

THE CHURCH OF PENTECOST AUSTRALIA

VISION 2022 DOCUMENT

MISSION STATEMENT

The Church of Pentecost exists to evangelize, care for and lead peoples of all nations to maturity in Christ based on the apostolic doctrine. The Church exists to bring all people everywhere to the saving knowledge of the Lord Jesus Christ through the proclamation of the gospel, the planting of churches and the equipping of believer of every God-glorifying service. It demonstrates the love of God through the provision of social services in partnership with governments, communities and other like-minded organizations.

VISION STATEMENT

- Evangelising and planting self-supporting churches both within and outside Australia.
- Ensuring that the Kingdom of God is established in people who portray Christ-like character, prepared for Christ's second coming to receive eternal rewards, being with God, worshipping and serving Him eternally.
- Providing conducive environment for attracting and maintaining all categories of people.
- Sending and supporting missionaries on regular basis.
- Providing infrastructural facilities to accommodate growth in membership – i.e. building chapels, mission houses, offices, conference centers etc.
- Developing a pragmatic, efficient Pastorate/lay leadership through appropriate training program from the grassroots.
- Providing local training facilities in all level.
- Providing charity to needy individuals, communities, and institutions.
- Cooperating with and supporting the government with prayers.
- Strengthening bonds of fellowship with other sister churches and para-church groups, both home and abroad.

TENETS

- 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; 1 Pet. 1:20, 21).**
- THE ONE TRUE GOD** We believe in the existence of the One True God, Elohim, maker of the whole universe; undefinable but revealed as Truine God – the Father, the Son and the Holy Spirit **(Gen. 1:1; Matt. 3:16, 17; 28:18; 1 Cor. 13:14; Gen 1:26)**, one in nature, essence and attributes – omnipotent **(Deut. 6:4; Job 42:2; Rev. 19:6; Isa. 46:9, 10)**; omnipresent **(Ps. 139:7-12; 147:5)**; omniscient **(Isa. 46:9, 10; Job 42:42: Acts 5:4, 5)**; etc.

- c. **MAN'S DEPRAVED NATURE** We believe that all men have sinned and come short of the glory of God (**Rm. 3:23; Gen. 3:1-19; Isa. 53:6**), and are subject to eternal punishment (**Rm. 6:23; Matt. 13:41, 42**), and need Repentance (**Acts 2:38; Matt. 4:17; Acts 20:21**) and Regeneration (**Jn. 3:3, 5; Tit. 3:5**).
- d. **THE SAVIOUR** We believe man's need of a Saviour has been met in the person of Jesus Christ (**Matt. 1:21; Jn. 4:42; Eph. 5:23; Ph. 2:6-11**), because of His Deity (**Acts 2:36; Jn. 1:1; 20:28; Rm. 9:5; Tit. 2:13, 14; Isa. 9:6**), Virgin Birth (**Isa. 7:14; Matt. 1:18; Lk. 2:25-26**), Sinless Life (**Jn. 8:46; Heb. 4:15; 2 Cor. 5:21**), Atoning death (**Rm. 3:25; Heb. 9:22; 1 Jn. 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; Rm. 8:34**) and His second coming to judge the living and the dead (**Rev. 22:12, 20; 1 Thess. 4:16-18; 2 Tim. 4:1; Acts 1:11; 10:42**).
- e. **REPENTANCE, JUSTIFICATION AND SANCTIFICATION** We believe all men have to repent and confess their sins before God (**Acts 2:38; 3:19; 17:30; Luke 15:7**), and believe in the vicarious death of Jesus Christ before they can be justified before God (**Rm. 4:24; 5:1**). We believe the working of the Holy Spirit (**1 Cor. 1:30; 6:11**) and God's gift of eternal life to the believer (**Rm. 6:23b; Jn. 17:2, 3; 10:27, 28; 1 Jn. 5:11-13**).
- f. **THE SACRAMENTS OF BAPTISM AND THE LORD'S SUPPER OR COMMUNION** We believe in the sacrament of Baptism by immersion as a testimony of a convert who has attained a responsible age of 13 years (**Matt. 3:16; Mk. 1:9, 10; 16:16; Matt. 28:19; Acts 2:38**). Infants and children are not baptized, but are dedicated to the Lord (**Lk. 2:22-24, 34; Mk. 10:13-16**). We believe in the sacrament of the Lord's Supper or Holy Communion which should be partaken by all members who are in full fellowship (**Luke 22:19, 20; Acts 20:7; 1 Cor. 11:23-33**).
- g. **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 (**1 Cor. 12:18-11); 28:30; Rom. 12:6-8 and Gal. 5:22, 23**).
- h. **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 (**Acts 1:11; 10:4; Mark 13:26; John 5:28, 29, Dan. 12:2; Rom. 2:7-11; 6:23**).
- i. **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; Heb. 7:1-4; Matt. 23:23; Acts 20:35; 2 Cor. 9:1-9; 1 Cor. 16:1, 2**).

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

CORE VALUES OF THE CHURCH OF PENTECOST

a. Evangelism

It is the presentation of Jesus Christ in the power of the Holy Spirit with the view that people will come and trust Jesus as Saviour and Lord and serve him in the fellowship of the Church. Evangelism is the responsibility of every Church member and Minister. It is the prime duty of every believer to share his/her faith after conversion.

The scope of evangelism was initially Ghana, extending to Africa and to the whole world.

Evangelism is missions-oriented; farmers, women, artisans, fishermen, intellectuals, etc. go out into other countries, preach Christ, open churches and call in ministers to pastor same. Besides, as was the practice of the founder, Pastor James McKeown, we respond to calls to missions as led by the Spirit of the Lord.

b. Discipleship

Discipleship is training believers to be like Christ. The emphasis is on holiness, righteousness, faithfulness, honesty, sincerity, humility, prayerfulness and the leading of disciplined and responsible lives.

This is done at the level of individuals, where every member takes responsibility to disciple their new converts, as well as through church/corporate based systematic teaching, and on-the-job training.

Teaching emphasizes the four-square gospel, which is Christ-centered: i.e. Jesus the Saviour, Healer, Baptizer and Soon Coming King; the Tenets of the Church; Bible reading/study and scripture memorization and application of the word to life situations.

c. Ministry Excellence

We seek to honour God who gave His best (the Saviour) by maintaining a high standard of excellence in all our ministries and activities (Col. 3:23-24).

d. Core Practices

Some of the normal practices are regular prayer for the Holy Spirit baptism with initial evidence of speaking in tongues. Emphasis is placed on the fruit and gifts of the Spirit in the life of the believer.

Prayers are said for healing and deliverance for the afflicted as part of the initial exercises for salvation.

Services are marked as truly Pentecostal with praise and worship, teaching, exercise of gifts, prayer, testimony, etc.

e. The Holy Spirit

We believe in the presence of the person of the Holy Spirit and that the Christian life can be led only with His grace. The new birth is the work of the Holy Spirit, and then the baptism of the Holy Spirit for power to serve and the gifts of the Spirit for building the body of Christ.

The Holy Spirit helps the individual to develop a Christ-like character, manifest through bearing the fruit of the Spirit.

The leading of the Holy Spirit in all spheres of activity in the Church is paramount. Administrative structures and all other church distinctiveness have been by the leading of the Holy Spirit. The Church, through her leadership at all levels, co-operates in obedience.

f. Leadership

Leadership development is based on the apostolic foundation. Appointments and callings into leadership positions are based on character and charisma, and the leading of the Holy Spirit. Leadership development is from the grass root level with members maturing to lead sub-groups, Ministries, assemblies, districts and areas. Team spirit with talent development shapes team work. Ministry is by both clergy and laity.

g. Church Culture

The following distinctive attributes help identify The Church of Pentecost:

- Self-supporting attitude
- Faithfulness and integrity
- Distinctiveness in prayer
- Church discipline without fear or favour irrespective of position, race or colour of members.
- Place of worship based on Spirit and Truth and not necessarily on the Temple.
- Fellowship and liberality.
- Respect for authority.
- Mutual respect and sense of belonging for all members without discrimination based on colour, gender, tribe, race or nationality.
- Sacrificial service to the Church without expecting pecuniary reward.
- Total abstinence from alcohol, tobacco and other hard drugs.
- Neighbourhood churches: small/medium-sized neighbourhood churches encourage church planting.

- Monogamous marriage is enforced as well as chastity before marriage.
- Homosexuality, lesbianism and other perverse sexual practices are not permitted in the church.
- The Church upholds paternal inheritance.

h. Tithes/Offering

Faithfulness in giving offerings and paying tithes to enhance ministry of the Church is emphasized. Periodic teaching on this subject is regarded as very important.

