism Leader and his Assistant shall hold office for three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

13.6 District Evangelism Executive Committee

- (a) The District Executive Committee shall appoint seven (7) members to serve as the District Evangelism Ministry Executive Committee as follows:
 - (1) District Evangelism Ministry Leader;
 - (2) Evangelism Assistant Leader;
 - (3) Secretary;
 - (4) Two (2) Elders; and
 - (5) Two (2) Deaconesses.
- (b) **(District Evangelism Leader)**
 - (1) An Elder or Deacon shall be appointed as the District Evangelism Leader. He shall have an Assistant.
 - (2) **(Appointment)** The District Presbytery, on the recommendation of the District Executive Committee, shall appoint the District Evangelism Leader and his Assistant.

- (3) **(Functions)**
- (A) He shall supervise the Ministry in the District.
 - (B) He shall communicate all relevant matters with the consent of the District Minister to the Regional Evangelism Leader.
 - (C) He shall supervise both the teaching of the word of God and the lessons in the Ministry syllabus.
 - (D) He shall be responsible for the preparation of programs for the Ministry meetings in consultation with the District Minister.
 - (E) He shall submit bi-annual reports and memorandum to the District Minister and Regional Ministry Leader.
 - (F) He shall plan and oversee the propagation of the Gospel in the District and surrounding areas.
- (4) **(Term of Office)** The District Evangelism Leader and his Assistant shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

13.7 Local Evangelism Leader

- (a) **(Appointment)** There shall be appointed a Local Evangelism Leader and an Assistant by the Local Presbytery.
- (b) **(Functions)**
- (1) He shall supervise the Evangelism Ministry in the Local Assembly.
 - (2) He shall communicate all relevant matters to the District Leader with the consent of the Presiding Elder.
 - (3) He shall supervise both the teaching of the word of God and the lessons in the Ministry syllabus.
 - (4) He shall be responsible for the preparation of programs for the Ministry in consultation with the Presiding Elder.
 - (5) He shall submit bi-annual reports and memorandum to the District Minister and Regional Ministry Leader.
 - (6) He shall plan and oversee the propagation of the Gospel in the local area.
- (c) **(Term of Office)** The Local Evangelism Leader and his Assistant shall hold office for two (2) years and may be re-elected for further terms provided that they do not stay in office for more than two (2) consecutive terms at a time.
- (d) **(Finance)** Freewill offerings shall be taken at meetings.

14 PENTECOST YOUTH, STUDENTS & ASSOCIATES MINISTRY

14.1 General

There shall be established a Pentecost Youth, Students & Associates Ministry, also known as Pentecost Youth and PENZA Ministry limited to those aged between 13 and 35 years.

14.2 Membership

- (a) The Pentecost Students and Associates (PENSA): This Ministry shall comprise students in Colleges, other Tertiary Institutions and alumni of High Schools, Colleges and other Tertiary Institutions referred to as Associates.
- (b) Youth (Teenage Ministry): This Ministry shall operate in the Local Assemblies. Membership of this Ministry shall be limited to those aged 13 through 18.

14.3 Functions

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

14.4 National Pentecost Youth/PENZA

- (a) **(Executive)** There shall be a seven (7) member Executive Committee to oversee the activities of the Pentecost Youth and PENZA Ministry. The National Council, on the recommendation of the National Executive Council, shall approve the following to serve on the committee:
 - (1) a Minister, who shall be the Leader;
 - (2) an Assistant Leader;
 - (3) Secretary; and
 - (4) four (4) other members.
- (b) **(Functions of the National Youth/PENZA Leader)** The functions of the National Youth/PENZA Leader are as follows:
 - (1) chair Pentecost Youth/PENZA Ministry Executive Committee meetings;
 - (2) prepare and carry out the Ministry's programs and implement decisions of the National Council and the Pentecost Youth/PENZA Ministry Executive Committee;
 - (3) responsible for the day- to- day administration of the Youth/PENZA Ministry;
 - (4) plan programs for evangelism to meet the needs of the Youth/PENZA;

- (5) prepare the agenda for the Pentecost Youth/PENSA Ministry Executive Committee meetings and shall arrange to make them available to members;
 - (6) direct the affairs during Pentecost Youth/PENSA Ministry leadership meetings and other related activities of the Ministry;
 - (7) provide study material for the Ministry;
 - (8) perform such other functions and duties as may be directed by the Youth/PENSA Ministry Executive Committee or the National Head;
 - (9) he shall be responsible to the National Head of The Church;
 - (10) liaise with other Youth bodies in the para-churches and other Christian organizations; and
 - (11) present annual report on the state of the Ministry to the National Council.
 - (12) perform such other functions as the National Executive Council, the National Council and the National Youth/PENSA Executive Committee may assign to him from time to time.
- (c) **(Functions of the Assistant National Youth/PENSA Leader)** The functions of the Assistant National Youth/PENSA Leader are as follows:
- (1) deputize for the Youth/PENSA Leader in his absence;
 - (2) assist the Youth/PENSA Leader in his duties except for exclusive ministerial functions; and
 - (3) perform such other functions as may be assigned by the Youth/PENSA Leader or the Executive Committee of the Pentecost Youth/PENSA Ministry.
- (d) **(Term of Office)** The National Youth/PENSA Leader, the Assistant National Youth/PENSA Leaders and all other members of the Executive Committee shall hold office for three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

14.5 Regional or Area Youth/PENSA Executive Committee

- (a) **(Executive)** The Regional or Area Presbytery shall appoint seven (7) members on the recommendation of the Regional or Area Executive Committee to serve as the Regional or Area Youth/PENSA Ministry Executive Committee as follows:
- (1) a Minister as Regional or Area Youth/PENSA Ministry Leader;
 - (2) an Assistant Regional or Area Youth/PENSA Ministry Leader;
 - (3) Secretary; and
 - (4) four (4) other members.
- (b) **(Regional or Area Youth/PENSA Leader)** A Minister shall be appointed as Regional Youth/PENSA Leader. He shall have a Presbyter as an Assistant.
- (c) **(Appointment)** The Regional or Area Presbytery, on the recommendation of the Regional or Area Executive Committee, shall appoint the Regional Youth/PENSA Leader and his Assistant.
- (d) **(Functions)** The functions of the National Youth/PENSA Leader are as follows:

- (1) the Regional or Area Youth/PENSA Leader shall be accountable to the Regional or Area Presbytery through the Regional or Area Head for the day-to-day administration and oversight of the Youth/PENSA Ministry in the Region or Area;
- (2) plan programs for evangelism, discipleship, and leadership training in schools and colleges;
- (3) chair meetings of the Ministry;
- (4) be responsible for the formation, sustenance, and growth of the Youth, Students and Associates Ministry in the Region for the fulfillment of the Great Commission;
- (5) deliver bi-annual reports to the National Youth/PENSA Leader and the Regional or Area Presbytery on the state of the Ministry in the Region or Area; and
- (6) perform such other functions as the National Youth/PENSA Leader and the Regional or Area Presbytery shall assign to him from time to time. they do not stay in office for more than two (2) consecutive terms at a time.

