



THE

CONSTITUTION

OF

AFRICA GOSPEL CHURCH,

Kenya

2017

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5th edition

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PREAMBLE

Recognizing that the Africa Gospel Church, Kenya is a Bible-believing community of believers within the Wesleyan Arminian evangelical heritage:

- Committed to wisely preserving, propagating, and passing on to the future generations the doctrines and principles with which the founders of the Church started with;
- Practicing the Biblical principles in accordance with the word of God;
- Being a church of people of all economic, social, ethnic, age, national and gender backgrounds;
- Prepared to expand the kingdom of God on earth through evangelization to the lost, establishment of churches, edification of believers, equipping of church and community leaders and exercising social compassion;

We, the ministers, and the laity of the Africa Gospel Church, do hereby establish and set forth the following as the Constitution of the Africa Gospel Church, Kenya.

ABBREVIATIONS

AGC	Africa Gospel Church
CCC	Central Church Council
RCC	Regional Church Council
ACC	Area Church Council
DCC	District Church Council
LCC	Local Church Council
IEBC	Independent Electoral and Boundaries Commission
WGM	World Gospel Mission

CHAPTER ONE: AUTHORITY OF THE AGC CONSTITUTION

1.1 The Africa Gospel Church recognizes the Bible as the authoritative and supreme scripture upon which this constitution is enacted.

1.2 The Africa Gospel Church shall be governed by this Constitution and other previous policies or those that will be enacted later by the Central Church Council to the extent that they are consistent with this Constitution.

1.3 This constitution is the supreme set of policies of Africa Gospel Church and binds its members and all Church institutions at all levels.

1.4 No AGC member may claim or exercise church authority except as authorized under this constitution.

1.5 The validity or legality of this constitution is not subject to challenge by or before any Africa Gospel Church Council.

1.6 Any Africa Gospel Church policy, action or decision that is inconsistent with this constitution is void to the extent of the inconsistency.

1.7 Every member of AGC has an obligation to respect, uphold and defend this constitution.

1.8 Any attempt to establish an AGC ministry, council, or institution otherwise than in compliance with this constitution will be considered a violation of this constitution.

1.9 Enforcement of this constitution shall be done in accordance with the doctrines, mission, values, principles, and objectives of the Africa Gospel Church by its Councils at all levels.

1.10 The final interpretation of this constitution rests with the Africa Gospel Church Central Church Council.

CHAPTER TWO: THE CHURCH

2.1 Name

The name of this church shall be AFRICA GOSPEL CHURCH, (Kenya) hereinafter referred to as Africa Gospel Church (abbreviated as AGC).

2.2 Headquarters

The headquarters of the Africa Gospel Church, Kenya, shall be Nairobi.

2.3 Doctrinal Statement

Members of the Africa Gospel Church declare their belief:

- a. That both Old and New Testaments constitute the divinely inspired Word of God, inerrant in the originals and the final authority for life and faith.
- b. That there is one God, eternally existent in the Holy Trinity of Father, Son, and Holy Spirit, each with personality and deity.
- c. That the Son, our Lord Jesus Christ, manifested in the flesh through the virgin birth, died on Calvary for the redemption of the human family, all of whom may be saved from sin through faith in Him.
- d. That man, although created by God in His own image and likeness fell into sin through disobedience and “so death passed upon all men, for all have sinned” (Romans 5:12).
- e. In the salvation of the human soul, including the new birth; and in a subsequent work of God in the soul, a crisis, wrought by faith, whereby the heart is cleansed from all sin and filled with the Holy Spirit. This gracious experience is retained by faith as expressed in a constant obedience to God’s revealed

will thus giving us perfect cleansing moment by moment” (1 John 1:7-9).

- f. That the Church is the body of Christ; that all who are united by faith to Christ are members of the same; and that having become members of one another, it is our solemn covenant duty to fellowship with one another in peace, and to love one another with pure and fervent hearts.
- g. That our Lord Jesus Christ in His literal resurrection from the dead is the living guarantee of the resurrection of all human beings; the believing saved to conscious eternal joy and the unbelieving lost to conscious eternal punishment.
- h. That our Lord Jesus Christ, in fulfillment of His own promise both angelically and apostolically attested, will personally return in power and great glory.

2.4 Vision

The Whole Church Taking the Whole Gospel to the Whole World.

(Kanisa Lote, Likieneza Injili Yote, Kwa Ulimwengu Wote).

2.5 Mission

To fulfill the Great Commandment and Great Commission of the Lord Jesus Christ according to the Great Plan (Mark 12: 30-31; Mathew 28:19-20; Acts 1:8).

2.6 Strategies

The Africa Gospel Church shall accomplish its mission through the following key strategies:

- a. Evangelizing the Unsaved.
- b. Establishing Churches.
- c. Edifying Believers.
- d. Equipping Leaders.

e. Exercising Social Compassion.

2.7 AGC core values

- | | |
|------------------------|-----------------|
| a. Accountability. | f. Family. |
| b. Biblical authority. | g. Fellowship. |
| c. Diversity. | h. Holiness. |
| d. Excellence. | i. Integrity. |
| e. Faith. | j. Servanthood. |

2.8 Church sacraments

The AGC celebrates water baptism by immersion and Holy Communion as the sacraments of the Church as commanded by Jesus Christ. Members may be excused from the sacraments of the Church on the grounds of health issues and disability.

2.9 Language

The AGC recognizes English and Swahili as the official languages in the Central Office, institutions and for worship in all its cosmopolitan areas and in all its national functions. AGC members are required to use languages appropriately. Vernacular languages are to be used in local communities where everybody understands that particular language.

2.10 AGC logo and seal



Church Logo



Church Seal

2.11 AGC special days

These are Special Days in the Africa Gospel Church:

- a. Sunday is a Day of Worship and Rest for the AGC. Except for essential services- work is prohibited for all AGC members on this day. AGC offices shall be closed on this day.
- b. Central Church Council shall set aside Departmental and Institutional Special Days. Central Church Council may make provision for additional or subtraction of Special Days.
- c. A Special Day shall be a day of prayer and giving for a specific ministry of the Church.
- d. The AGC observes the following holidays in the Christian Calendar: Christmas Day, Good Friday, and Easter Sunday.
- e. The AGC recognizes Kenyan national days thus its offices shall be closed during national days as stated in the Kenyan laws.

2.12 Membership to other organizations

AGC shall have fellowship and or membership with other like-minded organizations or Churches, as shall be determined by the Central Church Council from time to time.

2.13 AGC Relationship to Civil Authority

- a. AGC maintains a neutral position with regards to political parties and individuals seeking elective offices.
- b. AGC shall seek to prayerfully maintain peace at all times and to participate in peace-building efforts throughout the Republic.
- c. The general church members have a right to participate, support and sell policies of any political party or candidate

that they support. This should be done with civility and due respect for biblical principles and the rights of other candidates.

- d. AGC approves of church members seeking elective political posts. Any AGC members seeking these positions, before, during and after elections, should conduct themselves in a manner that does not disgrace the Church and the Christian witness.
- e. AGC church leaders are prohibited from partisan politics and from serving as agents of political parties. Church leaders, with permission from their supervisors, may serve as officials of the Independent Electoral and Boundaries Commission (IEBC) or its equivalent. When such roles are given to any AGC member or leader, it should be discharged with complete fairness and impartiality in keeping with the laws of Kenya and the AGC constitution.
- f. AGC members are encouraged to vote for leaders who are God-fearing, with high moral integrity, selflessness, hardworking, visionary, incorruptible, peace-loving, and who are fully qualified in every sense of the word for the office they are seeking.

2.14 Dissolution

The AGC may be dissolved at any time by two thirds (2/3) popular vote of the total Church membership in a manner determined by the Central Church Council.