The Church and members depend solely on God as the source of financial supply. Borrowing is not encouraged. Usury amongst members is also not encouraged.

i. Social Activities

The Church believes in communal living with members supporting one another, and participating in communal work. The Church may also help the entire community by providing social needs such as health services, schools, as well as donating to the needy in society.

j. Holiness of members and officers

The church upholds holiness of members Unto the Lord in all their endeavours (Rom. 12:1; Heb. 12:14).

k. Consistent Bible Teaching

Sound teaching as the foundation for Christian practice (Acts 2:42^a).

l. Prayer of all types, e.g. Worship (Adoration); Supplication; Intercession (Eph. 6:18-19; 1 Tim. 2:1-2).

m. Church Discipline: - (2Tim. 3:16-17; Heb. 12:7-11)

- i. Respect for and obedience to authority.
- ii. Submission to corrective measures/policies of the Church.
- iii. Regular fellowship of saints – (Acts 2:42-47; Heb. 10:25).
- iv. Holy living as peculiar people of God's use, continual presence and ultimate approval for entry into heaven at the Rapture of the saints – Heb. 12:14; 1 Pet 1:15, 16; 2:9-12

THE VISION 2022 CASTING

The Mission, Purpose and Vision Statements require consistent five-year term Vision Policy for Strategic Planning for the Church of Pentecost, Australia.

VISION GOAL

Our 5-year goal shall be “Building strong leadership base and effective Administrative structures to accommodate Church growth.”

“Brothers, choose 7 men from among you who are known to be full of the Spirit and wisdom. We will turn this responsibility (business) over to them and we will give our attention to prayer and the ministry of the word.” Acts 6:3 &4

This would help people to be ENCOURAGED, EQUIPED and EMPOWERED, to have the ATTITUDES, AUTHORITY and ACTIONS of CHRIST. In other words, the 3E’s of the people would result in the 3A’s of Christ.

EXECUTIVE SUMMARY OF VISION 2022

1. **Morality & Spirituality:** We shall preach and teach the gospel and principles of the kingdom of God. We shall nurture a sustainable spiritual and moral development of church members by strengthening the local assemblies through teaching, fasting and prayers.
2. **Evangelism, Church Growth and Church Planting:** We shall strengthen and commit every District, Local Assembly, Ministry, and individual to an aggressive and intentional evangelism and discipleship to double (achieve 100% growth of) overall church membership over the five-year plan period.
3. **Finances:** We shall improve our finances by stressing biblical principles of tithing and sacrificial giving of offerings. We shall administer all funds with prudence.
4. **Leadership/Human Resource Development:** We shall provide relevant resources and training opportunities to help ministers upgrade themselves to meet contemporary challenges. Every District will be assisted to equip, empower and encourage all lay leaders, Ministers to benefit with the 3T’s (Training The Trainers) as well as if need be from the external branches by the International Missions Board. Efforts will be made to raise ministerial and leadership performance and standards.
5. **Administration:** Attempts will be made through teaching to increase trust at all levels and everywhere between Ministers and their subordinates, and between clergy and the laity, for effective implementation of National Council decisions and church policies. The National Council and Trust Company meetings will continue to receive the attention that it deserves, including spiritual exercises.
6. **Ministries in Church of Pentecost:** Efforts will be made to make the roles of the restructured Ministries more functional; each member will be encouraged to belong to, at least, one Ministry.

7. **Missionary Frontier:** Mission to Aboriginal & Indigenous Groups to be initiated as Outreach Program for continual growth.
8. **Projects:** Attention will be given to embark on church building to be put up or bought for use at least in all the districts.
9. **Stake holder Relationships:** We shall strengthen our fraternal relationship with other churches and para-church organizations through various interactive meetings.
10. **Social Services:** Services delivery of the church to society will be enhanced for a more holistic ministry of the church. The church will continue to contribute its quota and also play a prophetic role for Community development.
11. **Discipline-** Establishing a Church in which discipline is its hallmark. Reviving and applying the Rules and Conducts of the Church at all levels.

VISION 2022 STRATEGY FOR IMPLEMENTATION

Through the teaching of the Word of God, Christians will be encouraged to acknowledge God as the heavenly Father; equipped in every good work; empowered by the Word and the Spirit of God to have the Attitudes, Authority and Actions of Christ.

A. SPIRITUAL GOALS:

❖ Morality & Spirituality

This will be maintained at all levels and at all times of very high standards. Developing a Holy-Spirit filled and led Church where the clergy, officers and members alike display high moral and spiritual standards as the norm in their daily lives. Where the fruit of the Spirit is demonstrated in practical living and spiritual gifts operate within the Church and outside through our Up-ward, In-ward and Outward ministry. Bible Teachings, Prayers, Fasting, Fellowship etc. will be enhanced and pursued.

Where:

- Biblical Salvation is the primary goal of ministry
- The fruit of the Spirit is demonstrated in practical holy living and spiritual gifts operate within the Church and outside through our Up-ward, In-ward and Outward ministry.
- Sound Apostolic Teaching and Practices will filter through the Church, emphasizing the simple gospel and all the ten (10) Tenets of the Church.
- Christ and the Scriptures are the only supra-cultural standards for conduct, behaviour and action by individuals and corporately
- Fellowship, Prayers, Fasting, Breaking of Bread, Worship, Sharing, Witnessing, etc. will be based on Sound Teaching

Actions to be Enacted

Basic Biblical Training will be taught in all assemblies to enable sound teaching in the Church.

- There will be a leadership development school of ministry for all members and all officers will be encouraged to attend.
- All new converts will go through the basic discipleship lessons. Special New Converts classes to be embarked upon by all pastors in all the local Assemblies. This should be basic teachings about salvation and the meanings of the words used in the Gospel. What the Christian should expect from the Church and his responsibility to Christ and the Church. The topics should be relevant for conceptual growth into maturity of the members.
- Church leaders and members will be encouraged to enrich their devotional lives.
- Ministers, officers and all individuals will be encouraged to practice and stress the importance of biblical principles of stewardship.
- Family devotion and personal devotional life will be encouraged.
- Every member (who can read) will be encouraged to read a chapter of the Bible a day.
- Bible Study Sunday service will be introduced from time to time to replace the preaching in the Sunday service.
- The Home Cell (Family Connect Group) and Bible Study system will be strengthened by the given of special biblical names and by conducting quizzes and giving awards to winners.
- Leaders will be trained/coached to train the laity by the 3 T principle, i.e. Training The Trainers.” This will offer appropriate training for Officers to commit themselves to prayer and adequate preparation in their preaching and teaching assignments at church services.

Fasting and Prayer as a Spiritual Discipline will be encouraged at all levels.

- There shall be three main major PrayerFast Festival in the calendar year for all districts within the Church with fasting ranging from 7 to 15 days.

- Using Sydney as a pilot work, a week day will be set aside for intensive regular prayer dubbed, “Emergency Prayer Clinic” which will intend spread to other districts within the Church.
- There shall be teaching and prayers for the Holy Spirit baptism and spiritual gifts at local and district levels. Officers and members will be encouraged to exercise their gifts at the local/District/National level.
- Holy Ghost Sunday service will be introduced on months with 5 Sundays
- Friday prayer meeting will be encouraged and strengthened.
- Locally based prayer days and other suitable means of making the church a praying one.
- Monthly half night prayer vigil (i.e. 7pm – 12am) will be pursued at all levels.
- The communion week shall be used for teaching and prayer sessions at local and district levels by the ministers and officers.
- Conventions and retreats will be held with all seriousness.
- Special attention will be given to teachings on Christian family, especially on marriage, training children and choosing a life partner.
- Strong emphasis on Living a life of Purity will be un-negotiably stressed and maintained at all levels of engagement.

❖ **Evangelism, Church Growth and Church Planting**

This will be kept on the cutting edge throughout the span of the five-year plan. Aggressive and Intentional Evangelism using missiological principle of starting from the known to the unknown [i.e. Backsliders then to the wider Community] will be pursued vigorously by developing Church Growth and witness-consciousness in all members. Thus every member seeing himself or herself a witness for Christ and a potential Church planter. Soul winning to increase membership by over 100%. Planting Community-based Churches for international, indigenous people, mono-linguistic church planting as a conscious effort within the context of Australian multiculturalism. PIWCS for each district. Discipleship that is working towards internal growth: sound teachings through biblical preaching, teaching and expositions. Bible studies at church on Sunday.

Where:

- Every member sees himself or herself as a witness for Christ and a potential Church planter.
- Soul winning to increase membership by over 100%.
- Planting Community-based Churches for international, indigenous peoples, mono-linguistic church planting all within the context of Australian Multiculturalism as a conscious effort for discipling the Nation.
- PIWCS for each City, as well as the Akan Assemblies where needed.
- Establishing a Church in which discipline is its hallmark. Reviving the Rules and Conducts of the Church suitable for Australia and applying them at all levels.