14.6 District Youth/PENSA Executive Committee

- (a) **(Executive)** The District Executive Committee shall appoint seven (7) members to serve as the District YOUTH/PENSA Ministry Executive Committee as follows:
 - (1) District Youth/PENSA Ministry Leader;
 - (2) District Youth/PENSA Ministry Assistant Leader;
 - (3) a Secretary; and
 - (4) four (4) other members.
- (b) **((District Youth/PENSA Leader)** A Presbyter/member shall be appointed as the District Youth/PENSA Leader. He shall have an Assistant.
- (c) **(Appointment)** The District Presbytery on the recommendation of the District Executive Committee shall appoint the District Youth/PENSA Leader and his Assistant.
- (d) **(Functions of the Regional/Area Youth/PENSA Leader)** The District Youth/PENSA Leader shall:
 - (1) supervise the Youth/PENSA Ministry in the District.
 - (2) communicate all relevant matters with the consent of the District Minister to the Regional or Area Youth/PENSA Leader
 - (3) supervise both the teaching of the word of God and the lessons in the Youth/PENSA Ministry syllabus; and
 - (4) be responsible for the preparation of programs for the Youth/PENSA Ministry meetings in consultation with the District Minister; and
 - (5) deliver bi-annual reports and memoranda to the District Presbytery.
- (e) **(Functions of the Assistant Regional Youth/PENSA Leader)** The District Youth/PENSA Assistant Leader shall:
 - (1) deputize for the District Youth/PENSA Youth/PENSA Leader in his absence;

- (2) assist the District Youth/PENSA Leader in his duties except for exclusive ministerial functions; and
 - (3) perform such other functions as may be assigned by the District Youth/PENSA Leader or the District Executive Committee of the Pentecost Youth/PENSA Ministry.
- (f) **(Term of Office)** The District Youth/PENSA Leader and the Assistant shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

14.7 Local Youth/PENSA Leader

- (a) There shall be appointed a Local Youth/PENSA Leader who shall have an Assistant.
- (b) **(Appointment)** The Local Presbytery shall appoint the Local Youth/PENSA Leader and the Assistant.
- (c) **(Functions of the Regional/Area Youth/PENSA Leader)** The Local Youth/PENSA Leader shall:
 - (1) be in charge of the Youth/PENSA Ministry at the Local level;
 - (2) communicate all relevant matters with the consent of the Presiding Elder to the District Leader;
 - (3) supervise both the teaching of the word of God and the lessons in the Youth/PENSA Ministry syllabus; and
 - (4) be responsible for the preparation of programs for the Youth/PENSA Ministry meetings in consultation with the Presiding Elder and District Minister.
- (d) **(Functions of the Assistant Local Youth/PENSA Leader)** The Local Youth/PENSA Assistant Leader shall:
 - (1) deputize for the Local Youth/PENSA Youth/PENSA Leader in his absence;
 - (2) assist the Local Youth/PENSA Leader in his duties; and
 - (3) perform such other functions as may be assigned by the Local Youth/PENSA Leader.
- (e) **(Term of Office)** The Local Youth/PENSA Leader and his Assistant shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.
- (f) **(Finance)** Free-will offerings shall be taken at Youth/PENSA meetings.

15 PENTECOST MEN'S MINISTRY (PEMEM)

15.1 General

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

15.2 Functions

- (a) To organize seminars, workshops, lectures, and symposia on all aspects of life including the following:
 - (1) marriage enrichment;
 - (2) husband's responsibilities at home.
 - (3) childcare and education;
 - (4) business management and techniques;
 - (5) Leadership and responsibility in The Church and the State;
 - (6) current affairs at both National and International levels;
 - (7) the teaching of basic principles of domestic law, e.g. the drafting of Wills and agreements for the purchasing of real and personal properties; and
 - (8) the history of The Church.
- (b) To carry out evangelism, via preaching, witnessing, and winning souls for the Lord.
- (c) To train men to be responsible in The Church and in the society at large.
- (d) To develop men's talents and self-esteem in order to enhance their social, physical, spiritual, and intellectual status.

15.3 Meetings

Meetings shall be held at least once a month.

15.4 National PEMEM Executive Committee

- (a) **(Executive)** There shall be a seven (7) member Executive Committee to oversee the activities of the Men's Ministry. The National Council, on the recommendation of the National Executive Council, shall approve the following to serve on the Committee:
 - (1) A PEMEM National Leader who shall be a Minister;
 - (2) an Assistant National PEMEM Leader who shall be an Elder of good repute; and
 - (3) five (5) other members.
- (b) **(Functions of the National PEMEM Leader)** The National PEMEM Leader shall:
 - (1) be responsible for the day-to-day administration of the Ministry;
 - (2) chair the men's Ministry Executive Committee meetings.
 - (3) submit the men's Ministry general reports to the National Council;
 - (4) assign to the Assistant PEMEM Leader such duties as he deems necessary;
 - (5) be accountable to the National Head;
 - (6) be responsible for the preparation of PEMEM syllabus; and

- (7) present annual report on the state of the Ministry to the National Council.
- (c) **(Functions of the Assistant National PEMEM Leader)** The Assistant National PEMEM Leader shall:
- (1) assist the National Leader in the supervision of the Men's Ministry;
 - (2) deputize for the Leader at meetings and other such functions when he is absent; and
 - (3) perform such functions as shall be assigned to him by the Leader or the PEMEM Executive Committee.
- (d) **(Term of Office)** The term of office of the National PEMEM Leader, the Assistant National PEMEM Leader and all other Executive members shall be three (3) years and may be reelected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