CHAPTER THREE: MEMBERSHIP

3.1 Qualification for membership in AGC church

Membership shall be open to all persons who confess their faith in the Lord Jesus Christ, who have been baptized after completing one year of catechism class, being in good standing, who accept the Doctrinal Statement of the Africa Gospel Church and agree to follow the Constitution and Rules of the Africa Gospel Church as taught in the Catechism and Membership Classes.

3.2 Transfer of membership from another denomination

A member of another Church which has fellowship with the AGC may become a member of the AGC provided he /she has met the requirements of section 3.1 and has a letter of recommendation from his /her Church or other evidence of current Church membership. The member who has transferred membership to the AGC will undergo membership classes and probation for six months before such a person is confirmed as a member by the Local Church Council.

3.3 Transfer of membership from one AGC to another AGC

A member of the Africa Gospel Church who moves from one geographical location to another will be required to produce a letter of recommendation from the home pastor in order to be a member of another Africa Gospel Church. Such a member does not need to undergo probation.

3.4 Associate membership shall be open to

- a. Any member from another Church who is in agreement with the Africa Gospel Church Doctrinal Statement; and who may wish to join Africa Gospel Church when he/she

is displaced from his/her own Church or on his/her own request.

- b. Any member of Africa Gospel Church who has moved from their home Church to another AGC local church temporarily.
- c. Those seeking associate membership from other denominations must have been faithful in attendance for more than six months, complete an application form with a written personal testimony, be recommended by any AGC pastor or Local member, attend membership classes and familiarize himself/herself with the AGC Constitution and be interviewed by the pastor and/or the Local Church Council. Associate members have the same responsibilities and rights as full voting members.

3.5 Junior membership

These are children who, being under 12 years of age and not baptized, fulfill the following obligations: confess Jesus Christ as Savior and Lord; and attend an AGC church and Sunday school regularly. They are also entitled to all privileges and rights of members except participation in Church sacraments, voting or entitlement to hold office.

3.6 Regular attendees

These are adult attendees who have not been baptized or received into membership in an AGC local church in which they attend regularly. They are entitled to spiritual nourishment but are not entitled to any other membership privileges. Local pastors should encourage them to join membership or baptismal classes.

3.7 Termination of membership

Membership can be terminated by the Local Church Council upon:

- a. Voluntary request of a member.
- b. Joining another religious denomination or sect.
- c. Proper disciplinary proceedings or trial.
- d. Persistent neglect of church attendance by a member which will be implied as voluntary withdrawal.
- e. Any member shall upon ceasing to be a member of the church forfeit all rights to all claims upon the church and the property and funds thereof.

3.8 Membership register

- a. Every Local church shall maintain a membership register, which shall contain the relevant details of the members.
- b. Every local pastor should forward a copy of updated membership register to the Africa Gospel Church Headquarters annually.
- c. Uniform membership cards shall be issued to all members of Africa Gospel Church.
- d. The Church shall endeavor to abide by the laws relating to the protection of data of members.

3.9 Responsibilities of members

- a. Promote the mission and vision of the Africa Gospel Church.
- b. Respect and uphold the constitution of the Africa Gospel Church.
- c. Defend biblical values and promote scriptural holiness in the society.
- d. Vote during the church elections and referenda.

- e. Foster church unity, cooperation and harmony within its various ministries and departments.
- f. Give tithes and offerings for the running of the church.
- g. Actively participate in ministry and contribute to the overall development of the church.
- h. Develop ministerial skills through edification and equipping of ministries of the church.
- i. Attend church services, participate in various fellowships, evangelistic activities, and other church enhancement forums.
- j. Defend Africa Gospel Church practices and doctrines.
- k. Seek for social and spiritual welfare of church leadership and pastors
- l. Participate in community development initiatives wherever they stay.
- m. Promote biblical family values in their communities.
- n. Protect and safeguard church property from misuse and waste.
- o. Foster partnership with like-minded Christian groups.
- p. Promote good citizenship in the country.

3.10 Privileges and rights

Every member and associate member of AGC has the following rights and privileges:

- a. Entitlement to pastoral care.
- b. Participation in the sacraments and ordinances of the church.
- c. Eligibility to vote and hold office upon reaching the age designated by the Central Church Council.
- d. Trial and appeal to a higher council if charged with failure to maintain the conditions of membership.
- e. The right to channel their concerns through relevant Councils.

3.11 Disciplinary procedures for members

- a. The disciplinary procedures in the AGC shall follow a restorative path that aims at bringing the person in right fellowship with God and the Church.
- b. The matters that would lead to disciplinary actions are: theft, immorality, and drunkenness, use of tobacco or narcotics, fighting, divisiveness, idolatry, witchcraft, lying, backbiting, occultism, dances, FGM (*female genital mutilation*), obscenity, and anything that is contrary to this constitution and AGC statement of faith.
- c. When a disciplinary issue arises affecting a church member, licensed pastor and ordained minister, the following disciplinary procedures shall be followed:

3.11.1 Local church member

- a. The power of disciplining a member shall rest in the Local Church Council concerned; in accordance with Mathew 18:15-17.
- b. A Church member shall have the right of appeal to a higher relevant Council within thirty days after the decision of the Local Church Council; by notice in writing to the Vice Chairperson of that council, of his/her intention to appeal. The relevant Council shall then deal with the matter at its next regular meeting.
- c. A Catechumen/class member who has fallen into sin, upon repentance; shall repeat the full year of the class or be given appropriate counseling and probation as determined by the Local Church Council.
- d. A member who shows signs of genuine repentance may be reinstated after not less than six months from the time disciplinary action was taken; his/her membership card

shall then be returned to him/her by the Local Church Council.

- e. The power of expulsion or excommunication of a Local Church member rests with the Central Church Council.

3.11.2 Licensed pastor/church leaders

- a. Allegations against any licensed pastor or Church leader shall be made orally or in writing to the immediate superior of the said pastor or leader; in accordance with 1 Timothy 5:19.
- b. The superior of the said pastor or leader that receives the report should immediately ensure that the report is forwarded to the investigating body within twenty-one (21) days.
- c. The power of investigation, discipline, and revocation of a license of a licensed pastor shall rest with the Regional Church Council which shall report all such actions to the Central Church Council.
- d. The power of investigation and discipline of Church Leaders and Council members' rests with the respective immediate supervising Councils with the recommendations of the Council where the leader concerned is a member.
- e. A Church Leader or Council member who has been under discipline, having reformed and exhibited the fruits thereof for one year; may be restored to his/her position of leadership.
- f. A Church leader or Council member shall have the right of appeal to a higher relevant Council within thirty days after the decision of the Church Council, by a notice in writing to the Chairperson of that higher council of

- his/her intention to appeal. The relevant higher Council shall then deal with the matter at its next regular meeting.
- g. A licensed pastor shall have the right of appeal to the Central Church Council, by notice in writing within thirty days after the decision of the Regional Church Council in; stating the grounds for his/her appeal. The Central Church Council shall then deal with the matter at its discretion.
 - h. A licensed pastor whose license has been revoked, having reformed, and exhibiting the fruits thereof for three consecutive years, may be issued a letter of authority to preach. After serving faithfully in the Church ministry for two more consecutive years, his/her Pastor's license may be restored to him/her by his/her Regional Church Council.

3.11.3 Ordained minister

- a. Allegations against an ordained minister shall be made in writing to the immediate superior of the said minister in accordance with 1 Timothy 5:19.
- b. The power of investigation, discipline, and revocation of the certificate of an ordained person shall rest with recommendation of the Ordained Council and approval of the Central Church Council. A special CCC meeting shall be convened to deliberate on such disciplinary action as may arise from time to time.
- c. An ordained person shall have the right of appeal by way of a written notice to the Chairman of Central Church Council, within thirty (30) days of his trial. The Chairman shall then present the appeal at the CCC meeting with all the relevant

information /facts to assist the CCC to make a decision.
The decision of CCC shall be final.