Actions to be Enacted

- All assemblies and districts will be encouraged to embark on all forms of evangelism such as shopping mall evangelism, house to house, indoor gospel nights and musical festivals.
- Every member will be motivated to adopt evangelism as a lifestyle.
- Home Cell (Family Connect Group) will be used to reach the unsaved as well as discipleship making.
- Presiding elders and district pastors will be encouraged to make conscious efforts to reach the unconverted and the unreached people.
- Every district will be motivated to plant at least one assembly every year. Reports must be made on this.
- Every effort will be made to plant churches in the Asia Pacific region/islands. Targeted countries are New Zealand, Fiji, Tonga, Papua New Guinea. Within Australia the focus of church planting will be Northern Territory, Tasmania Darwin, Alice Springs and Cairns.
- Every assembly and district will be encouraged to take advantage of the community radio stations available in their localities for the propagation of the gospel.
- Modern technology such as text messages, whatsapp, facebook, twitter and emails would be used for evangelism.
- Annual “discipleship target (souls won and maintained)” will be given to districts and passed on to the local assemblies.

- Ministers will be encouraged to get the entire districts involved in the special functions given to the ministries. Districts reports to National head are to include these.
- Individuals, assemblies, and district that retain converts baptized will be recognized and awarded prizes at various levels.
- All special services as well as social services will be evangelism-oriented.

❖ **Ministries in Church of Pentecost**

The Evangelistic Ministry will to be revived to drive the evangelistic zeal and fervour for all presbyters/members in the Church. The Women's, Men's, Youth and Children's Ministries to be structured along specific roles and ministries. Attention will be turned to the Youth Ministry as the future leaders and members of the Church and as a great evangelistic arm to draw their peers in other races into the Church.

Where:

- All Ministries will receive the necessary support and encouragement;
- To identify every member in functional ministries within the Church and for Outreach.
- The Dominant gifts of members will be unearthed and put to use.

ALL MINISTRIES: Actions to be Enacted

- Review the activities of the ministries and make them more effective and relevant.
- Role of patrons of ministries to be evaluated and reviewed.
- Directors of ministries will be tasked to review their operations and make recommendations to the Executive Council.
- Ensure that every member, including officers belong to, at least, one ministry.
- District ministers will be required to get more involved in ministries' activities.
- Persons to be called into leadership positions will have to demonstrate commitment to at least one ministry.
- Ministry leaders will be tasked to present their calendar of activities to the National Head by the end of November each year.

- Ministries' leadership will be encouraged to attend conferences with the aim to acquaint themselves with contemporary developments and to be equipped to deal with its challenges.

EVANGELISM MINISTRY: Actions to be Enacted

- Leadership will be motivated for aggressive and intentional evangelism.
- Training program will be conducted for National/district/local leaders.

WOMEN MINISTRY: Actions to be Enacted

- Attempts will be made to mobilize, maximize and utilize the resources of women.
- Periodic training program will be organized for them.

PENTECOST MEN'S MINISTRY: Actions to be Enacted

- The director will be encouraged to draw a detailed vision document that will augment and be in alignment with this vision document.
- Attempts will be made to tap the resources of the majority of the professionals within the areas for the benefit of the entire church.
- Periodic training program will be organized for them.
- The ministry will be encouraged and tasked to undertake entrepreneurship program.
- Organization of marriage seminars will be pursued by the ministry

YOUTH MINISTRY: Actions to be Enacted

- Open forums will be organized for Youth to interact with them and also to address their concerns or on issues they do not understand
- Youth will be encouraged to bring forth their ideas on how to move the church forward in modern times.
- Youth will be consulted in decisions concerning them and the church.
- Youth who are gifted teachers and preachers will be assigned to preach during church services on weekdays and Sundays.
- The skills and knowledge of Youth who are professionals will be tapped at various levels including serving on committees

- Explore the possibility of establishing a Youth Pastor/Travelling Secretary at the National level.
- Explore the possibility of PENSA being established in the Church handled by a Youth Pastor.
- Explore the possibility of establishing a youth center where counselling, recreation and reading facilities will be provided for the youth. This will provide career counselling and guidance as well as mentor young people

CHILDREN'S MINISTRY: Action to be Enacted

- Identification and sponsorship of some Sunday school teachers for training in children's ministry.
- Periodic training program will be organized for the leaders.
- Children services held concurrently with adult services will continue.
- Every effort will be solicited to find suitable places for the children services
- The children will be asked to join the adults' service from time to time.
- Ministers/Leaders will be expected to visit children services.
- Ministers and officers will be encouraged to identify, appoint and train gifted and matured teachers to lead the children services. This will include officers.
- Where the children service and adult service are held concurrently ministers and presiding elders must make conscious effort to have the local leadership help teachers attend adult service.
- Children "Talent Show" will be organized periodically to boost the gifting of the children

MINISTERS AND WIVES: Actions to be Enacted

- Ministers and their wives will be encouraged to mentor elders, deacons and deaconesses.
- Organize conferences for singles that will encourage a life of chastity and promote healthy marriage contracts among them.

- The tenets of the church as well as other relevant materials will be printed and given to all officers and members to give a clearer picture of what the church believes. This will include responsibilities of officers and members alike.

❖ **Missionary Frontier**

This will be kept on the agenda at all levels

- To support International Missions work of The Church of Pentecost
- To develop internal missions work within the Australian Multiculturalism and international frontiers

B. FINANCIAL GOALS

Improve giving at all levels and build a strong financial base at the National Headquarters to finance our endeavours. Build a sustainable financial administrative structure and bureaucracy transparent enough and accountable to the appropriate authorities – Church and/or Government - so as to restore confidence in the system Through Tithes, Conventions and Special offerings for the Nation and Missions Offering for International Missions Office. The Locals and Districts will have at least 3 weeks each year to raise fund for their administration and projects.

Where:

- Guidelines and Policies from the Financial Manual must be adhered to.
- Teaching on all Biblical forms of giving e.g. Tithes and Offering will be regular
- Supportive systems for generating funds and of financial Accountability will be maintained
- Tithing and free-will Offerings form the core of our biblically proven given to the Central Funds.
- Deductions on Tithes are considered as support for the local and district administration
- Cost sharing in support of Ministers are appropriately view as service to God
- Local, District and building funds are generated for the support of basic infrastructure, administration and welfare needs that enhance Church Growth

Actions to be Enacted

- The church's financial policies on issues, such as fund-raising, giving of targets for ministries, and free will offerings, will still be pursued.
- Reports and recommendations of the internal audit department will be strictly followed.
- Biblical teaching on tithes and offering will be organized at local and district levels.

- Local assemblies will be encouraged to follow church policies with respect to building projects.
 - An Estate manual will be developed and made available in every district/assembly.
 - It is mandatory for all ministers and officers to consult the estate manual when executing church projects.
 - Ministers and officers concerned will be held responsible for any disasters for non-compliance of the policy on church buildings.
- Where possible deliberate attempts will be made to post professional ministers/members to assist church projects in specific areas.
- District ministers will be expected to study and follow up on the policies of tithes and offering as stipulated in the Financial Manual and put them into practice
 - Policies on tithes and offering as well as mode of offering will be treated at both National/District retreats to remind ministers and officers on same.
 - Ministers will be required to share this with all officers at both district and local levels.
- Farewell and retirement packages for ministers will be pursued. A committee will be established to work on that and report to the Executive Council
- There will be four major sources of income generation for the Nation, namely Christmas, Easter Conventions proceeds, National Building Project and Mckeowns Missions offering. Holy Ghost Fire and Prayer Summit on district level will be required by the districts to remit 40% respectively to the National office after taking expenses.
- 20% DDF will be given to each local/district.
- Districts will be encouraged to sponsor delegates and ministers to any National program.
- It is expected that National Building Project will be effectively organized in all levels to defray the National debt as well as to provide grants to district acquiring buildings or landed-properties.

C. ADMINISTRATIVE GOALS

Putting in place an effective administrative structure at all levels (local, District, [Area in future] and National) with clearly defined roles of functionaries. For example, National Finance Board, National Office Administration structures, committees, etc.