15.5 Regional or Area PEMEM Executive Committee

- (a) **(Executive)** The Regional or Area Presbytery shall appoint seven (7) members on the recommendation of the Regional or Area Executive Committee to serve as the Regional or Area PEMEM Executive Committee as follows:
- (1) A Minister or an Elder as Regional or Area PEMEM Ministry Leader;
 - (2) an Assistant Regional or Area PEMEM Leader who shall be an Elder;
 - (3) Secretary; and
 - (4) four (4) other members.
- (b) **(Appointment)** The Regional or Area Presbytery, on the recommendation of the Regional or Area Executive Committee, shall appoint the Regional PEMEM Leader and his Assistant.
- (c) **(Functions of the Regional or Area PEMEM Leader)** The Regional or Area PEMEM Leader shall:
- (1) general supervision of the Ministry in the Region or Area;
 - (2) work in consultation with the Regional or Area Head and report to the Regional or Area Presbytery; and
 - (3) perform such functions as shall be assigned to him by the National Leader or the PEMEM Executive Committee. be accountable to the National Head.
- (d) **(Functions of the Assistant Regional or Area PEMEM Leader)** The Regional or Area PEMEM Assistant Leader shall:
- (1) assist the Regional or Area PEMEM Leader in the supervision of the Men's Ministry;
 - (2) deputize for the Leader at meetings and other such functions when he is absent; and
 - (3) perform such functions as shall be assigned to him by the Leader or the Regional or Area PEMEM Executive Committee.
- (e) **(Term of Office)** The term of office for the Regional or Area PEMEM Leader and his Assistant shall be three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

15.6 District PEMEM Executive Committee

- (a) **(Executive)** The District Executive Committee shall appoint seven (7) members to serve as the District PEMEM Executive Committee as follows:
- (1) District PEMEM Ministry Leader;
 - (2) District PEMEM Assistant Leader;
 - (3) Secretary; and
 - (4) four (4) other members.
- (b) **(District PEMEM Ministry Leader)** An Elder shall be appointed as District PEMEM Leader. He shall have an Assistant.
- (c) **(Appointment)** The District Presbytery, on the recommendation of the District Executive Committee, shall appoint the District Leader and his Assistant.
- (d) **(Functions of the District PEMEM Leader)** The District PEMEM Leader shall:
- (1) be accountable to the District Minister;
 - (2) supervise the work of the Ministry in the District;
 - (3) report to the District Presbytery; and
 - (4) supervise both the teaching of the word of God and lessons in the PEMEM syllabus.
 - (5)
- (e) **(Functions of the Assistant District PEMEM Leader)** The District PEMEM Assistant Leader shall:
- (1) assist the District PEMEM Leader in the supervision of the Men's Ministry;
 - (2) deputize for the Leader at meetings and other such functions when he is absent; and
 - (3) perform such functions as shall be assigned to him by the Leader or the District Executive Committee.
- (f) **(Term of Office)** The term of office shall be two (2) years and may be reelected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

15.7 Local PEMEM Leader

- (a) **(Appointment)** The Local Presbytery shall appoint the Local PEMEM Leader and his Assistant.
- (b) **(Functions of the Local PEMEM Leader)** The Local PEMEM Leader shall:
- (1) cooperate with the Local Presbytery and with the District Minister in the discharge of his duties;
 - (2) be in charge of Local meetings;
 - (3) supervise both the teaching of the word of God and lessons in the PEMEM syllabus; and
 - (4) be responsible for all PEMEM activities in the Local Assembly.

- (c) **(Term of Office)** The term of office shall be two (2) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.
- (d) **(Finance)** Freewill offerings shall be taken at meetings.

16 WOMEN'S MINISTRY

16.1 General

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

16.2 Functions of the Women's Ministry

- (a) To pray for the growth of The Church.
- (b) To organize seminars, workshops, lectures, and symposia on all aspects of life including:
 - (1) marriage enrichment;
 - (2) wives' responsibilities at the home;
 - (3) child welfare, care and education;
 - (4) business management and techniques; and
 - (5) basic principles of law, relating to the family, e.g. succession, marriage, etc.
- (c) To promote the welfare of widows, orphans, the needy, etc.
- (d) To carry out evangelism, via preaching, witnessing, and winning souls for the Lord.
- (e) To train and empower women to be responsible married women in The Church and in the society at large.
- (f) To develop Women's talents and womanhood in order to enhance their social, physical, spiritual, and intellectual status.

16.3 National Women's Executive Committee

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

- (a) National Women's Leader, who shall be a Deaconess;
- (b) Assistant Leader, who shall be a Deaconess;
- (c) Secretary, who shall be a Deaconess;
- (d) Two (2) Minister's wives; and
- (e) Two (2) other Deaconesses.

16.4 National Women's Leader

- (a) The National Executive Council shall appoint a Deaconess of good repute to be the Leader of the Women's Ministry for ratification by the National Council.
- (b) **(Functions)** The Women's Leader shall:
- (c) be the Chairperson of the Ministry.
 - (1) have general supervision of the Ministry.
 - (2) prepare and carry out the Ministry's programs and implement decisions of the National Council, the National Executive Council and the Ministry's Executive Committee
 - (3) be responsible for the day-to-day administration of the Ministry.
 - (4) prepare agenda for the Women's Ministry meeting and arrange to make them available to the members.
 - (5) chair the Women's Executive Committee meetings.
 - (6) submit the Women's Ministry reports to the National Council.
 - (7) provide study materials for the Ministry.
 - (8) perform such other functions and duties as may be directed by the Ministry's Executive Committee or the National Head.
 - (9) be responsible to the National Head of The Church for the effective administration of the Ministry.
 - (10) liaise with other Women's groups in the para-churches and other Christian organizations.
 - (11) direct affairs during Leadership meetings and other related activities of the Ministry.
 - (12) present annual report of the state of the Ministry to the National Executive Council.

16.5 Assistant National Women's Leader

- (a) The Assistant National Women's Leader shall be appointed by the National Executive Council for ratification by the National Council.
- (b) **(Functions)** The Assistant Women's Leader shall:
 - (1) deputize for the National Leader in her absence;
 - (2) assist the Women's Leader in her functions; and
 - (3) perform such duties as may be assigned by the Women's Leader or the Executive Committee of the Ministry.

16.6 Term of Office

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

16.7 Regional or Area Women's Executive Committee

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

- (a) the Regional or Area Leader;
- (b) the Assistant Leader;
- (c) two (2) Ministers wives, one (1) of whom should be the Regional Minister's wives;
- (d) the Secretary;
- (e) the Treasurer; and
- (f) one (1) other representative.