- d. In case of allegations made against the Bishop, it shall be presented in writing to the Chairman of the Central Church Council. In case of the Bishop also being Chairperson of the Central Church Council, the report shall be made to the Vice Chairperson of the Central Church Council who shall then convene a meeting of the Ordained Council.
- e. A certificate of an ordained person that has been revoked on disciplinary grounds shall not be restored to him.
- f. All letters and correspondence to any Church office on any matter must bear the name, contact address and signature of the person writing.

CHAPTER FOUR: COMMUNITY LIFE

4.1 Right to life

The Africa Gospel Church believes in the sanctity of human life. The AGC believes that life starts at conception. Abortion is not permitted for any AGC member. Procurement of abortion or aiding someone to abort a baby is a disciplinary issue.

4.2 Discrimination

The Africa Gospel Church believes in the equality of females and males before God. The two sexes were both created in image of God. The AGC does not discriminate on the grounds of race, sex, color, ethnic, economic, social, age or disability. The AGC aspires to minister to the elderly, widows and widowers, orphans, the economically disadvantaged and persons with disabilities of all age groups in the church.

4.3 Children

Recognizing that children are a gift from God, Africa Gospel Church seeks to bring them up in the fear and admonition of the Lord; and to help them to grow in wisdom, stature and favor with God and humanity. The Africa Gospel Church prohibits physical, emotional, psychological, and sexual abuse to children, including child neglect. The Church upholds children's right to education, health care, pastoral care, and social welfare.

4.4 Ministry to the children

The Church shall teach children in their early ages to experience salvation. The Africa Gospel Church shall organize children's Sunday school, Vacation Bible School, Bible clubs, and other relevant children's programs. Once a child is eleven years of age, he/she may enter the Catechism class and shall be eligible for

baptism at the age of twelve, provided he/she meets the requirements for Church membership. Catechism classes shall take a period of one year before baptism.

4.5 Dedication of children

- a. It is a requirement for all members of Africa Gospel Church to dedicate their children.
- b. The Africa Gospel Church does not perform infant baptism.
- c. Children to be dedicated shall be presented by both parents/guardians. Where one of the parents/guardians is not available, the consent of the absent parent must be granted. Parents/guardians shall dedicate themselves to bring up their children in the way of the Lord.
- d. Children of a single parent shall be presented for dedication by that parent/guardian. A parent/guardian bringing children for dedication should commit himself/herself to bringing up the children in the ways of the Lord. The parent/guardian should prove his/her repentance by the fruit of the Holy Spirit.

4.6 Junior youth

The Church shall organize graduation of children to junior youth.

4.7 Youth

Recognizing the unique significance and power of youth as a transitional phase in human life, Africa Gospel Church seeks to provide spiritual, social, economic, educational, physical and emotional support for them. The AGC seeks to empower youth to be leaders in the church and the society.

a. Youth department

The Youth department at every level shall coordinate youth curricula, ministries, programs and activities within the church, primary schools, secondary schools, colleges, universities, and young professionals. The youth programs should be relevant at every level and should bring honor to God.

b. Harmful practices

The Africa Gospel Church shall guard youth against harmful traditional and modern practices such as female genital mutilation, pornography, alcohol, drugs and substance abuse, pre-marital sex, and sinful music.

c. Rites of passage

The Central Church Council shall establish a curriculum for Christian passage of rites for boys and alternative Bible-based rites of passage shall be established for girls.

4.8 Family

The Africa Gospel Church recognizes the family as a sacred institution ordained by God and the backbone of the church and society. The family reflects the triune image of God. AGC recognizes marriage between male and female, i.e. people of biologically opposite sex only. The AGC upholds marriage as a lifelong and indissoluble union between man and woman. In case of marital difficulties, matters should be handled according to the guidelines Jesus gave in Matthew 19:9. Upon the death of one of the partners, the other partner is free to remarry according to the scriptures (1 Corinthians 7:39).

4.9 Children, youth, men and women in the church

The Central Church Council shall establish at the Central level AGC Central Women's Council and AGC Central Men's Council, AGC Children's Council and AGC Central Youth Council. These respective Councils provide leadership for various age groups on spiritual, social, psychological, economic, physical and intellectual development. These Councils function by coordinating ministries, approving new Christian education resources, developing policies, preparing goals and budget, receiving reports, and raising financial resources for running their respective ministries. These Councils shall have corresponding councils at every level of the Church structure. The composition of these Councils shall be determined by the Central Church Council.

4.10 Polygamous marriage

Africa Gospel Church does not approve of polygamous marriages (Matthew 19:4-6). However, those who got saved in polygamous status are accepted by the Church and their participation in Church activities will be guided by the following conditions:

- a. Women who are in polygamous marriages are eligible to be baptized so long as they meet Church membership requirements.
- b. A polygamous husband who got saved in that status will be baptized to become a member of the Africa Gospel Church.
- c. A baptized polygamous man shall not be eligible to be elected or appointed to any leadership position in the Church (1 Timothy 3:12).

4.11 Christian marriages

AGC does not recognize these forms of marriage arrangements as Christian marriages:

- a. Co-habitation (come- we- stay).
- b. Same sex marriages.
- c. Under-age marriages (below 18).
- d. AGC discourages marriages between people with a large age difference and old people marrying young people.
- e. The Church does not approve wife or husband inheritance.

4.12 Church weddings

- a. Counseling for those joining catechism classes or seeking Church membership must be done to ascertain whether they are legally married. If they have not been legally married, they must be married before they are accepted.
- b. The youth have to be baptized and in good standing to qualify for church weddings.
- c. Premarital Counseling is mandatory for those who intend to get married in the Church. The Central Church Council shall establish a curriculum for premarital counseling. There shall be marriage enrichment programs at every level of the Church.
- d. Those who have been married through the government offices should seek church vows and blessings before being accepted for baptism or membership.
- e. All weddings performed in the Church, including those seeking church vows and blessings after government office certification, shall receive AGC Marriage Certificates.
- f. Only Ordained Church ministers with Church Ordination Certificates and government licenses issued through Central office shall perform marriages according to the statutory laws of the land and the practices of Africa Gospel Church.

- g. The Africa Gospel Church recommends wedding ceremonies performed in the approved Church sanctuary.

4.13 Senior citizens

The Africa Gospel Church values senior citizens and will seek to minister appropriately to their spiritual, emotional, social, and economic needs. The Church encourages families to care for their aged relatives. AGC shall treat senior citizens with respect and dignity. Any negligence, abuse and discrimination of senior citizens is a Church disciplinary issue according to this constitution.

4.14 Burial and memorial services

- a. The Africa Gospel Church shall conduct funeral services for its members either in the church or at the burial site. AGC shall not conduct a church funeral service for non-believers within the church premises.
- b. The AGC ministers may officiate funeral services at the burial site of non-believers for purposes of comforting the family and sharing the gospel with the mourners.
- c. The burial or memorial services shall be conducted as laid out in the AGC Clergy manual. There shall be no prayers for the dead in AGC funeral services. AGC does not approve necromancy (consulting the dead).
- d. AGC shall not conduct anniversary funeral memorial services in the church.
- e. The Central Church Council shall develop a Clergy Manual on Church rituals and ceremonies.