Actions to be Enacted:

- Use the written and promulgated Constitution as bedrock of our Administration
- Use Administrative Manuals as source of reference for all Administrators.
- Develop a mixed system of calling into the Ministry [full-Paid and Tent-Making Ministers] that can be supported by the Australian Environment for effective Church Growth.
- Conditions of Service for clergy and office staff
- Scheme of Service for non-clerical staff
- Use Presiding Elders to propel the Local Congregations as un-paid Officers
- Develop strong mixture of New Testament systems of Ecclesiastical, Presbytery/ Executive and Congregational Administration at all levels.
- Develop strong National/District [and dream of Area] Administrations with Ministers as Chairmen
- Develop a strong Centralized-Decentralized Administration based on Trusteeship, Standardization and Devolution.
- Church Recordings will continue at every Service, Retreat and Teaching Program to enhance the Church's Website.
- End of year Meeting and National retreat will be called "National Council meeting" with emphasis on End of year report and retreat for one week duration. (Ministers and wives Monday to Thursday; Executive will report on Thursday morning; Officers and other participants will arrive on Thursday evening; The National Council will end on Saturday night with the End of Year reports, and Sunday service in the host district.
- Mid-Year will be organized and attended by ministers and National Executive Council only. National leaders will be co-opted as and when necessary. It shall be a 3 day meeting (Thursday to Saturday) for prayer and reports reading.
- National Head's itinerary will be drawn and given to all ministers.
- In-Service training for new ministers at least one week long in the National Office.
- Ministers and or wives Retreat at least twice in a year besides the Mid and End of Year program (March and September)
- Financial policy restructuring; Donations, Pentecostal handshakes and others will be revisited.
- Redefinition of Bi-vocational ministers and conditions of service. The following will be the modalities: 2 years probationary period; 2 years for clerical and 2 years of full time ministry depending on the Church's financial position. Due to

the nature of work in Australia, all Tent-making ministers are transferable. Field assistance will also be encouraged.

- The Leadership Development School of Ministry will continue at all levels of engagement and accreditation sought from fraternal colleges and institutions.
- Set of Bible Study
- The Church shall have a National library in the National office.
- Radio studio, Audio visual and social media will be pursued
- Constitutional review/amendments will be done immediately in 2018 and then as and when necessary.
- For the sake consistency, an ordination questionnaire will be given to District Ministers to conduct thorough interviews, submit their recommendation to the National Head for scrutiny and endorsement.
- District Leadership/Officers retreat organized at least once in a calendar year by the National Head.
- Bi-Monthly officers Training organized by District Ministers.
- District ministers to ensure that presiding elders/leaders sometimes exchange platforms.

D. LEADERSHIP GOALS

Equipping the clergy, presbyters and staff to meet the needs of a growing Church in a fast-changing world.

Where:

- Growing leaders locally through both internal and external catalytic human resource input.
- Encouraging education, practical training and visionary transformational leadership among clergy who will spearhead Church Growth and equip the saints for works of service.
- Encouraging higher biblical and practical training along with visionary transformational leadership among lay leaders.
- Welfare issues concerning staff and clergy as well as the entire Church Populace would be improved.
- Leaders manuals, practices and other relevant materials printed and given to both presbyters and lay leaders.

E. INFRASTRUTURAL GOALS

Acquisition of Landed-Property, Mission Houses, Church Buildings, Offices and other equipment for use at all levels of engagement will be on proof of commitment and sound financial support systems for repayment on agreements.

Where:

- Districts place support for National as priority over local administration.
- Mission Houses as priority in providing decent accommodation for our workers.
- Decent Chapels/church buildings as places of worship for all congregations.
- Consider One Training/Conference Centre for Institutionalized training and upgrading of the skills of all members
- Where necessary Renting may be the preferred option to assist breaking of new grounds.
- Landed Property will be developed to meet the Church's holistic ministry to humanity; ministry to the total person, spirit, soul and body (1Thess 5:23)

OTHER

SOCIAL SERVICES

We shall develop the PENTECOST AUSTRALIA SOCIAL SERVICES (PENTASOS) wing of the Church to the level of a Relief Agency e.g. Adventist Relief Agency (ADRA), Catholic Relief Agency, and others, with Headquarters in Australia, serving the Church of Pentecost worldwide and other stakeholders; encouraging each District Centre to set up Social Outreach Program to tap into available State/Government/Donor resources for serving its community. PENTASOS is akin to PENTSOS (PENTECOST SOCIAL SERVICES)

STAKE HOLDER RELATIONSHIP

Improving these with,

- Church of Pentecost Headquarters
- Church of Pentecost- Ghana and the rest of Africa
- Church of Pentecost- Europe, the Americas, etc.
- Church of Pentecost within Asia-Pacific Region
- Other Churches in Australia
- The Communities a) Ghanaian/African b)Other cultures c) Indigenous d) Other
- National, State and Federal Government of Australia
- Non- Governmental Organizations (NGO)

DISCIPLINE

Establishing a Church in which discipline is its hallmark. Reviving and applying the Rules and Conducts of the Church of Pentecost Australia at all levels.

CODE OF CONDUCT FOR MINISTERS/LEADERSHIP

The code of conduct sets out the core values of the Church of Pentecost relating to lawful and ethical conduct in the ministry.

a. Misconduct and Unsatisfactory Service

Any act done without reasonable excuse by a minister/leader which amounts to a failure to perform in a proper manner any duty assigned to him as such, or which contravenes any regulations or policy relating to the Church or which is otherwise prejudicial to the efficient conduct of the Church or tends to bring the Church into disrepute shall constitute misconduct.

It is misconduct for a minister/leader to:

- Be absent from duty station without leave or permission from a superior.
- Show insubordination or disrespect to superior authority.
- Use, without the consent of the prescribed authority, any property or facilities provided for the purposes of the Church for purpose not connected with his official duties.
- Engage in any activity outside his official duties which is likely to lead to his taking improper advantage of his position in the Church.
- Fail to submit reports/information as required by regulations or as a routine duty.

b. Loyalty

All ministers/leaders shall be required to show loyalty to the Church. They shall discharge diligently all duties and tasks assigned to them with the aim of achieving the objectives of the Church. Ministers must refrain from making pronouncements and statements which affect the church in a negative manner and portrays the image of the Church in a bad light.

c. Responsibility

It is expected that all ministers/leaders will conduct themselves at all times with decorum and exhibit Christian character and conduct. All ministers must be conscious of the fact that they are first and foremost Christians and must therefore conduct themselves as such.

d. Integrity

It is essential that total honesty prevail in handling church funds and properties and in respect of dealing with members and the general public. Dishonesty and unchristian conduct shall not be tolerated.

e. Work attitudes

- i. Ministers/leaders are required to maintain a positive attitude towards their work. Commitment, co-operation, sacrifice and diligence in furthering the Church's interests are qualities for which ministers/presbyters should strive.
- ii. Ministers/leaders should demonstrate resourcefulness and initiative to achieve set targets and improve existing work procedures to facilitate smooth operations.

f. Press/Police Statements

Ministers/leaders are prohibited from making statements to the press or Police on behalf of the Church without prior approval of the National Head or his delegated authority.

g. Political Outlook

While ministers/leaders are free, in terms of Australian laws, to take part in the elections of people to political offices, they should recognize the necessity of refraining from public discussions on politics where personal opinions expressed might be construed to be those of the Church.

h. Conflict of Interest

Conflict of interest is a situation where a minister's outside activities could negatively affect the Church's or the minister's performance. Ministers should themselves avoid and encourage their families to also avoid engaging in any activity of financial interest that would create a conflict with the performance of their (Ministers) duties. They should not knowingly use the Church's property, funds, position or power for personal or political gain. They are not therefore to engage in any business activity that competes or conflicts with the Church's interest.

i. Misuse of Position

A Minister/leader must not use the Church's name or facilities for personal advantages in political, investment or retail purchasing transactions or in similar type of activities. The use of the Church's position to obtain preferential treatment is strictly prohibited.

j. Dishonesty in performance of Duties

- i. Falsifying reports or records, whether written or oral, with the intent of covering up the true and accurate facts.
- ii. Willful failure to report and account, in accordance with instructions, for all monies, materials and physical equipment.
- iii. Fraudulently obtaining money, material or property from the office, storehouse or other assigned place.

k. Public Relations

- i. Courtesy, civility and attention at all times are expected from all ministers in dealing with church members and the general public.

- ii. As far as possible, ministers should use plain language and avoid ambiguity, obscurity and unnecessary use of technical jargons.
- iii. Utmost courtesy must be observed at all times when attending to a telephone and the same attention should be given at an interview.