16.8 Regional or Area Women's Leader

- (a) A Deaconess of good repute shall be appointed as Regional or Area Women's Leader, and another Deaconess shall assist her.
- (b) **(Appointment)** The Regional or Area Presbytery, on the recommendation of the Regional or Area Executive Committee, shall appoint a Regional or Area Women's Leader and her Assistant.
- (c) **(Functions)**
 - (1) To exercise supervision of the Ministry in the Region or Area.
 - (2) She shall work in consultation with the Regional or Area Head and report to the Regional or Area Presbytery.
- (d) **(Term of Office)** The term of office of the Regional Women's Leader and all other members of the Regional Women's Ministry Executive Committee shall be three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

16.9 District Women's Executive Committee

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

- (a) District Women's Ministry Leader;
- (b) Women's Assistant Leader;
- (c) District Minister's wife;
- (d) Secretary;
- (e) Treasurer; and
- (f) Two (2) other representatives.

16.10 District Women's Leader

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

- (b) **(Appointment)** The District Presbytery, on the recommendation of the District Executive Committee, shall appoint the District Women's Leader and her Assistant.
- (c) **(Functions)** The District Women's Leader shall:
 - (1) supervise the Women's Ministry in the District; and
 - (2) communicate all relevant matters with the consent of the District Minister to the Regional Leader;
 - (3) supervise both the teaching of the word of God and lessons in the Women's Ministry syllabus; and
 - (4) be responsible for the preparation of programs for Women's Ministry meetings in consultation with the District Minister
- (d) **(Term of Office)** The term of office shall be two (2) years and may be re-elected for further terms provided she does not stay in office for more than two (2) consecutive terms at a time.

16.11 Local Women's Leader

- (a) A Deaconess of good repute shall be appointed as Local Women's Leader. She shall have an Assistant.
- (b) **(Appointment)** The Local Presbytery, on the recommendation of the District Executive Committee, shall appoint the Local Women's Leader and her Assistant.
- (c) **(Functions)** The Local Women's Leader shall:
 - (1) supervise the Women's Ministry at the Local level; and
 - (2) communicate all relevant matters with the consent of the Presiding Elder;
 - (3) supervise both the teaching of the word of God and lessons in the Women's Ministry syllabus; and
 - (4) be responsible for the preparation of programs for Women's Ministry meetings in consultation with the Presiding Elder.
- (d) **(Term of Office)** The term of office shall be two (2) years and may be re-elected for further terms provided she does not stay in office for more than two (2) consecutive terms at a time.

16.12 Finance

Freewill offerings shall be taken at meetings.

17 CHILDREN'S MINISTRY

17.1 General

There shall be a Children's Ministry made up of all children (under 13 years) in The Church.

17.2 Functions

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

17.3 The National Children's Ministry Executive Committee

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

- (a) the National Leader;
- (b) the Assistant National Leader;
- (c) a Secretary; and
- (d) Four (4) other members.

17.4 National Children's Leader

- (a) **(General)** The National Executive Council shall appoint a Minister as Leader of the Children's Ministry to be ratified by the National Council.
- (b) **(Functions)** The National Children's Leader shall:
 - (1) be Chairperson of the Ministry;
 - (2) chair Executive Committee meetings (In his absence, the Assistant Leader shall preside);
 - (3) be accountable to the National Head;
 - (4) have general supervision of all the activities of the Ministry;
 - (5) plan such activities as shall help the children to grow and sustain their interest in the Ministry;
 - (6) plan and execute such training schemes as will equip the teachers for the spiritual upbringing of the children;
 - (7) be responsible for the preparation of the Ministry's syllabus;
 - (8) arrange rallies from time to time; and
 - (9) present reports and memoranda on the state of the Ministry to the National Council.

17.5 Assistant National Children's Leader

- (a) **(General)** The National Executive Council shall appoint a Presbyter as Assistant Leader of the Children's Ministry to be ratified by the National Council.
- (b) **(Functions)** The Assistant National Children's Leader:
 - (1) shall deputize for the Leader of the Children's Ministry as and when necessary;
 - (2) shall assist the Leader in the discharge of his functions; and

- (3) shall perform such other functions as may be assigned by the Leader or the Executive Committee of the Ministry.
- (c) **(Term of Office)** The Leader and the Assistant of the Children's Ministry and all other Officers shall hold office for three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

17.6 Regional or Area Children's Executive Committee

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

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

17.7 Regional or Area Children's Leader

- (a) **(General)** A Minister or a Presbyter shall be appointed as Regional or Area children's Ministry Leader. He or she shall have an Assistant.
- (b) **(Appointment)** The Regional or Area Presbytery, on the recommendation of the Regional or Area Executive Committee, shall appoint the Regional or Area children's Ministry Leader and the Assistant.
- (c) **(Functions)** The Regional or Area Children's Leader shall:
 - (1) have general supervision of the Ministry in the Region or Area;
 - (2) work in cooperation with the District and Local teachers; and
 - (3) chair all Regional or Area rallies.
- (d) **(Term of Office)** The Regional or Area children's Leader and his or her Assistant shall hold office for three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

17.8 District Children's Executive Committee

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

- (a) District Children's Ministry Leader;
- (b) Children's Assistant Leader;
- (c) Secretary; and
- (d) four (4) other members.

17.9 District Children's Leader

- (a) **(General)** A Presbyter shall be appointed as District Children's Ministry Leader and shall have an Assistant.

- (b) **(Appointment)** The District Presbytery, on the recommendation of the District Executive Committee, shall appoint the District children's Ministry Leader and Assistant.
- (c) **(Functions)**
 - (1) To supervise the activities of the Ministry in the District.
 - (2) To chair all meetings of the Children's Ministry in the District.
 - (3) To communicate regularly with the Regional or Area and Local Leaders in consultation with the District Minister.
 - (4) To coordinate the activities of the Ministry in the District.
 - (5) To perform such duties as the Regional or Area Leader shall assign him/her in the District with the consent of the District Minister.
- (d) **(Term of Office)** The District Executive Committee members shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

17.10 Local Children's Leader

- (a) **(General)** A Presbyter or a member with keen interest in children's work shall be appointed the Local Leader of the Ministry. The Leader shall have an Assistant.
- (b) **(Appointment)** The District Minister and the Local Presbytery shall appoint the Local Leader and his Assistant.
- (c) **(Functions)**
 - (1) To cooperate with the Local Presbytery and the Minister in the discharge of his/her functions.
 - (2) To carry out such functions as may be assigned to him or her by the District Minister and the District Leader.
- (d) **(Term of Office)** The Leader and Assistant shall hold office for two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

17.11 Finance

Freewill offerings shall be taken at meetings

18 UNPAID OFFICERS

There shall be unpaid Officers of The Church.