CHAPTER FIVE: LEADERSHIP AND GOVERNANCE

5.1 Leadership

- a. Leadership is a church trust to be exercised in a manner that:
 - i. Is consistent with the teachings of the Bible, the mission and strategic objectives of Africa Gospel Church, Kenya.
 - ii. Demonstrates respect for members of AGC.
 - iii. Demonstrates respect for the laws of the land.
 - iv. Brings honor to the church and dignity to the office.
 - v. Promotes confidence in the integrity of the office.
 - vi. Serves the members, rather than ruling over them. The Africa Gospel Church upholds the principle of servant leadership.
- b. All Pastors, Lay Leaders, Heads of Institutions, Departments, and Directors at every level of major Councils shall be required to take a course in AGC History and Polity and on the AGC Doctrine of Holiness.
- c. The guiding principle of leadership and integrity include:
 - i. Spiritual maturity.
 - ii. Knowledge of the word of God.
 - iii. Stewardship.
 - iv. Exemplary Godly conduct.
 - v. Objectivity and impartiality in decision making.
 - vi. Transparency and accountability.
 - vii. Respect for authority and the constitution of the Africa Gospel Church.
- d. Before assuming office or performing any church function, the senior pastor of a local church, the district leader, the area director, the regional director, the assistant bishop and the bishop shall be consecrated and installed with relevant vows as stipulated in the AGC Clergy Manual.

- e. A church leader shall, whether in public or private life, behave in a manner that will not demean the office that the leader holds.
- f. A full-time church leader shall not be involved in another full-time employment or full time course of study.

5.2 Church officers

- a. A person is not eligible for election or appointment to a church office unless the person is a member of the Africa Gospel Church.
- b. Where vacancies arise due to whatever reasons, the holders of other offices who qualify will be eligible for election to fill the vacant position, whether or not they have served their full term in the offices they are holding at that time.
- c. The retirement age for all elected and appointed officers shall be sixty-five (65) years. Church Officers shall serve for a duration of five years' renewable in an election or appointment pending successful performance appraisal. However, an officer may not necessarily serve for five years on the following grounds:
 - i. Resignation or termination
 - ii. Non-performance
 - iii. Any other reason as may be forwarded to the relevant council
- d. Where vacancies arise in an office due to natural causes, resignation or termination from office, the vacancy shall be filled by the relevant Council no later than 90 days from the date the vacancy occurred. The assistant officer or deputy, or another officer deemed appropriate by the relevant Council, shall act in that capacity for a period of 90 days.
- e. In case of incapacitation, when the officer is no longer able to discharge his/her duties, that officer shall be asked to resign

and the replacement procedure follows. Removal from office due to incapacitation will be as stipulated in AGC Staff manual.

- f. If a church officer is elected or appointed in the middle of a continuing term from the previous officer for any reason, he or she will serve for a full term of five years from that date.
- g. Any officer elected or appointed with less than five years to retirement, he or she will only serve for those remaining years to retirement.
- h. In the best interest of the church, the CCC may allow relevant Church councils to elect or appoint an officer who does not meet the necessary minimum requirements on condition that the decision does not contravene the Bible and AGC doctrines.

5.3 AGC councils and officers

5.3.1 The authority of each main council

- a. The governance of Africa Gospel Church is by Councils with the supreme Council being the Central Church Council.
- b. The members may exercise their authority only through their representation in legitimately elected Councils, Committees and Boards. Such authority shall be exercised in accordance with this constitution and the Bible.
- c. The following church organs shall exercise this authority in accordance with the AGC constitution and the Bible:
 - i. Local Church Council.
 - ii. District Church Council.
 - iii. Area Church Council.
 - iv. Regional Church Council.

- v. Central Church Council.
- vi. Any other Councils, Boards, and Committees as established by the Central Church Council.
- d. Where this constitution is deemed to contradict the teachings of the Bible, it is the sole responsibility of the Central Church Council to provide direction.
- e. Every Africa Gospel Church Council has an obligation to respect and uphold this constitution.
- f. Councils at every level may come up with creative and contextual governance structures that are in accordance with AGC vision, mission, values, doctrines and strategic objectives.
- g. Each Council shall ensure that Church property and assets are protected and used according to the relevant church policies.
- h. Councils shall not enact Church governance structures in a way that does not comply with this constitution.
- i. If there is a disagreement concerning any Council, a letter of complaint, signed by at least three members of that Council, may be forwarded to the Council superior to that Council. The decision of the Central Church Council is final. The Chairperson of the Council receiving the complaint shall acknowledge in writing immediately; and within twenty-one (21) days, investigate the problem and communicate its disposition in writing to the complainants.
- j. Each main Council has authority and may constitute departmental councils, boards, committees within their jurisdiction and in accordance with the AGC Constitution.
- k. Assistants at all levels of the church (Local, district, Area, and Region) shall oversee the operations of

departments and ministries in addition to other prescribed responsibilities.

5.3.2 General structure of AGC main councils

- a. Local Church Council, District Church Council, Area Church Council, and Regional Church Council shall have a minimum of seven (7) members.
- b. All Councils shall have a quorum of two thirds of voting members.
- c. The Chairperson, the Secretary and the Treasurer of each Council shall be different persons.
- d. Each Council may co-opt up to two members.
- e. Councils shall be constituted to represent the mission, vision, and strategic objectives of the Africa Gospel Church, Kenya.

5.3.3 Local Church Council

a. The Local Church Council

The Local Church is the foundational Council of the denomination. AGC establishes church units for her congregations in the villages, towns, and cities. Such units are recognized as local churches. The council setting up that church shall give it a name which could be the one by which the village, town, city is known, or any other that is thought to be suitable. The full name of the Local Church shall include AFRICA GOSPEL CHURCH. A local church shall be managed by a Local Church Council which is answerable to the Area Church Council or the Urban Church Council as the case may apply. The Local Church Council meets once a month.

b. Composition of the Local Church Council

- i. Pastor (Chair).
- ii. Assistant Pastor.
- iii. Lay Leader.
- iv. Treasurer.
- v. Secretary.
- vi. Education Leader.
- vii. Children's Pastor/leader.
- viii. Youth Pastor/ Leader.
- ix. Women Leader.
- x. Men's Leader.
- xi. Discipleship/Catechism Leader.
- xii. Missions Leader.
- xiii. Evangelism Leader.
- xiv. Compassionate Leader.
- xv. Worship Leader.
- xvi. And any other Two co-opted members.

c. Duties of the Local Church Council

- i. To recommend appointment of Pastors and their Assistants to the Area Church Council or Urban Church Council.
- ii. To appoint church personnel.
- iii. To oversee the implementation of the vision and mission of the Africa Gospel Church at the local church level.
- iv. To ensure that the congregation is well catered for spiritually.
- v. To ensure that the Sunday Services are well planned for; and are relevant to the needs of the members of the Church and the mission of AGC.
- vi. To approve the transfer of membership from other denominations to the local AGC as stipulated in this Constitution.

- vii. To elect Church representatives to the AGC sponsored School Committees.
- viii. To ensure that the Church finances are well managed as per the AGC Policy; through regular scrutiny of financial records.
- ix. To ensure that monthly remittances of finances to the Area Church; including that of Regions and Central Office; in accordance to the Church policy.
- x. To ensure that all Church assets, including the Sanctuary, are cared for through proper maintenance and safe custody.
- xi. To provide facilities for ministries, and ensure that the Church sanctuary is used for worship and worship related functions only.
- xii. To ensure that discipline is upheld by the Local Church members and where there are deviations investigations and disciplinary actions are taken.
- xiii. To approve candidates for Baptism, weddings, and child dedication.
- xiv. To recommend the Local Church goals and budget to the Area Church Council; or where applicable, to the Urban Church Council for approval.
- xv. To ensure that new converts are inducted to the holy living; through catechism classes before baptism.
- xvi. To ensure that discipleship and membership classes are organized for baptized members on a regular basis.
- xvii. To ensure that AGC policies and rules, as contained in the constitution and manuals, are observed, and complied with.
- xviii. To ensure that the discipline of holiness is lived and practiced by the Church members at all times.