MINISTERIAL ETHICS

- a. Dress well as a minister
- b. Avoid doing partisan politics in church and in public
- c. When praying for the opposite sex you may lay hands on either the head or shoulders. Avoid laying hands on sensitive parts of peoples bodies
- d. Be time conscious by managing your time well
- e. Establish good relationships with your fellow ministers
- f. Avoid making unguarded and unsubstantiated statements during church services, especially during ceremonial services
- g. Do not keep church money as a minister. Appoint competent treasurers and use the banks as much as possible
- h. Do not take loans for foreign trips
- i. Never manipulate the church system to your personal advantage
- j. Avoid 'mechanical anointing'
- k. Be faithful in all financial matters (i.e. Impress for transport and travel, payment of bills, tithes and offerings)
- l. Do not counsel the opposite sex alone in an enclosure or at odd times
- m. Avoid witch hunting. Do not be overtaken by claims of confessed witches and the demon-possessed
- n. Do not baptize converts alone. Be in the company of church leaders including deaconesses.
- o. Avoid prescribing medicine for people
- p. Do not allow herbalists to advertise their concoctions and preparations in your church
- q. As much as possible avoid buying on credit, especially from church members.
- r. Be conscious of authority levels when embarking on major projects.
- s. Ensure strict confidentiality of official church stamps, letterheads, envelopes, etc.

OTHER MINISTERIAL DOS AND DONTs

- a. Use seat belts and crash helmets whenever you are driving a car or riding a motor bike respectively.
- b. Know that it is part of your responsibility to ensure that your assemblies are properly housed.
- c. Control expenditure in the church and the Mission house.
- d. When praying for the sick avoid closing your eyes as much as possible. A lunatic or demon-possessed person may harm you.
- e. Take good care of church property (Keep proper inventory and update whenever necessary).
- f. Avoid shoddy jobs. Seek technical advice at all times.
- g. Ensure discipline/holiness in the church.

- h. Build closer relationship with the presbytery, membership and community.
- i. Frequently visit your assemblies.
- j. Have special interest in new converts.
- k. Spend quality time with your family.
- l. Aim at upgrading yourself academically and spiritually
- m. Take church administration seriously.
- n. Take transfers as part of God's plans for your life.
- o. Do not allow unknown persons to mount your platform or preach in your church (2 Jn 7-11).
- p. Avoid starting church projects without a feasibility plan for its long term sustenance.
- q. Respect laid –down labour laws when engaging workers
- r. No new prayer centres may be opened and operated without permission from the National Executive Council.
- s. Tributes at funeral services should not be communicating to the dead. Ensure that the verbiage of the tribute does not speak to or address the dead directly.

Confidentiality

No Minister/leader shall give any outsider information of any kind neither concerning the internal arrangements or external relations of the Church, nor take part in any public discussion either in the Press or otherwise on the affairs or policy of the Church without permission from the National Head or his appointed officer. Any failure to observe this rule shall be considered as a breach of discipline and shall attract the appropriate punitive sanction.

Demotion

Where a Minister/Presbyter commits an offence which does not amount to serious misconduct, such a Minister/Leader shall be warned in writing. If after two (2) such warnings a third offence is committed, the Minister shall be demoted, in which case he shall be given a final warning or may be terminated by the National Executive Council. If the warning is the final one, it shall be made clear in the warning letter. But where the National Executive Council for certain reasons does not wish to exercise its prerogative of terminating, it can decide on any appropriate punitive measures.

Summarily Dismissal

In the event of any Minister/Presbyter being found guilty of serious misconduct, such as sexual immorality, idolatry, dishonesty, insubordination, drunkenness, serious dereliction of duty, disobeying the General Council, or any such offense as outlined in the Church's Constitution and practices, he shall be dismissed summarily.

DISTRICT MINISTER:

There shall be a District Minister who shall be appointed by the National Council of the church in Australia on the recommendation of the National Executive Council.

FUNCTIONS OF THE DISTRICT MINISTER

1. He shall be a paid worker of the church
2. He shall be responsible to the Area/National Head for the administration of the Church in the District.
3. He shall chair meetings of the District Presbytery, the District Executive Committee and every meeting, convention or rally he attends in the District.
4. He shall implement the policies and decisions of the General Council and the National/Regional/Area Presbytery in the District.
5. He shall be responsible for the day to day running of the church in the District.
6. He shall see to educate the members on the need to tithes and support the work financially.
7. He shall ensure that tithes of the locals are paid to the district account for onward payment to the National coffers.
8. He shall see to the organization of all ministries within the district
9. He shall perform such functions as shall be assigned to him by the National/Area head.
10. He shall be an ex-officio member of all Boards and Committees of the Church in the District.
11. He shall organize rallies, seminars, retreats, and prayer sessions for the district.
12. He shall perform pastoral duties sanctioned by the Constitution.

NATIONAL DEACON:

The National Head will nominate an elder of good repute and integrity as a candidate for the position of the National deacon for the National Council to be voted upon. The candidate so nominated shall be elected by 2/3 majority votes of members present and voting.

FUNCTIONS

- a) He shall be responsible to the National Head and the National Council.
- b) He shall not be a National office employee
- c) He shall lead the finance Board to prepare annual financial reports to the National Council and the National Executive. This includes budgeting.
- d) He shall chair meetings of the National Finance Board.
- e) He may be a signatory to the National accounts.

- f) He shall Encourage tithing and the spirit of giving
- g) He shall organize training sessions for the district financial committees as and when necessary
- h) He shall from time to time coordinate with District financial secretaries as and when necessary.
- i) He shall perform such duties as are assigned to him by the National Head or the National Executive Council.
- j) He shall ensure that a bank statement is obtained by the FAD from the bank and bank reconciliation is prepared monthly
- k) He shall ensure that the annual National budget is prepared in good time for approval by the National Council

NATIONAL FINANCE BOARD

There shall be a seven-member (7) finance board which shall be appointed by the National Council on the recommendation of the National Executive Council. The National Finance Board shall be an Advisory Committee with no authority to make spending decisions. Members of the Finance Board shall advise the National Head and the National Executive Council. The Board is responsible for ensuring the financial viability of the Church by reviewing the financial implications of all recommendations of National, District and Local Committees and Presbyteries

MEMBERSHIP: Membership shall consist of:

The National Deacon (Chairman)

Two ministers

One Elder

One Accountant

One Financial Consultant

One Deaconess

The Board through the National Head may from time to time co-opt anyone as and when necessary.

FUNCTIONS

To administer the General Funds of The Church (the designated funds); by:

- a) Submitting the National financial report to the National Executive Council and then to the National Council.
- b) They shall meet at least twice annually.
- c) Promote sound methods of raising church funds

- d) Have quarterly Budget performance review;
- e) Invest funds of The Church with the prior approval of the National Executive Council.
- f) They shall be unpaid workers

INTERNAL AUDIT TEAM

A team of three reputed members (members or officers with accounting and audit background) of good standing with the church appointed by the National head in consultation with the National Executive Council will serve as internal auditors of the church. The National Audit team is responsible for monitoring the Church's overall system of Internal Control and report to the office of National Head.

FUNCTIONS

- a) They shall be unpaid workers
- b) They will be responsible to the National Executive Council through the National Head
- c) They will audit the General Accounts of the church
- d) They shall report to the National head
- e) They will audit the Accounts of the District including the locals and the Ministries as directed by the National Head
- f) They shall perform such duties as are assigned to them by the National Head

INTERNAL AUDIT GUIDELINES

The following are developed as the objectives for internal auditing in the church.

- To check compliance with the National Financial Policies, the standards of ACNC/ASIC, and decisions of the National Council.
- To check the operation of tithing system
- To assess the adequacy of internal controls over bank accounts
- To confirm that church revenue and expenditures are authorized and accurately and completely recorded.
- To ensure that all receipts are banked promptly and are accurately and completely recorded.
- To ensure that petty cash transactions are recorded completely and accurately.
- To verify the propriety of journal entries.
- Every assembly is required to have their accounts compiled annually. However, it is preferred that the opinion of an audit firm shall be required to certify the accounts for all locals and the other levels.
- It is required for an audit to be conducted whenever the Financial Secretary/ Presiding Elder is reviewed or a Pastor is going on transfer for smooth handing over and taking over.

ASSEMBLIES/DISTRICTS AUDITING PROCEDURE

The assembly or the district to be audited should be given enough prior notice. A minimum of 2 weeks is reasonable. There should be an official notification. The District Pastor, the Presiding Elder, and Financial Secretary, the Treasurer as well as the local presbytery shall be informed. Ideally, the Treasurer and the Financial Secretary shall present with all the financial records, books, files, folders, vouchers, receipts and all check books. After each auditing, the findings should be discussed with the Presiding Elder, the Financial Secretary and the Treasurer and if need be, with the entire presbytery (and / or the District Pastor) before a final report is issued.

Audit findings should be responded to within one month from the date of issue.

EXTERNAL AUDIT TEAM

The National Finance Board shall recommend to the National Executive Council the engagement of an external auditor (audit team) after a thorough review and interview process is conducted. The External auditor is required to review internal controls to the extent considered necessary in connection with their examination of the Church's Financial Statements and make recommendation (s) to the Executive Council on internal controls.