18.1 National Deacon

- (a) **(General)** The National Council shall appoint an Elder of good repute and integrity who is knowledgeable in Accounting and Finance to be the National Deacon.
- (b) **(Function)** The National Deacon shall:
 - (1) be responsible for the mobilization of the finances of The Church;

- (2) liaise with Regional or Area Deacons to ensure that financial returns reach the National office promptly;
 - (3) work in close consultation with the National Head in order to maintain effective harmony in both spiritual and material administration of The Church;
 - (4) from time to time organize seminars for Regional or Area Deacons and District Financial Secretaries;
 - (5) be accountable to the National Head and National Council;
 - (6) present annual financial reports to the National Council and the National Finance Board;
 - (7) chair meetings of the National Finance Board;
 - (8) assist in the preparation of annual budgets, financial policies, and manuals of The Church;
 - (9) ensure the implementation of financial policies of The Church at all levels;
 - (10) be an ex-officio member of every Regional or Area and District Finance Committee in the Church;
 - (11) have access to payment vouchers and endorse them;
 - (12) be a signatory to the bank accounts of the National Office;
 - (13) be involved in financial decisions whenever he is available, or shall be briefed on any such decision when he returns; and
 - (14) perform any such duties as may be assigned to him by the National Head or the National Executive Council.
- (c) **(Elections and appointment)**
- (1) One (1) qualified Elder shall be nominated by the National Executive Council to be voted on by the National Council. The nominated candidate shall be elected by two-thirds (2/3) majority votes.
 - (2) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the National Council, the National Executive Council shall nominate a second candidate for ratification by two-thirds majority votes.
 - (3) If the second candidate presented by the National Executive Council also fails to obtain the two-thirds (2/3) majority votes, then the two (2) candidates shall be presented again to the National Council for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of votes of members of the Executive Council. However if any of the candidates is an Executive Council member that person shall be precluded from such vote.
- (d) **(Term of Office)** He shall hold office for four (4) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.
- (e) **(Absence, incapacitation or death)**
- (1) During the absence or incapacitation of the National Deacon, the National Executive Council shall appoint an acting National Deacon to act for a period not exceeding one (1) year.

- (2) In case of death, the National Executive Council shall appoint a National Deacon within a reasonable period of time.
- (f) **(Disciplinary Action)** In the event that the National Deacon is alleged to have abused his office, it shall be the duty of the National Executive Council to interdict him and appoint an independent body within The Church to investigate the matter according to the Constitution and the principles of The Church. The body appointed shall report to the National Executive Council within three (3) months. If the National Deacon is found guilty and the seriousness of the offence so requires, the National Executive Council shall give him a writ- ten notice of his removal from office forthwith. During the period of in- terdiction, an acting National Deacon shall be appointed.
- (g) **(Appeal)** The National Deacon shall have the right to appeal to the National Council within one (1) month of the removal notice. The decision of the National Council shall be final.

18.2 Regional or Area Deacon

- (a) **(General)** The Regional or Area Presbytery shall appoint an Elder of good repute and integrity who is knowledgeable in accounting and finance to be the Regional or Area Deacon.
- (b) **(Function)** The Regional or Area Deacon shall:
 - (1) be responsible for the finances of The Church at the Regional or Area, District and Local levels.
 - (2) be responsible for the submission of tithes and other funds of The Church to the National Office.
 - (3) be responsible to the Regional or Area Head and the Regional or Area Presbytery.
 - (4) work in close consultation with the Regional or Area Head in order to maintain effective harmony in both spiritual and material administration of The Church.
 - (5) prepare annual financial reports for the Regional or Area Presbytery and the National Finance Board.
 - (6) chair meetings of the Regional or Area Finance Committee.
 - (7) be an ex-officio member of every District and Local Finance Committee within the Region or Area.
 - (8) perform such duties as are assigned to him by the Regional or Area Head or the Regional or Area Executive Committee.
- (c) **(Elections and appointment)**
 - (1) One (1) qualified Elder shall be nominated by the Regional or Area Executive Committee to be voted upon by the Regional or Area Presbytery. The candidate so nominated shall be elected by two-thirds (2/3) majority votes.
 - (2) If the candidate so presented fails to obtain the required two-thirds (2/3) majority votes from the Regional or Area Presbytery, the Executive Committee shall nominate a second candidate for ratification by two- thirds (2/3) majority votes. c) If the second candidate presented by the Executive Committee also fails to obtain the two-thirds (2/3) majority votes, then the two (2) candidates shall be presented again to the Regional or Area Presbytery for election on

simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.

- (d) **(Term of Office)** He shall hold office for three (3) years and may be re-elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.
- (e) **(Absence, incapacitation or death)**
 - (1) During the absence or incapacitation of the Regional or Area Deacon, the Regional or Area Executive Council shall appoint an acting Regional or Area Deacon to act for a period not exceeding one (1) year.
 - (2) In case of death, the Regional or Area Executive Council shall appoint a Regional or Area Deacon within a reasonable period of time.
- (f) **(Disciplinary Action)** In the event that the Regional or Area Deacon is alleged to have abused his office, it shall be the duty of the Regional or Area Executive Council to interdict him and appoint an independent body within The Church to investigate the matter according to the Constitution and the principles of The Church. The body appointed shall report to the Regional or Area Executive Council within three (3) months. If the Regional or Area Deacon is found guilty and the seriousness of the offence so requires, the Regional or Area Executive Council shall give him a written notice of his removal from office forthwith. During the period of interdiction, an acting Regional or Area Deacon shall be appointed.
- (g) **(Appeal)** The Regional or Area Deacon shall have the right to appeal to the Regional or Area Executive Council within one (1) month of the removal notice. The decision of the Regional or Area Executive Council shall be final.