- xix. To take care of human resource needs of church employees.
- xx. To recommend Pastors for licensing and ordination; through the District, Area and Regional Church Councils, to the Ordained Council for approval. Missionaries who are due for licensing or ordination shall be recommended by the Local Church Council of the station, or that of the sending Area as the case may apply.

d. Local church finances

This committee shall be responsible for managing local church finances. The sources of these funds shall be tithes and offerings, departmental offerings, donations, investments, and special offerings. AGC shall accept monies and donations earned with integrity.

e. Local church finance committee

The Committee shall be composed of the following:

- i. Pastor.
- ii. Assistant Pastor.
- iii. Secretary.
- iv. Treasurer.
- v. Lay Leader.
- vi. Two co-opted members with financial expertise.
- vii. The Chairperson, who should not be one of the pastors, shall be elected from among the members during their first seating.

f. Duties of the local church finance committee

- i. To oversee collection of all funds by the Local Church.
- ii. To open a bank account, whose signatories shall be two of the following: the Pastor, Treasurer, and one other Local Church Council member.
- iii. To prepare the annual budget to be presented to the local Church Annual Meeting.
- iv. To make monthly financial reports to the local Church.
- v. To ensure that Christians in the Local Church are taught the principles of tithing and giving for the Lord's work.
- vi. To determine Local Church financial procedures based on AGC Finance Policy.
- vii. To keep proper accounts, and prepare financial books for annual audit.
- viii. To approve Local Church expenses.
- ix. To ensure remittance of budgetary allocations to the Area, Regional and Central Office.
- x. To send monthly financial reports to the Area office through the District; and for the case of the Urban Churches, to the Urban Director's office through the Regional Office. Mission Fields shall remit their monthly returns to the Central Office through the office of the Missions Coordinator.
- xi. To ensure that the Church members of staff are paid their monthly remunerations promptly.

5.3.4 Personnel of the Local Church Council

5.3.4.1 The local church pastor and assistant pastor

The Assistant Pastor shall report to the Senior Pastor while the Senior Pastor shall have a dual reporting duties to the Area Director/Regional Director and to the District Leader or Urban Ministries Director/Mission Director, as the case may apply.

a. Qualification for pastor and assistant pastor

- i. A born again Christian with evidence of holiness in their personal, home and professional life.
- ii. Should have a preacher's permit issued by Central Office at the time of entry.
- iii. Complete agreement with AGC doctrinal statement, policies, and practices.
- iv. A call from God to Pastoral Ministry.
- v. Live according to scriptural requirements in 1 Timothy 3:1-7.
- vi. Not less than 21 years of age.
- vii. Knowledgeable of AGC history, polity, and practices.
- viii. Proven leadership abilities and vision for the Church.

b. Mode of election/appointment of the pastor and assistant pastor

- i. The Local Church Pastor and Assistant Pastor shall be elected, or recommended by the relevant Local Church Council for appointment, by the Area Church

- Council or the Urban Church Council where it applies, from among qualified AGC Pastors.
- ii. He shall serve for a term of five years which is renewable.
 - iii. Election of the Local Pastor and Assistant Pastor shall be by secret ballot, or as may be directed by the Local Church Council at the time.
 - iv. The District Leader or his representative shall preside over the election of the Local Pastor and Assistant Pastor.
 - v. Consecration and installation of the Local Church Pastor or Assistant Pastor shall be presided by the Area Director concerned, or his designee, immediately following appointment by the Area Church Council. In the case of urban local churches, the installation shall be presided over by the Regional Director.
 - vi. The Local Pastor or the Assistant Pastor shall assume office immediately after installation. The Area Director or his representative, and for the case of urban, the Regional Director shall administer the vows as stipulated in the AGC Clergy Manual.

b. Duties of the pastor and assistant pastor

- i. To serve as the spiritual leader of the local church.
- ii. To preach, teach, counsel, visit and administer flock.
- iii. Chair the Local Church Council.
- iv. To ensure AGC vision and mission is implemented in the local church.
- v. To equip, mentor and shepherd the local church leadership.

- vi. To conduct worship services and organize special services as may be required by the congregation.
- vii. To ensure good financial stewardship; and that due finances are remitted to the Headquarters and/or to the Area Treasurer's office.
- viii. To oversee the local church departmental meetings and operations.
- ix. To ensure that the church practices are in keeping with AGC doctrinal statement, polity and practices.
- x. To serve as a Member of the District Church Council, or an oversight Council as may be relevant.
- xi. To maintain clear records of membership, meetings, and finances; and ensure that the returns are made to the Headquarters, in accordance with AGC policy.
- xii. To carry out any other duties as may be assigned by the Senior Pastor.
- xiii. The Assistant Pastor assists the Pastor in all the duties listed.

5.3.4.2 Lay leader

a. Qualifications for lay leader

- i. A born again Christian with evidence of holiness in their personal, home and professional life.
- ii. Complete agreement with AGC doctrinal statement, policies, and practices.
- iii. Living according to scriptural requirements in 1 Timothy 3:1-7.
- iv. Not less than 30 years of age.
- v. Knowledgeable of AGC history, polity, and practices.
- vi. Proven leadership abilities and vision for the Church

c. Duties of the Lay leader:

- i. To serve as a liaison between pastoral staff and the laity.
- ii. To serve as an holder custodian of AGC practices and polity.
- iii. To manage pastoral transition in the Local Church on behalf of AGC Kenya; in conjunction with the relevant Council.
- iv. To notify the relevant Council on major issues affecting the Pastoral staff.
- v. To ensure that the Church property and assets are managed and used appropriately.
- vi. To chair the Local Church Council upon request by the Chairman.
- vii. The Lay Leader is an ex-officio member of all Local Church committees.

5.3.4.3 Treasurer

a. Qualifications for treasurer

- i. Must be born again; with evidence of holiness in their personal, home and professional life.
- ii. Must be living according to scriptural requirements (I Tim 3:1-7; Titus 1:5-9).
- iii. Must be in agreement with AGC doctrinal statement, policies and practices.
- iv. Must be knowledgeable on basic financial recording and reporting systems.
- v. Must be familiar with AGC Finance Policy.

b. Duties of the treasurer

- i. To work under the direction of the Local Church Finance Committee.

- i. To give monthly finance reports to the Local Church Council.
- ii. To ensure that all funds of the Local Church are receipted; and to forward the required amount to the Area office, Regional Office and Central office; and to designate funds to the appropriate use.
- iii. To maintain accurate financial records of the Local Church.
- iv. To deposit all the other funds in the bank where the local Church is operating an account.
- v. To send monthly trial balances and financial reports to the Area Office, and where appropriate send them to the Central office.

5.3.4.4 Local church council secretary

a. Qualifications of the church council secretary

- i. He/she must be born again; with evidence of holiness in their personal, home and professional life.
- ii. He/she must be living according to scriptural requirements (I Tim 3:1-7; Titus 1:5-9).
- iii. He/she must be in agreement with AGC doctrinal statement, policies, and practices.
- iv. He/she must be capable of handling secretarial duties of the Local Church Council.

b. Duties of the church secretary

- i. To accurately record the minutes of all local Church business meetings and of all Local Church Council meetings.

- ii. To ensure all church records, legal documents and inventories are in safe keeping.
- iii. To send a copy of all minutes to the District leader and Area Director or Urban Director/Missions Coordinator where appropriate.
- iv. To keep up-to-date, records and statistics of the Local Church, and to forward copies to the District office and Area office, Missions Office, or Urban Director's office.