FINANCIAL AND ADMINISTRATION DIRECTOR (FAD)

There shall be a financial and Administration Director of the church who shall be an elder or a minister of reputable accounting knowledge. He shall be an employee at the National Office. The FAD will be responsible for maintaining all the accounting records and consolidated financial reporting for the Church, and shall report to the NATIONAL FINANCE BOARD AND THE NATIONAL EXECUTIVES COUNCIL THROUGH THE NATIONAL HEAD/NATIONAL DEACON. Finance staff at the National Office are responsible to the FAD.

FUNCTIONS

- a. He shall be an automatic secretary to Finance board
- b. To prepare quarterly giving statements.
- c. To enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
- d. To keep confidential all financial contribution information.
- e. To enter all invoices submitted for payment, cut checks, submit to treasurer for signature, and prepare for mailing.
- f. To prepare monthly reports for the church board and individual ministry teams.
- g. To process payroll for employees of the church
- h. Access and evaluate accounting systems from time to time.

- i. Prepare a yearly budget draft for review and adoption by the church finance board.
- j. To prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- k. To prepare year-end financial reports for annual meeting.
- l. To provide such information as required by the National Executive for setting and monitoring an annual budget.
- m. To complete annual returns as required by ASIC and any other relevant government body.
- n. To train Financial secretaries and other Finance Department volunteers of the church at the local, district, and national levels.
- o. To liaise with the church's bankers.
- p. To perform other necessary and related work as may be assigned by the National Head/National Executive Council

FUNCTIONS OF THE FINANCIAL SECRETARY

- Uphold, defend and implement all national financial policies.
- Committed to promoting the financial wellbeing of the Church.
- Ensures that targets and quotas are promptly remitted.
- Ensures that all Internal Mission's Week, McKeown's week, Missionary offerings, and other periodic remittances are duly carried out.
- Takes care of the material assets of the Church and keeps records of inventories.
- Draws up an annual budget with the Finance Committee.
- Responsible for maintaining monthly bank reconciliation statements, half- year and annual reports.
- Supervise the financial aspects of all retreats, rallies and conventions.
- Oversees and renders helpful guidelines to the financial affairs of the Church.
- To ensure that the local operations comply with the set guidelines for the nation.
- Ensures that all invoices and bills are monitored, reviewed and paid promptly.
- Work in close consultation with district pastor, presiding elder, and the district executive committee to ensure the financial wellbeing of the Church.
- Must ensure that financial information are readily available and are secure.
- Must be informed and involved in all major purchases
- Responsible to the District Presbytery Council through the district pastor.
- Holds terms for three (3) years

NATIONAL ESTATE COMMITTEE

The National Estate Committee shall review all current assets at the various Local assemblies and Districts for soundness of investment. Assets that are deemed as unsound investments shall be disposed of and new or alternative assets acquired for the assembly or district. The National Estate Committee will be responsible to the National Executive Council.

OFFICERS: Rules of Conduct, Rules and Beliefs, Duties and Responsibilities

Rules of Conduct

- a) Set aside some period daily for personal quiet time in prayer and meditation on the Word (Matt. 6:6; Eph. 6:18-20).
- b) Be in your seat in good time before the commencement of the service, and participate fully in every aspect of the worship service (Gen.18:19; Ex. 20:10; Jos. 24:15; Jn. 1:44-45; Acts 10:24).
- c) Endeavour, by word and deed, to bring up your children in the fear of the LORD, and bring them with you to the house of God. Supervise and monitor the active participation of your children in Sunday school and Youth Ministry, as the case may be. Do not neglect the spiritual well-being of other relatives and house-helpers under your care; they also need salvation (Gen. 18:19; Ex. 20:10; Deut. 6:4-7; Jos. 24:15; Prov. 22:6; Jn. 1:44-45; Acts 10:24; 2 Tim. 1:5, 6).
- d) Make the Pastor your personal friend. He needs your sympathy, support and counsel as you need his. Constantly pray for him (Joel 2:17; Mal. 2:7; Rom. 15:30-32; 2 Cor. 1:11; Eph. 6:19 Heb. 13:17, 18)
- e) Make the church your spiritual home. Love the brethren with brotherly affection and, if it is possible, contribute to the needs of the saints - (Ps. 133:1; Acts 2:46-47; Phil. 7).
- f) During casual conversation at home or at work, do not speak disrespectfully or disparagingly about the church and God's servants (Prov. 22:8; Hos. 8:7; Gal. 6:7).
- g) Endeavour to study the Bible diligently on your own and take it with you any time you go to the house of God (Jos. 1:8; Ezra 7:10; Ps. 1:2; Ps. 119:16, 72; Acts 17:11; Rom. 15:4; 2 Tim. 2:15; 3:16).
- h) Always endeavor to adequately prepare yourself through prayer and dedication before coming to the house of God (Heb. 4: 15-16)

- i) Be a tither - Give one-tenth of your income to the Lord (Mal. 3:10; Prov. 11:25; Matt. 6:21).
- j) Support Missions with all your heart, interest, prayers and gifts and GO if He calls (Acts 1:8; Matt. 13:34).
- k) Keep your eyes on Jesus, not on preachers, churches or things (Matt.17:8).
- l) Be a soul-winner. This is the greatest of joys and thrills next to being saved (Jn. 1:41-50).
- m) Choose your companions carefully and prayerfully (I Cor. 15:33).
- n) You are now a pilgrim and a sojourner (one traveling to his home country). So don't allow anything to turn you aside or cause you to settle down in the world (1Pet.2:11; 1:17; Heb. 11:13-15).
- o) Since your home and citizenship are now in Heaven, live like it (Phil. 3:20).
- p) Live, work, pray and vote for those things that will make your community and country more righteous and God-honoring (Tit. 3:12)
- q) Recognize and be obedient to authority in the Church, work-place, home, school, local, state and national Government, except when it is contrary to God's word and will for you (1 Pet. 3: 13-19).
- r) Don't let man's theories, whether in textbooks or otherwise, shake your faith in the Bible as God's Word (Mat. 24:35; Ps. 119:89). All facts and findings of science prove rather than disprove the Bible.
- s) Always carry tracts with you for distribution during the day (Ps. 126:6).
- t) Watch your home life. Be your best for Christ there in all things (Eph. 6:1-4).
- u) Make your concerns and grievances known to the appropriate authority for explanation or redress (3 Jn. 9-10; Num. 12:1, 2).
- v) Enter reverently; pray fervently; listen attentively; give praise from a grateful heart and worship God in the beauty of Holiness (Ps. 118:27; Eccl. 5: 1; Rom. 7:12; Jas. 1:19. "Enter into His gates with thanksgiving, and into His courts with praise; be thankful unto Him and bless His name" (Ps. 100:4)
- w) Marital fidelity and chastity before marriage are the hallmarks of a true Christian and are, therefore, strongly urged upon every child of God. Pre-marital and extra-marital

relationships have no place in the church of God; members found in such relationships will be disciplined by suspension and/or withdrawal from fellowship (1 Cor. 7:2; Heb. 13:4).

- x) In your business, endeavor to make all your dealings and transactions Bible-based, honest and transparent (Prov. 16:8; 21:6; 22:16; Jer. 17:11; 22:13).

A true child of God may not deal in items known to be detrimental to the spiritual, mental and physical health of others e.g. Alcohol, cigarettes and other narcotic drugs.

Rules and Belief

The following is expected of you:

- a) A personal testimony of your salvation in Christ (Acts 4:12; Rom. 10:9).
- b) Your acknowledgement of, and obedience to the Order and Officers of the Church - Apostles, Prophets, Evangelists, Pastors, Elders and Deacons (1Cor.12:28; Eph. 4:11; Heb. 13:17).
- c) Your presence in the meetings of the Church and abidance in full Communion; that is, not to absent yourself more than three times from Communion without sufficient reason given for your absence (Heb. 10:25).
- d) Your conformity with the fundamental Doctrines of the Church, as well as with the two ordinances, namely, Baptism by Immersion and the Lord's Supper (Luke 12:19; Rom. 6:4; 1 Cor, 11 :24; II Jn. 1:9).
- e) That you contribute towards the support of the cause of Christ as taught in the Word of God (Gen. 14:20; 18:22; Lev. 17:30; I Chron.19:14; Matt. 23:23; 1Cor.16:2; Heb. 7:8, 17).
- f) That you keep the counsels of the Church in the Church (Matt. 7:6).
- g) That you pray for and help every member, remembering that we are joint members in the Body of Christ (1 Cor. 12:25; Gal. 6:2; 1 Tim. 2:1; Heb. 10:24).
- h) That you endeavor to keep the unity of the Spirit in the bond of peace (Eph. 4:3).

DUTIES OF ELDERS

- a) They are responsible for leading the Church in prayer and for teaching the Word of God.