18.3 District and Local Financial Secretaries

- (a) **(General)** There shall be District and Local financial Secretaries appointed by the District and Local Presbyteries who shall be an officer or member of good repute and integrity.
- (b) **(Functions):** The District or Local Financial Secretary (as applicable) shall:
 - (1) be responsible to the District/Local Presbytery and District Pastor/Presiding Elder;
 - (2) see to it that all tithes and designated offerings from the District/Local Assembly are paid to the National/District office in good time;
 - (3) keep all books of accounts up to date and ensure that all cash/cheques are banked intact and in good time;
 - (4) ensure that bank statements are obtained from the bank and bank reconciliation is prepared monthly;
 - (5) ensure that all payments are authorised and properly audited;
 - (6) ensure that Annual District/Local Budgets are prepared in good time for approval by the District/Local Presbytery;
 - (7) ensure that financial policies of The Church are implemented; and
 - (8) perform such other functions as from time to time assigned by the District Pastor/Presiding Elder or District/Local Presbytery.
- (c) **(Appointment)**

- (1) The District Presbytery, on the recommendation of the District Executive Committee, shall appoint the District Financial Secretary.
 - (2) The Presiding Elder in consultation with the District Pastor shall nominate a qualified person to be voted upon by the Local Presbytery as the Local Financial Secretary.
 - (3) Nominated candidates for the Local Financial Secretary shall be elected by two-thirds (2/3) majority of members of the Local Presbytery present and voting.
- (d) **(Term of Office)**. Each Financial Secretary shall hold office for three (3) years and may be reviewed for further term provided they do not stay in office for more than two (2) consecutive terms at a time.

18.4 Elders

- (a) **(General)** There shall be Elders of The Church ordained by an Apostle or a Prophet.
- (b) **(Qualification)** He must:
 - (1) be born again and be baptized in the Holy Spirit;
 - (2) qualify in terms of 1 Timothy 3: 1-7 and Titus 1: 6-8;
 - (3) possess a fair amount of formal education;
 - (4) possess a clear audible voice;
 - (5) be willing to learn;
 - (6) be a mature person of sound body and mind; and
 - (7) be recommended by the District Minister in consultation with the District and Local Presbytery for approval by the Regional or Area Head.
- (c) **(Interviews)** Persons proposed to the office of an Elder shall be interviewed at the Local, District and Regional levels.
- (d) **(Functions)** The Elder shall:
 - (1) be responsible for the effective running of the Local Assembly;
 - (2) administer the Lord's Supper;
 - (3) conduct funerals in the absence of the Minister;
 - (4) teach sound biblical doctrine;
 - (5) conduct the naming of children;
 - (6) keep the register of names, residential addresses and telephone numbers of members of The Church;
 - (7) acquire property for The Church in the name of the Corporate Trustees; and
 - (8) act in the absence of the District Minister.
 - (9) perform any other functions as may be assigned by the District Minister.

18.5 Presiding Elder

- (a) **(Appointment)**
- (1) The District Minister shall present One (1) Elder to be voted upon by the Local Presbytery to preside over a Local Assembly and the Local Presbytery in the absence of a Minister. Where not applicable, the District Minister in consultation with the District Executive Committee shall transfer an Elder to preside at a Local Assembly.
 - (2) If the candidate so presented fails to obtain the required two-third majority votes from the Local Presbytery, the District Minister shall nominate a second candidate for ratification by two-thirds (2/3) majority votes.
 - (3) If the second candidate also fails to obtain the required two-thirds majority votes from the Local Presbytery, then the two (2) candidates shall be presented again to the Local Presbytery for election on simple majority basis. Where there is a tie, it shall be resolved by the casting of lots.
- (b) **(Term of Office)** The term of office of a Presiding Elder shall be two (2) years and may be re- elected for further terms provided he does not stay in office for more than two (2) consecutive terms at a time.

18.6 Deacons and Deaconesses

- (a) **(General)** These are ordained brothers and sisters called to serve the Local Assembly and The Church in general.
- (b) **(Qualification)** They must:
- (1) be born again and be baptized in the Holy Spirit.
 - (2) qualify as laid down in 1Timothy 3: 1-7 and Titus 1: 6-8.
 - (3) possess a fair amount of formal education.
 - (4) possess a clear audible voice. e) be willing to learn.
 - (5) be mature persons of sound body and mind.
- (c) **(Appointment)** The Local Presbytery in consultation with the District Minister must recommend brothers and sisters of good repute to be called to the office of Deacons or Deaconesses. Brothers and sisters proposed to the offices of Deacons and Deaconess shall be interviewed at the Local, District and Regional or Area levels.
- (d) **(Functions)** They shall be in charge of the material things of the Local Assembly, namely:
- (1) Offering
 - (2) Visitation
 - (3) Cleaning of The Church premises
 - (4) Communion set-up
 - (5) Ushering.
 - (6) They shall perform any other functions assigned by the Presiding Elder or the District Minister.

18.7 Revocation of the offices of Elder, Deacon and Deaconess

- (a) The office of an Elder, Deacon, or Deaconess shall be revoked by the appointing bodies on these grounds:
- (1) neglect of duties for a period of more than three (3) months;
 - (2) non-payment of, and unfaithfulness in tithes, when employed;
 - (3) lack of active involvement in church activities (retreats, conventions, meetings etc.) for a period of three (3) months;
 - (4) failure to attend the Lord's Supper for a period of three (3) months;
 - (5) other misconducts.
- (b) An Elder, Deacon, or Deaconess who falls in ANY of the above-mentioned category for a period of three (3) months shall be preliminarily served with a written warning by the District Minister in consultation with the Regional or Area Head. If after the written warning, such an Officer fails to reform for the ensuing three (3) months, the said revocation shall be effected by the District Minister and District Executive Committee in consultation with the Regional or Area Head and Regional or Area Executive Committee. However in any eventuality, any Officer seeking redress may do so under the provision of Article 19, Section 19.8.

18.8 Retirement of Unpaid Officers

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

19 MEMBERSHIP

19.1 General

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

19.2 Qualification

The following conditions shall be fully met before the right hand of fellowship (Ref. Article 19, Section 19.5) is extended within a reasonable time of conversion but not exceeding three (3) months:

- (a) personal faith in the Lord Jesus Christ as their Lord and Savior, and a desire to obey the requirements laid down in Acts 2:36-47;
- (b) baptism by immersion;
- (c) financial support of The Church by tithes and freewill offerings;
- (d) regular attendance at the activities of The Church;
- (e) a lifestyle that is consistent with the Bible and practices of The Church;
- (f) voluntary submission to the spiritual oversight of The Church;
- (g) agreement with the tenets of The Church as stated under Article Three (3).

- (h) All members should have a baptismal certificate and be an active member on the local Membership list.

19.3 Adult Members

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

19.4 Children Members

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

19.5 Right Hand of Fellowship

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

19.6 Acceptance of Membership from Other Denomination

A person may be received into membership of The Church from another denomination with similar beliefs and doctrine if he/she produces a baptismal certificate or a satisfactory identity. He or she shall formally be accorded into full membership through the extension of the Right Hand of Fellowship (Ref. Article 19, Section 19.5).