5.3.5 District church council

a. District church council

A District shall have a minimum of five (5) local churches. The District Church Council shall meet eight (8) times a year. The District Church Council shall provide spiritual direction for the local churches within its jurisdiction; while administrative functions shall be vested with the Area Church Council.

b. Composition

- i. The District Leader.
- ii. Assistant District Leader.
- iii. District Secretary.
- iv. District Treasurer.
- v. All Local Church Pastors within the District.
- vi. District Men's Leader.
- vii. District Women's Leader.
- viii. District Youth Leader.
- ix. District Children's Ministry Leader.
- x. District Education Leader.
- xi. District Evangelism Leader.

- xii. District Missions' Leader.
- xiii. District Compassion's Leader.
- xiv. Two co-opted members within the District.

c. Duties of the District church council

- i. To elect the District Leader, Assistant District Leader, and the Treasurer.
- ii. To elect the District Secretary and heads of department.
- iii. To recommend to the Area Church Council, the establishment of new local churches in accordance with Central Church Council policies.
- iv. To recommend to the Area Church Council, the appointment of Pastors, Assistant Pastors and Local Preachers, for the Local Churches of the District.
- v. To arrange District meetings and fellowships; and to ensure that District meetings are held for youth, women, children, men and others, as may be necessary for the growth of the Church within the District.
- vi. To ensure that Christian Education and Discipleship activities are carried out in all the Local Churches within the District.
- vii. To ensure that special services for Baptism, observance of the Lord's Super and Dedication of Children, are organized in the Local Churches of the District.
- viii. To ensure that district finances are used according to AGC financial policies.

- ix. To recommend budgets and goals for District and Local Churches within the District to the Area Church Council.
- x. To inform each Local Church in the District of the amount it is to contribute to the Central, Region Area Office.
- xi. To oversee the implementation of the Vision and Mission of the Africa Gospel Church within the District.
- xii. To ensure that AGC sponsored schools in their Districts receive spiritual support; and are managed in accordance with AGC Education Policy.
- xiii. To forward disciplinary cases involving District Council members, and appeals involving Local Church members, to the Area Church Council.

5.3.6 Personnel of the District church council

a. The District Leader

The District Leader reports to the Area Director. His qualifications shall be as follows:

- i. He/she must be born again; and with evidence of holiness in their personal, home and professional life.
- ii. He/she must be called to ministry.
- iii. He/she must be not less than 30 years of age.
- iv. He/she must have good communication skills for the locality.
- v. He/she must be living according to scriptural requirements (I Tim 3:1-7; Titus 1:5-9).
- vi. He/she must be married and living with the spouse.

- vii. He/she must have leadership and pastoral abilities.
- viii. He/she must be in agreement with AGC doctrinal statement, policies and practices.

b. Mode of election of the District leader

- i. The Leader shall be elected by the District Church Council from among the church leaders in the District.
- ii. The leader shall serve for a term of five years which is renewable.
- iii. Election of the District Leader shall be by secret ballot, or as may be directed by the District Church Council at the time.
- iv. The Area Director or his representative shall preside over the elections.
- v. Consecration and installation of the District Leader shall be presided by the Area Director, or his representative immediately following elections by the District Church Council.
- vi. The District Leader shall assume office soon after installation. The Area Leader or his/her representative shall administer the vows as stipulated in the AGC Clergy Manual.

c. Duties of the District Leader

- i. To serve as Chairperson of the District Church Council.
- ii. To coordinate the work of the District.

- iii. To reach out to the Local Church Pastors, and provide them with the assistance and guidance they require.
- iv. To assist the Area Director in ensuring that the local churches are adhering to the church policies in all their operations.
- v. To assist the Area Director in ensuring that statistical returns required by the AGC headquarters for planning and evaluation are submitted to the Area office promptly.
- vi. To keep accurate and up-to-date records in accordance with the AGC policy manuals.
- vii. To assist the Area Director to promptly deal with disciplinary cases within the district.
- viii. To serve as a member of the Area Church Council.
- ix. To assist the Area Director in ensuring that annual budgets for the local churches are prepared, consolidated and submitted to the AGC headquarters promptly, in accordance with AGC policy.
- x. To oversee District fellowships and meetings.
- xi. To oversee the implementation of AGC vision and mission within the District.

5.3.7 Area Church Council

a. Area Church Council

An Area shall have not less than three districts. The minimum number of established local churches within an Area shall be thirty (30). The Central Church Council

shall approve the formation of Areas which do not meet these requirements under special circumstances.

b. Composition

- i. Area Director.
- ii. Assistant Area Director.
- iii. Area Secretary.
- iv. Area Treasurer.
- v. District Leaders within the Area.
- vi. Area Men’s Leader.
- vii. Area Women’s Leader.
- viii. Area Youth Leader.
- ix. Area Children’s Ministry Leader.
- x. Area Education Leader.
- xi. Area Evangelism Leader.
- xii. Area Missions’ Leader.
- xiii. Area Compassion Leader.
- xiv. Area Discipleship leader.
- xv. Two co-opted members within the Area.

c. Duties of Area Church Council

- i. To elect the Area Director from among the ordained clergy in the Area or Region, Assistant Area Director, and the Treasurer.
- ii. To appoint or elect Area Secretary and heads of departments.
- iii. To give guidance to the Area Finance Committee regarding banking of savings and Trust Funds.
- iv. To approve the starting of new local churches as per Central Church Council approved policies.
- v. To appoint the Pastors, Assistant Pastors and Local Preachers for the Local Churches of the Area.

- vi. To issue local Preachers letters of Permission to Preach.
- vii. To approve the election of District Leaders within the Area.
- viii. To arrange the following meetings for the Area: Christmas meetings, Easter services, Prayer Days, Seminars, Workshops, and Camp meetings. Also ensures meetings for Youth, Women, Children, Men, and others as may be necessary for the growth of the Church in the Area are organized.
- ix. To ensure special services in the Area for Baptism, observance of the Lord's Super, Dedication of Children are organized in the Local Churches of the Area.
- x. To oversee the Area finances:
 - To approve budgets and goals for the local churches.
 - To recommend to the Region the opening and operating of bank accounts by a local Church where such a Church qualifies.
 - To supervise the financial operation of the Local Churches.
 - To ensure that the Area Departmental Finances are managed properly.
- x. To set salaries of other paid workers in the Area and Local Churches.
- xi. To inform all Local Churches in the Area of the amount they are to contribute to Central Office, the Regional and the Area Offices.
- xii. To oversee the implementation of the Vision and Mission of the Africa Gospel Church within the Area.

- xiii. To choose representatives to the Boards and committees in the Area when Church representation is required.
- xiv. To ensure that AGC sponsored schools in their Area receive spiritual support and are managed as per AGC Education Policy.
- xv. To thoroughly investigate and try a Pastor as recommended by the District Church Council and a Church member who had appealed the decision of the Local Church Council.
- xvi. To meet at least six times in a year.
- xvii. To recommend Pastors for Licensing to the Regional Church Council and for Ordination through the Regional Church council to Central Church Council (CCC).

- xix. To recommend through the Regional Church Council, the elected Area Directors to Central Church Council for approval.

5.3.8 Personnel of the Area Church Council

5.3.8.1 The Area Director

The Area Director shall report to the Regional Director. He/she:

- i. Must be born again; with evidence of holiness in their personal, home and Professional life.
- ii. Must be called to ministry.
- iii. Must be ordained.
- iv. Not less than 30 years of age.
- v. Must be fluent in English and Kiswahili.
- vi. Must be giving full time to the Church work.
- vii. Must be living according to scriptural requirements (I Tim 3:1-7; Titus 1:5-9).