- b) They are "custodians of the faith", that is, they guard jealously the fundamental doctrines of the Church, in order that no unscriptural teachings may be passed on by others to the saints.
- c) They have the responsibility of visiting the sick and afflicted saints. They are to know all members in the Church and if possible visit them in their homes from time to time (in large assemblies, say twice a year).
- d) In the absence of the minister, they administer the Lord's Supper on the Lord's Day.
- e) They see to it that spiritual and moral discipline is kept in the Church. They help settle differences amongst the saints. They report the misconduct of sinning saints to the minister, who will suspend from membership unrepentant sinning members.
- f) In the absence of the minister, they are to conduct Church services, tarry meetings, and evangelistic outreaches, naming or christening ceremonies.
- g) They are responsible for the acquisition of Lands and other properties for the local Church and report to the District Minister or Area/National Deacon.
- h) They are responsible for the burial of deceased members in the absence of a minister.
- i) They see to maintain Church discipline (1Cor.6:1-3; Tit. 1:13).
- j) They are PUNCTUAL at Church services.
- k) They are approachable but firm and fair.
- l) They read and study the Bible so as to receive rhema for the members.
- m) They see to it that TITHES and OFFERINGS are paid in time to the appropriate quarters.

DUTIES OF THE PRESIDING ELDERS

- a) The Presiding Elder is the one who, whilst being himself actively engaged in fulfilling the above duties, is responsible to see that the other Elders, Deacons and Deaconesses are carrying out their duties in a proper manner.
- b) In the absence of the minister, he takes the chair at Church services, evangelistic outreach meetings, tarry meetings, Elders' meetings.

- c) The Presiding Elder, however, is not superior in authority to the other Elders; their divine calling is the same. Presiding Elders are to be reviewed every two years for change or re-elected by the District Presbytery.

DUTIES OF DEACONS

- a) They are responsible for keeping and marking the Church Register. Anyone absent more than twice amongst the women to be notified to the responsible Deaconess. Anyone absent more than twice amongst the men to be notified to the Overseer or Elders.
- b) They are responsible for all material arrangements connected with all gathering, e.g. Arrangement of chairs, musical instruments, attending lighting system, etc.
- c) They are responsible for arranging the chairs in the Church before week-day gatherings, and taking care of and inspecting regularly all property in the building belonging to the Church, e.g. Notice board, tambourines, etc. The responsible deacon draws up an inventory of all Church property and checks it from time to time.
- d) They are responsible for seeing that the Hymn Books, envelopes etc. are brought out before each Sunday morning gathering and they collect them after the service. Deacons are ever on the alert to see that everyone is well seated and they are very active in making all preparations that are necessary in the Church prior to weddings, funerals, dedications, etc., so that the guests and others may feel at home.
- e) As with Deacons of old, it is expected that Deacons will engage themselves in spiritual duties as often as the occasion arises. They may be called upon to preach or teach from time to time or take a hand in leading the chorus (singing) before meetings begin.
- f) When conventions are held locally, Deacons see to it that material preparations are fully made for the event.
- g) At water Baptismal services, the Deacons are responsible for seeing that all the needs of the male candidates both before and after immersion are adequately met.
- h) Deacons may be called upon to perform, from time to time, other duties not specifically mentioned above.
- i) Deacons are responsible for visitations especially amongst the brothers and inform the

presiding elders of their local assemblies.

- j) Deacons serve at the Lord's Table (Acts 6:1-6).

DUTIES OF DEACONESSES

- a) Deaconesses are responsible for doing much of the visiting, especially amongst the sisters, and taking every opportunity to visit the sick, backsliders, etc.
- b) Preparation of the Lord's Table is the responsibility of the Deaconesses; a plan should be in operation so that one Deaconess lays and clears the table each Sabbath morning.
- c) They are also prepared to minister the Gospel as the occasion arises and are scheduled to give this ministry in the various assemblies from time to time.
- d) They direct and instruct female converts who come to surrender to Christ. When female converts come to the front, a Deaconess should deal carefully and lovingly with each of them to make sure that the converts know full well the steps they are taking; after that, they will be called to make open confession of Christ.
- e) At water Baptismal services, the Deaconesses see that the needs of the female converts, both before and after immersion, are adequately catered for. Deaconesses advise female converts as to what dress they should wear and see to it that no unseemly conduct takes place, especially after immersion.
- f) During conventions held locally Deaconesses are included in committees set up to arrange for lodgings, food, etc.
- g) At open-air gatherings the Deaconesses are active in visiting the houses in the vicinity and distributing tracts when these are available.
- h) The needs of the sisters in the assembly are prayerfully watched over by the Deaconesses; they impart much instruction to female members on such subjects as Dedication of Infants, marriage (problems), unseemly conduct, etc.
- i) They encourage those who come to them with problems, using the word of God.
- j) They support actively the local as well as the District Women's Movement work.
- k) They serve in the Mission House from time to time especially when visitors come during

rallies, retreats, conventions and other times.

- l) They mobilize young girls to work at the Mission House periodically.

MEMBERS: Rules of Conduct, Rules and Beliefs, and Duties

Rules and Belief

The following is expected of you:

- i) A personal testimony of your salvation in Christ (Acts 4:12; Rom. 10:9).
- j) Your acknowledgement of, and obedience to the Order and Officers of the Church - Apostles, Prophets, Evangelists, Pastors, Elders and Deacons (1Cor.12:28; Eph. 4:11; Heb. 13:17).
- k) Your presence in the meetings of the Church and abidance in full Communion; that is, not to absent yourself more than three times from Communion without sufficient reason given for your absence (Heb. 10:25).
- l) Your conformity with the fundamental Doctrines of the Church, as well as with the two ordinances, namely, Baptism by Immersion and the Lord's Supper (Luke 12:19; Rom. 6:4; 1 Cor, 11 :24; II Jn. 1:9).
- m) That you contribute towards the support of the cause of Christ as taught in the Word of God (Gen. 14:20; 18:22; Lev. 17:30; I Chron.19:14; Matt. 23:23; 1Cor.16:2; Heb. 7:8, 17).
- n) That you keep the counsels of the Church in the Church (Matt. 7:6).
- o) That you pray for and help every member, remembering that we are joint members in the Body of Christ (1 Cor. 12:25; Gal. 6:2; 1 Tim. 2:1; Heb. 10:24).
- p) That you endeavor to keep the unity of the Spirit in the bond of peace (Eph. 4:3).

Rules of Conduct

- y) Set aside some period daily for a personal quiet time in prayer and meditation on the Word (Matt. 6:6; Eph. 6:18-20).
- z) Always endeavour to adequately prepare yourself through prayer and meditation

before coming to the house of God. (Heb. 4:15-16)

- aa) Be in your seat in good time before the commencement of the service, and participate fully in every aspect of the worship service.

- bb) Endeavour, by word and deed, to bring up your children in the fear of the LORD, and bring them with you to the house of God. Supervise and monitor the active participation of your children in Sunday school and Youth Ministry, as the case may be. Do not neglect the spiritual well-being of other relatives and persons under your care; they also need salvation (Gen. 18:19; Ex. 20:10; Deut. 6:4-7; Jos. 24:15; Prov. 22:6; Jn. 1:44-45; Acts 10:24; 2 Tim. 1:5, 6).

- cc) Make the Pastor your personal friend. He needs your sympathy, support and counsel as you need his. Constantly pray for him (Joel 2:17; Mal. 2:7; Rom. 15:30-32; 2 Cor. 1:11; Eph. 6:19 Heb. 13:17, 18)

- dd) Make the church your spiritual home. Love the brethren with brotherly affection and, if you are able, contribute to the needs of the saints - (Ps. 133:1; Acts 2:46-47; **Phil. 7**).

- ee) During casual conversation at home or at work, do not speak disrespectfully or disparagingly about the church and God's servants. (Prov. 22:8; Hos. 8:7; Gal. 6:7).

- ff) Make your concerns and grievances known to the appropriate authority for explanation or redress (3 Jn. 9-10; Num. 12:1, 2).

- gg) Endeavour to study the Bible diligently on your own and take it with you any time you go to the house of God (Jos. 1:8; Ezra 7:10; Ps. 1:2; Ps. 119:16, 72; Acts 17:11; Rom. 15:4; 2 Tim. 2:15; 3:16).

- hh) Enter reverently; pray fervently; listen attentively; give praise from a grateful heart and worship God in the beauty of Holiness (Ps. 118:27; Eccl. 5: 1; Rom. 7:12; Jas. 1:19. "Enter into His gates with thanksgiving, and into His courts with praise; be thankful unto Him and bless His name" (Ps. 100:4)

- ii) Marital fidelity and chastity before marriage are the hallmarks of a true Christian and are, therefore, strongly urged upon every child of God. Pre-marital and extra-marital relationships have no place in the church of God; members found in such relationships will be punished by suspension and/or withdrawal from fellowship (1 Cor. 7:2; Heb. 13:4).