19.7 Inactive Members

Any member who has been absent from The Church for a period of 6 months, (3 months for Officers) without showing any interest therein by communication with The Church or contribution to its support may be declared inactive by The Church. Persons on the inactive role shall not be counted as members and shall have no rights of membership, but may be restored to active status by the extension of Right Hand of Fellowship by The Church (Ref. Article 19, Section 19.5).

19.8 Redress of Grievances

- (a) It shall be binding on any member of The Church the procedure for redress as laid down in this Constitution.
- (b) No aggrieved member of The Church shall institute an action in any court of law or forum against The Church without first seeking redress as follows:
 - (1) the member shall seek redress with the Local Presbytery through the Presiding Elder in his or her Assembly;
 - (2) if the member is not satisfied with the outcome of meeting with the Local Presbytery, the Member shall seek redress with the District Executive Committee through the District Minister;

- (3) if not satisfied with the outcome of meeting with the District Executive Committee, the aggrieved member shall next seek redress with the Regional or Area Executive Committee through the Regional or Area Head;
 - (4) if the aggrieved member is not satisfied with the outcome of his/her meeting with the Regional or Area Executive Committee, the aggrieved member shall next seek redress with the National Executive Council through the National Head; and
 - (5) if the aggrieved member is not satisfied with the outcome of his/her meeting with the National Executive Council, the aggrieved member shall next seek redress with the National Council through the National Secretary.
- (c) The National Council shall appoint a Committee to handle such a case and the Committee shall make recommendations to the National Council. The Committee's recommendation shall be voted on by the National Council based on majority voting.
 - (d) Only and only if the aggrieved member still believes that the grievances have not been redressed through the above procedures shall the member pursue any other cause of action or redress.

20 DISCIPLINE OF MEMBERS

20.1 Discipline of Members

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

- (a) habitual visits to questionable places (including brothels);
- (b) falls into open sin (including adultery and fornication);
- (c) embraces or spreads false doctrine;
- (d) divorces wife or husband;
- (e) a member who marries more than one (1) wife or husband (as applicable);
- (f) a member who marries a married man or woman (as applicable); and
- (g) disobedience and disrespect to the Church authority at any level; and
- (h) practices of immorality.

20.2 Sanctions

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

- (a) may be publicly rebuked;
- (b) may be suspended from taking active part in all Church programs and activities;
- (c) shall not partake of the Lord's Supper;
- (d) shall not minister or evangelize on the platform of The Church, etc;
- (e) may be removed from office (including any Ministry/Committee Leadership position);

- (f) may have his office (Elder, Deacon or Deaconess) revoked by the appointing authority; and
- (g) in extreme cases, an offending member or Officer may be excommunicated from The Church by the National Executive Council on the recommendation of the Regional or Area Head and the Regional or Area Executive Committee.

20.3 Rights to Appeal/Review Appeal

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

20.4 Review

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

20.5 Reinstatement

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

21 BOARDS AND COMMITTEES

21.1 National Missions Board

- (a) **(Membership)** The National Head and the National Secretary shall be automatic members of the Board by virtue of their offices. Two (2) other Ministers and three (2) Elders, and one (1) Deaconess shall be appointed by the National Executive Council to serve on the Board. The Board shall be accountable to the National Council through the National Executive Council.
- (b) **(Functions)** The Board shall have the following functions:
 - (1) Develop and maintain relations with other International Missionary Organization.
 - (2) Organize missionary work within Australia and seek opportunities to establish Churches wherever possible.
 - (3) Plan and coordinate Missionary programs.
 - (4) Establish principles and standards of ethics that shall govern all parties concerned with Missionary programs.
 - (5) Encourage and enable Local Churches (Assemblies) to support Missions' activities and work.
 - (6) Promote the programs of the Board to raise funds and interest therein.
 - (7) Receive and transmit appeals in matters relating to missionary programs to the National Executive Council for consideration.
- (c) **(Term of office)** With the exception of the National Head and the National Secretary, who shall serve on the Board during their terms of office, other members of the Board shall serve three (3) years and may be re-elected for

further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

21.2 Regional and District Missionary Committee

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

21.3 Finance Board

- (a) **(General)** There shall be a seven (7) member National Finance Board that shall be appointed by the National Council on the recommendation of the National Executive Council.
- (b) **(Membership)**
- (1) The National Deacon (Chairperson)
 - (2) One (1) Minister
 - (3) One (1) Accountant-Trustee
 - (4) One (1) Financial Advisor
 - (5) The National Administrative Manager
 - (6) Two (2) Regional Deacons
 - (7) The National Internal Auditor may be co-opted.
- (c) **(Functions)**
- (1) To administer the central fund of The Church and the day-to-day oversight of the financial management of The Church.
 - (2) To prepare and submit an annual budget to the National Executive Council.
 - (3) To encourage tithing and the spirit of giving.
 - (4) To promote sound methods of raising church funds.
 - (5) To ensure that an effective audit system is maintained at the National Office as well as the Regional or Area, District and Local Church offices.
 - (6) To ensure timely internal audit of the central accounts of The Church including those of the National, Regional or Area, District and Local offices.
 - (7) To undertake monthly appraisal of the [Finance Manager and National Administrative Manager.
 - (8) To monitor and appraise monthly tithe returns from the Districts.
 - (9) To review quarterly budget performances.
 - (10) To submit to the National Executive Council the audit reports and action taken thereon, the balance sheets and accounts for each financial year.
 - (11) To invest funds of The Church in consultation with the Trustees with the prior approval of the National Executive Council.

- (12) To formulate policies that will ensure the financial well-being of The Church.
- (d) **(Term of Office)** The term of office is three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

21.4 Superannuation Board

- (a) **(General)** There shall be a Superannuation Board of seven (7) members that shall be appointed by the National Council on the recommendation of the National Executive Council to manage the Superannuation Plan of The Church.
- (b) **(Membership)**
 - (1) Two (2) Ministers
 - (2) The National Deacon
 - (3) One (1) Elder
 - (4) One (1) Trustee
 - (5) One (1) Lawyer
 - (6) One (1) Accountant and or an Investment Banker
- (c) **(Functions)** They shall:
 - (1) be responsible for the overall management of the superannuation of officers;
 - (2) cause proper books of account to be kept for any superannuation fund of The Church;
 - (3) run programs to prepare Ministers for pension; and
 - (4) run programs to sustain pensioners.
- (d) **(Term of Office)** The term of office shall be three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