- viii. Must be married and living with the spouse.
- ix. Must have leadership abilities.
- x. Must be in agreement with AGC doctrinal statement, policies and practices.

a. Mode of Election

- i. The Area Director shall be elected by the Area Church Council from among the ordained clergy in the Region.
- ii. He/she shall serve for a term of five years which is renewable.
- iii. Election of the Area Director shall be by secret ballot, or as may be directed by the Area Church Council at the time.
- iv. The Regional Director or his representative shall preside over the elections.
- v. Consecration and installation of the Area Director shall be presided by the Regional Director or his representative; immediately following elections during the Area Church Council.
- vi. The Area Director shall assume office soon after installation. The Regional Director or his/her representative shall administer the vows as stipulated in the AGC Clergy Manual.

b. Duties

The Area Director shall be responsible for the operations of the Districts under the Area; in particular, in ensuring that:

- i. The District Leaders are reaching the Local Church Pastors, and giving them the assistance and guidance they require.
- ii. The Districts are adhering to the church policies in all their operations.

- iii. The statistical returns required by the AGC headquarters, for planning and evaluation, are submitted as promptly as they are due.
- iv. The Districts are keeping accurate and up-to-date records in accordance with the AGC policy manuals.
- v. Disciplinary cases within the Area are addressed promptly.
- vi. There is constant flow of information from the Regional Office to the local Churches; and from the Area to the AGC headquarters.
- vii. Annual budgets for the local churches are prepared, consolidated and submitted to the AGC headquarters on time; in accordance with AGC policy.
- viii. Expenditure of funds in the local churches, the Districts and the Area is in conformity with the approved budget.
- ix. Auditing of the Area and Local churches' books is carried out annually, as directed by the Regional Church Council.
- x. Area Church Council meetings are held regularly, and presided over by himself.
- xi. He is the spiritual leader of the District leaders and church personnel within the Area.
- xii. The Area is remitting funds to Central Office promptly.
- xiii. He represents the church before the government in the Area.
- xiv. ACC minutes are sent to the Regional Office promptly.
- xv. Organization of staff training seminars, holiness revivals, camp Meetings and special services are organized within the Area.
- xvi. The implementation of AGC vision and mission within the Area.

- xvii. He is the key spokesperson and defender of AGC doctrines, values, policies, and practices within the Area.
- xviii. He serves as member of the Regional Church Council.
- xix. Legal documents of ownership for all church property within the Area are forwarded for safe-keeping in the Central office.

5.3.9 Regional Church Council

a. Regional Church Council

This Council is responsible for the supervision of all the operations of the Areas, the Mission fields and Urban Churches within the jurisdiction of the Region. The RCC shall meet four times for a year. The Chairperson of this Council shall be the Regional Director. A Region shall have a minimum of three Areas. Each Region shall have a minimum of 100 and a maximum 600 local churches. The Central Church Council shall approve Regions which do not meet this criterion, under special circumstances.

b. Composition:

- i. Regional Director.
- ii. Regional Assistant Director.
- iii. Regional Secretary.
- iv. Regional Treasurer.
- v. Area Directors within the Region.
- vi. Urban Representative within the Region.
- vii. Regional Men's Leader.
- viii. Regional Women's Leader.
- ix. Regional Youth Leader.
- x. Regional Children Ministry Leader.
- xi. Regional Education Leader.
- xii. Regional Evangelism Leader.
- xiii. Regional Missions Leader.
- xiv. Regional Compassion Leader.

- xv. Regional Missions leader.
- xvi. Regional Discipleship leader.
- xvii. Two co-opted members within the Region.

c. Duties of the Regional Church Council

- i. To provide spiritual and administrative oversight of the Region.
- ii. To elect the Regional Director, Assistant Regional Director, and Treasurer.
- iii. To appoint or elect the Regional Secretary and heads of departments.
- iv. To coordinate the work of the Areas within the Region.
- v. To liaise with the Urban Church Council and Outreach Council in the coordination of Urban Churches and Mission fields.
- vi. To approve goals and budget for the Areas within the Region.
- vii. To approve establishment of new Areas within the Region.
- viii. To ensure preparation and submission of reports regarding the church work within the Region to the AGC headquarters as necessary.
- ix. To receive financial reports from the Areas, Urban Churches and Mission Fields within the Region.
- x. To ensure that Areas, Urban Churches and Mission Fields within the Region remit their financial apportionment to the Central office.
- xi. To approve and license pastors within the Region.
- xii. To recommend licensed pastors for ordination to the ordained council, after a fair examination.
- xiii. To deal with disciplinary issues affecting the Regional Staff, Area Directors and Licensed Pastors.
- xiv. To ensure the audit of Area financial records, and submission of reports to the Central Office.

- xv. To appoint Regional staff.
- xvi. To organize Regional conferences, camp meetings and seminars for believers, pastors and leaders.
- xvii. To develop and oversee the functions of the departments in the region.
- xviii. To receive reports from the Areas and departments in the Region.
- xix. To implement the vision and mission of the Church in the Region.

5.3.10 Personnel of the Regional Church Council

5.3.10.1 The Regional Director

The Regional Director reports to the Bishop.

a. Qualifications

He/she:

- i. Must be born again with evidence of holiness in their personal, home and professional life.
- ii. Must be called to ministry.
- iii. Must be ordained.
- iv. Must be not less than 35 years of age.
- v. Must be fluent in English and Kiswahili.
- vi. Must be giving full time to the Church work.
- vii. Must be living according to scriptural requirements (I Tim 3:1-7; Titus 1:5-9).
- viii. Must be married and in a good relationship with the spouse.
- ix. Must have leadership abilities.
- x. Must be in agreement with AGC doctrinal statement, policies and practices.

b. Mode of Election

- i. The Regional Director shall be elected by the Regional Church Council from among the ordained clergy in the Region.

- ii. He shall serve for a term of five years which is renewable.
- iii. Election of the Regional Director shall be by secret ballot, or as may be directed by the Regional Church Council at the time.
- iv. The Assistant Bishop shall preside over the elections.
- v. Consecration and installation of the Regional Directors shall be presided by the Bishop immediately following elections during the Regional Church Council.
- vi. The Regional Director shall assume office soon after installation. The Bishop shall administer the vows as stipulated in the AGC Clergy Manual.

c. Duties

The Regional Director shall be responsible for the operations of the Areas under the Region; in particular, in ensuring that:

- i. The Area Directors are reaching the District Leaders and Local Church Pastors; and giving them the assistance and guidance they require.
- ii. The Areas are adhering to the church policies in all their operations.
- iii. The statistical returns required by the AGC headquarters for planning and evaluation are submitted as promptly as they are due.
- iv. The Areas are keeping accurate and up-to-date records in accordance with the AGC policy manuals.
- v. There is constant flow of information from the AGC headquarters to the local Churches; and from the Areas to the AGC headquarters.
- vi. Annual budgets for the Region and Areas are prepared, consolidated and submitted to the

- AGC headquarters promptly; in accordance with AGC policy.
- vii. Expenditure of funds in the Regions and the Areas is in conformity with the approved budget.
 - viii. Ensure the annual audit of all the Areas and Local churches; and that significant cases that come up in the Areas and Local Churches are addressed promptly according to the Church policies and rules.
 - ix. Regional Church council meetings are held regularly; presided by himself.
 - x. To be the spiritual leader of Area Directors and church personnel within the Region.
 - xi. To ensure that Areas, Urban Churches, and Mission churches within the region are remitting funds to the Central Office promptly.
 - xii. To represent the church before the government in the Region.
 - xiii. To oversee the implementation of the AGC vision and mission within the Region.
 - xiv. To serve as member of the Central Church Council and the CCC Executive Council.
 - xv. To be the key spokesperson and defender of AGC doctrines, values, policies, and practices within the Region.