- jj) Be a tither - Give one-tenth of your income to the Lord (Mal. 3:10; Prov. 11:25; Matt. 6:21).

kk) Support Missions with all your heart, interest, prayers and gifts and GO if He calls (Acts 1:8; Matt. 13:34).

ll) Keep your eyes on Jesus, not on preachers, churches or things (Matt.17:8).

mm) Be a soul-winner. This is the greatest of joys and thrills next to being saved (Jn. 1:41-50).

nn) Choose your companions carefully and prayerfully (I Cor. 15:33).

oo) You are now a pilgrim and a sojourner (one traveling to his home country). So don't allow anything to turn you aside or cause you to settle down in the world (1Pet.2:11; 1:17; Heb. 11:13-15).

pp) Since your home and citizenship are now in Heaven, live like it (Phil. 3:20).

qq) Live, work, pray and vote for those things that will make your community and country more righteous and God-honoring (Tit. 3:12)

rr) Recognize and be obedient to authority in the Church, work-place, home, school, local, state and national Government, except when it is contrary to God's word and will for you (1 Pet. 3: 13-19).

ss) Don't let man's theories, whether in textbooks or otherwise, shake your faith in the Bible as God's Word (Mat. 24:35; Ps. 119:89). All facts and findings of science prove rather than disprove the Bible.

tt) Watch your home life. Be your best for Christ there in all things (Eph. 6:1-4).

uu) In your business, endeavor to make all your dealings and transactions Bible-based, honest and transparent (Prov. 16:8; 21:6; 22:16; Jer. 17:11; 22:13).

vv) A true child of God may not deal in items known to be detrimental to the spiritual, mental and physical health of others e.g. Alcohol, cigarettes and other narcotic drugs.

DISCIPLINE OF OFFICERS/ MEMBERS

An officer or member of The Church who commits any of the following offences shall be disciplined in accordance with the principles of The Church.

- a) Habitually visits questionable places
- b) Falls into open sin

- c) Embraces or spreads false doctrine
- d) Divorces wife or husband
- e) Marries more than one wife
- f) A sister who gets married to a married man
- g) Disobeys and shows disrespect to The Church authority at any level.
- h) Practices immorality

SANCTIONS

Depending upon the gravity of the offence committed, an offending Officer or member

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

REVIEWS, APPOINTMENTS, ETC.

There shall be reviews of all National, Districts and Local portfolios/stakeholders based on constitutional tenure designated. The following are terms of office as stipulated by the constitution.

TERM OF OFFICE - STAKEHOLDERS

The National Secretary

Shall hold office for a term of four (4) years and may be re-elected for further term

The National Deacon

Shall hold office for four (4) years and may be reviewed for further term.

The National Finance Board

The term of office is three (3) years and may be reviewed for further term.

The National Financial Secretary

The term of office is three (3) years and may be reviewed for further term

The National Audit Team

The term of office is three (3) years and may be reviewed for further term.

The District Financial Chairman

The term of office of a District Financial Chairman shall be three (3) years and may be reviewed for further term.

The Women's Ministry

The National Leader, her Assistant and the Patron of the Women's Ministry and all other National Officers shall hold office for three (3) years. District and Local for two (2) years and may be reviewed for further term.

The Youth Ministry

The Patron, the National Leader, the Assistant Leader of the Youth's Ministry and all other National Officers shall hold office for three (3) years. District and Local for two (2) years and may be reviewed for further term

The Men's Ministry

The National Leader, the Assistant Leader of the Men's Ministry and all other National Officers shall hold office for three (3) years. District and Local for two (2) years may be reviewed for further term

The Children's Ministry

The National Leader, the Assistant Leader of the Children's Ministry and all other National Officers shall hold office for three (3) years District and Local for two (2) years and may be reviewed for further term.

The Evangelism Ministry

The National Leader, the Assistant Leader of the Evangelism Ministry and all other National Officers shall hold office for three (3) years. District (3 years) and Local for two (2) years and may be reviewed for further term

The National Electoral Commission

Members shall serve for a term of three (3) years and may be reviewed for further term.

The Presiding Elder

The term of office of a Presiding Elder shall be two (2) years and may be reviewed for further term.

The District Secretary

The term of office of the District Secretary shall be two (2) years and may be reviewed for further term.

RETIREMENT OF UNPAID OFFICERS

Unpaid officers of The Church shall be retired voluntarily from active service at the age of 65 years.

OTHER POLICIES

1. MEMBERSHIP REGISTERS

All Assemblies are to open Membership Registers. These registers are to be updated every six months.

PURPOSE: To ensure the maintenance of better records within the Church.

2. MISAPPLICATION OF DESIGNATED FUNDS

Designated funds are not to be misapplied. Ministers/Officers are to note that the act is unacceptable. Appropriate sanctions will be given to offenders.

PURPOSE: To ensure that funds are used for the intended purpose.

3. OPENING OF ASSEMBLIES

In order to streamline the criteria upon which an assembly should be created, the following guide has been set:

An Assembly should have:

- A minimum of 12 baptized members above the age of 13.
- A meeting place.
- At least one leader
- Any group below this standard should be considered as a "Nursery Assembly."

PURPOSE: To control the breaking-up of assemblies for report sake and cater well for Assemblies that are opened.

4. VISITORS TO OUR CHURCH SERVICES

It has become a common phenomenon that many people go "church-shopping" before deciding on which church to belong to. Ministers /Officers are therefore encouraged to

take special interest in all visitors to our church services and program because such people are potential church members.

PURPOSE: To create a conducive atmosphere for visitors to feel welcome and accepted.

5. LAY LEADERSHIP SCHOOL

All prospective officers are to be given a thorough (5-day) training program before they are ordained.

PURPOSE: To make elders and officers more effective in the discharge of their duties

6. ORDINATION OF OFFICERS

After proposed officers have successfully gone through vetting processes, they should be made to fill the officer's declaration forms, which capture the main duties of officers. On the day of ordination, they are to come along with the forms and made to reaffirm. The forms also indicate that when they fail in their duties they could be withdrawn. Copies of the completed forms are to be placed on file. [Old officers are to do likewise – fill declaration forms].

PURPOSE: To train them to be efficient in the discharge of their duties.

TRAINING:

1. Ministerial Practices:

- Conducting Officers Interview;
- Ministerial Interview;
- Ministerial Handbook;
- Ministerial Guide;
- Policies, Protocols and Procedures
 - Ministers Invite (National Head to be notified)
 - Speakers Invite (Ministries etc.) – District Pastor notified
 - Handing Over Notes
 - 2018 Calendar of Activities
 - 2018 Calendar

2. Training of Prospective Officers for Ordination:

- Why we Exist? Mission statement, Vision
- COP Tenets
- Church Government, Structure
- Policies, Protocols, Procedures
- Officers Responsibilities

- Rules & Conduct
 - The Renewed Officer
 - 1 & II Corinthians (Brief Survey)
3. All-inclusive program – Building Together with Jesus!
- Church Trustees & Copat directors
 - Youth Involvement. (Concerns and Expectations - How to maximize your ministry potentials)
 - Meet the Professionals – contribution to the work of God in their profession
 - Meet the Elders – Levitical Priesthood who carry the Ark of the Covenant
 - Meet the Deaconess – Mothers of Delivery (Birth – givers)
 - Meet the Deacons – Table Servers (Over the Other Business)
 - Meet Ushers – The Face of the Church
 - Revive, Restructure all Ministries and Committees in the Church
 - Effective Communication among Officers
 - Church Programs, Calendar of Activities etc.
 - National Musical Team (All Districts)
 - Officers quarterly retreat on district level
 - Administration, Appointments, reviews, elections etc.
 - Financial structure, policy etc.
 - Leadership structure (Ministers, Staff, Officers, Ministries, etc.
 - The Question of Time, Program, Conferences, Camps, Prayer Retreats and festivals, Prayerline Conference, Emergency Prayer Clinics, etc.
 - Church Planting, Evangelism, Radio Ministry, Audio visual etc.

1. Short term Goals
2. Intermediate term Goals
3. Long term Goals

IMPORTANT REMINDERS

- ❖ Ministers Prayerline Conference on every Monday at 6pm Sydney time.
- ❖ Ministers Prayer and Teaching Retreats quarterly (January, March, July and September)
- ❖ National Council (All Presbyters) One – Day Prayer and Fasting on Prayerline Conference on every second Thursday of the month at 8.30pm Sydney time.
- ❖ General Prayer on Prayerline Conference from Monday to Thursday at 10pm Sydney time.