21.5 National Ministerial Committee

- (a) **(General)** There shall be a National Ministerial Committee of five (5) appointed by the National Executive Council and ratified by the National Council.
- (b) **(Composition)**
 - (1) The National Head
 - (2) Four (4) ordained Ministers
 - (3) During interviews, the National Head may invite one (1) or two (2) other Apostles or Prophets
- (c) **(Functions)** To interview and recommend successful candidates to the National Executive Council for possible entry into the Ministry.
- (d) **(Term of Office)** Apart from the National Head, other members shall hold office for three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

21.6 Regional or Area Ministerial Committee

- (a) (General) There shall be established a Regional or Area Ministerial Committee made up of the Regional or Area Head and four (4) other Ministers or Elders appointed by the Regional or Area Presbytery on the recommendation of the Regional or Area Executive Committee.
- (b) (FUNCTIONS) To interview and recommend successful candidates into the Ministry to the National Ministerial Committee, and also candidates into other offices of The Church.
- (c) (Term of Office) Apart from the Regional or Area Head, other members shall hold office for a term of three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

21.7 District Ministerial Committee

- (a) (General) There shall be a District Ministerial Committee of five (5) persons, made up of the District Minister as Chairman, and four (4) Elders appointed by the District Presbytery on the recommendation of the District Executive.
- (b) (Functions) To recommend to the Regional or Area Ministerial Committee successful candidates into the Ministry and candidates for other offices.
- (c) (Term of Office) The term of office shall be two (2) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

21.8 Pentecost Social Services

- (a) (General) The National Executive Council shall maintain a unit of The Church, which shall fulfil the social and charitable missions of The Church. It shall be known as Pentecost Social Services, hereinafter called (**PENTSOS**), which shall be appointed by the National Executive Council and ratified by the National Council.
- (b) (Composition) The PENTSOST Committee shall be made up of seven (7) members as follows:
 - (1) one (1) Minister (Chairman);
 - (2) one (1) Educationist;
 - (3) one (1) Medical Practitioner;
 - (4) one (1) Social Worker;
 - (5) one (1) Lawyer;
 - (6) one (1) Elder; and
 - (7) one (1) Deaconess.
- (c) (Functions)
 - (1) Promote, develop, and manage social services on behalf of The Church.
 - (2) Promote the active involvement of members of The Church in matters relating to social services in their communities.

- (3) Advise The Church in matters relating to social services in the country.
 - (4) Represent the interest of The Church in all social services-related functions as the need arises.
 - (5) Serve as the technical consulting body in all social projects initiated by The Church at all levels.
 - (6) Liaise with other non-governmental organizations and donor or aid agencies and other Christian donor organizations in matters relating to support for PENTSOS projects.
 - (7) Perform such other social assignments as the National Executive Council may delegate or assign.
- (d) **(Term of Office)** Members shall serve three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

21.9 National Estate Committee

- (a) **(General)** There shall be a National Estate Committee of seven (7) members appointed by the National Executive Council and approved by the National Council
- (b) **(Membership)**
- (1) Two (2) Ministers,
 - (2) one (1) of whom shall be appointed as Chairman by the National Executive Council
 - (3) Two (2) Trustees c) One (1) lawyer d) Two (2) Technical persons.
- (c) **(Functions)** It shall:
- (1) provide technical advice on the construction of major buildings of The Church;
 - (2) advise the Board of Trustees on all estate or property matters;
 - (3) advise the Regional Deacons on the acquisitions, demarcation, retracing or reclaiming of any lost church property;
 - (4) keep record of all properties of The Church;
 - (5) advise Assemblies in the choice and acquisition of properties; and
 - (6) be responsible for collection and preservation of documents and records pertaining to the properties.
- (d) **(Term of Office)** Members shall hold office for three (3) years and be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

21.10 Regional or Area, District, and Local Estate Committees

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

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

21.11 National Literature Committee

- (a) **(General)** There shall be a National Literature Committee of seven (7) members appointed by the National Council on the recommendation of the National Executive Council.
- (b) **(Functions)** They will oversee the literature needs of The Church.
- (c) **(Membership)**
- (1) One (1) Minister, who shall be the Chairman
 - (2) One (1) representative of the Evangelism Ministry
 - (3) One (1) representative of the Youth Ministry
 - (4) One (1) representative of the Women's Ministry
 - (5) One (1) PEMEM representative
 - (6) The editor of the official Church Magazine
 - (7) One (1) lawyer
- (d) **(Term of Office)** Members shall serve for three (3) years and may be re-elected for further terms provided they do not stay in office for more than two (2) consecutive terms at a time.

21.12 Other Boards and Committees

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

22 FINANCIAL ADMINISTRATION

22.1 Finance

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

22.2 Sources of Finance

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

22.3 Central Fund

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

22.4 Regional or Area, District and Local Fund

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

22.5 Missions Fund

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

22.6 Other Funds

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

22.7 External Auditors and Audits

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

22.8 Internal Audit and Control

The Church shall maintain an Internal Auditor appointed by the National Council on the recommendation of the National Executive Council. The Internal Auditor shall ensure effective internal control and audit of all Committee, Boards, and Ministries of The Church and provide measures for internal accounting objectives. The Internal Auditor shall be accountable to the National Head. The Internal Audit report shall be submitted to the National Executive Council through the National Head.

22.9 Bank Accounts

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

22.10 Pentecost Properties Pty Ltd

The National Executive Council shall upon recommendations by the COPAT executive board grant non-refundable financial support for the running of COPAT Properties Pty Ltd. The grants shall be income injection into the running of COPAT Properties Pty Ltd.]

23 MISCELLANEOUS PROVISIONS

23.1 Marriages

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

23.2 Inheritance

The Church upholds paternal inheritance.

23.3 Amendments to the Constitution

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

23.4 Mode of Amendment

- (a) Any member of The Church who seeks to effect any amendment of any provision of this Constitution shall have the same considered at the Regional or Area level and, if approved, a notice of the proposed amendment shall be sent by the Regional or Area Presbytery to the National Executive Council.
- (b) If the proposed amendment originates from any of the National bodies created by this Constitution, then the proposed amendment shall be communicated directly through the National Secretary to the National Executive Council.
- (c) The National Secretary shall cause the said proposal to be circulated to the National Executive Council members at least one (1) month before the National Council meeting.
- (d) The proposal shall be put on the agenda and debated and accepted, if it draws two-thirds (2/3) of the votes from National Council members present and voting. Voting shall be by secret ballot or show of hands.

23.5 Provisional Arrangements

All existing Offices, Committees, and Boards appointed or elected under the [2009] Constitution shall continue in office until the expiration of terms of offices, according to the Constitution as amended.