5.3.10 Central Church Council

a. Central Church Council

- i. This is the supreme AGC council. It shall meet twice a year. It shall be chaired by the Bishop of the Africa Gospel Church, Kenya. Other meetings may be convened as determined by the Central Church Council.
- ii. All acts done in good faith by the authority of the Central Church Council, express or, shall be the acts of the Africa Gospel Church and of the individual members thereof; and shall be binding on each individual up to one year

from the day he/she ceases to be a member of the Africa Gospel Church. Every member of the Central Church Council shall be indemnified by the Africa Gospel Church and by the members thereof for any costs, losses or expenses that they may incur, or become liable to, by reason of any contract entered into or thing done by him, on behalf of Africa Gospel Church in good faith, as a member of the Central Church Council or in any way in the discharge of his duties.

b. Composition:

- i. Bishop.
- ii. Assistant Bishop.
- iii. Administrative secretary – non-voting.
- iv. Treasurer.
- v. Regional Directors.
- vi. Regional Women Directors.
- vii. Area Directors.
- viii. WGM Country Director.
- ix. Any other two WGM representatives.
- x. Institutions Representatives (*Tenwek Hospital Chief Executive Officer, Kenya Highlands Evangelical University Vice Chancellor, and Kaboson Pastors Training College Principal*). The CCC may from time to time approve an Institution to be represented in the CCC.
- xi. Management Council members (none voting).
- xii. Two co-opted members at large of whom one shall preferably be a legal person.
- xiii. The Central Church Council may from time to time, invite any ordained person/s of the Africa Gospel Church and professionals to attend the meetings of the Central Church Council as need may arise to take part in the discussions, but will not vote during the meeting.

c. Duties of the Central Church Council

- i. To ensure that the Africa Gospel Church operates within its vision, mission, doctrines, values, and strategic objectives.
- ii. To enact policies, procedures, guidelines, and manuals; and to provide direction for the ministries of the entire denomination.
- iii. To receive reports from the Bishop's office, which will include all strategic ministries of the Church.
- iv. To elect the Bishop and the Assistant Bishop of the entire Africa Gospel Church, after every five years.
 - v. To arrange for smooth transitions and installations of key church officers.
 - vi. To appoint the treasurer every fifth year; not necessarily from among its members.
- vii. To receive, review and adopt the Central Office financial report. To appoint the Trustees of the Africa Gospel Church.
- viii. To appoint the administrative secretary; and to ratify the appointment of departmental heads.
- ix. To approve the formation of new Regions; and to determine boundaries for Regions and Areas.
 - x. To approve the establishment, change or closure of any ministry, project, departments and institutions of the Africa Gospel Church.
- xi. To change the representation of any councils as necessary.
- xii. To elect the church members to represent the Africa Gospel Church at large; wherever such representation is needed.
- xiii. To approve election of the Regional and Area Directors.
- xiv. To approve the ordination of all pastors; upon recommendations from the Ordained Council in collaboration with the relevant councils.

- xv. To co-opt two members at large to the membership of the CCC.
- xvi. To receive reports from all the Regions, AGC institutions, and World Gospel Mission.
- xvii. To approve the apportionment of the Central Office budget to all Regions; and to approve Regional Office budgets.
- xviii. To give direction regarding investments, banking and trust funds.
- xix. To approve goals and budgets for the central church council, its departments, mission fields, and other Central office AGC ministries and projects.
- xx. To discuss and approve the annual audit report.
- xxi. To set up policies on church- state relationships; and to approve partnerships or collaborations with other Churches or organizations.
- xxii. To handle disciplinary cases affecting the Bishop, Assistant Bishop, Ordained Elders and regional Directors; and appeals forwarded from the Regional Church Council.
- xxiii. To approve constitutional amendments as provided in this Constitution.
- xxiv. To provide direction for the organization of Annual Pastors'/Leaders' Conferences; and to ensure that Men, Women and Youth Conferences are held annually.
- xxv. To be the custodian of the vision and mission of the Africa Gospel Church.
- xxvi. The CCC may appoint ad hoc committee to dispense on any issues as need arise.

5.3.11 AGC Executive Central Church Council

a. Composition

- i. Bishop.
- ii. Assistant Bishop.
- iii. Administrative secretary (non-voting).
- iv. Regional Directors.

- v. Regional Women’s Directors.
- vi. National Women’s Director.
- vii. Other Management Council members (non-voting).

b. Duties

To deal with matters of the Central Church Council, between meetings of the Council. The minutes of the Executive Council shall be ratified by the Central Church Council.

c. Frequency of Meetings

The Executive Council shall hold four regular meetings every year. The Chairperson may call for special meetings of the Executive Council. Regional Church Council, Area Church Council, District Church Council and Local Church Council may constitute their Executive Councils to carry out responsibilities of these Councils between meetings with membership of no more than seven (7) people.

5.3.12 Personnel of Central Church Council (Central Office)

5.3.12.1 The Bishop

The Bishop shall be the spiritual and administrative head of the Africa Gospel Church, Kenya. The Bishop shall provide leadership and direction towards accomplishing strategic objectives of the Church. The Bishop shall be answerable to the Central Church Council.

a. Qualification

- i. A born again Christian, with evidence of holiness in their personal, home and professional life.
- ii. An Ordained elder of the Africa Gospel Church.
- iii. In complete agreement with AGC doctrinal statement, policies and Practices.
- iv. A calling from God to Pastoral Ministry.
- v. Giving full time ministry to the Church.

- vi. Living according to scriptural requirements in 1 Timothy 3:1-7.
- vii. Not less than 35 years of age.
- viii. Married and in a good relationship with the spouse.
- ix. Knowledgeable of AGC history, polity and practices. Proven leadership abilities and vision for the Church.

b. Mode of Election

- i. The Bishop shall be elected by the Central Church Council from among the ordained clergy of the Africa Gospel Church, by simple majority of voting CCC members present.
- ii. He shall serve for a term of five years renewable.
- iii. Election of the Bishop shall be by secret ballot, or as may be directed by the Central Church Council at the time.
- iv. The Central Church Council shall appoint a presiding officer from among the ordained elders at the time of election and before the election process begins. The Chairman of the Central Church Council may or may not be appointed as the presiding officer.
- v. The Central Church Council shall nominate and shortlist candidates to proceed to the next stage.
- vi. The Central Church Council shall appoint an ad hoc committee of not more than five people to interview the candidates. The members of the committee and the presiding officer must be neutral, and not interested in the position of the Bishop.
- vii. The ad hoc committee, led by the presiding officer, shall interview the candidates together with their spouses, and bring a report to the Central Church Council. The CCC shall adopt the report from the presiding officer.

- viii. Election shall be conducted before the full CCC, and the results shall be declared immediately by the presiding officer.
- ix. The Bishop shall not assume office until after consecration and installation; which shall be done within 90 days after elections.
- x. The mode of consecration and installation of the Bishop shall be the responsibility of the Central Church Council at the time.

c. Duties

- i. To provide pastoral oversight and spiritual leadership for the entire Africa Gospel Church, Kenya.
- ii. To ensure that the AGC is accomplishing its vision and mission.
- iii. To be the key spokesperson and defender of AGC doctrines, values, policies, and practices.
- iv. To serve as the Chairman and the Chief Executive Officer of the Central Church Council.
- v. To oversee the entire work of the Africa Gospel Church in Kenya.
- vi. To serve as the Chairman of the Central Office management council.
- vii. To be the Chairman of the Church's Board of Trustees.
- viii. To serve as the Chancellor of Kenya Highlands Evangelical University.
- ix. To serve as the Chairperson of the Tenwek Hospital Board.
- x. To serve as the Head and legal representative of the denomination.
- xi. To prepare the agenda for the Central Church Council meetings.
- xii. To give reports to the annual and semi-annual meetings of the Central Church Council on the state of the entire Africa Gospel Church.

- xiii. To ensure financial accountability in the entire Africa Gospel Church.
- xiv. To coordinate the joint work of Africa Gospel Church and World Gospel Mission in Kenya.
- xv. To facilitate partnerships with like-minded organizations and individuals.
- xvi. To ensure that the decisions of the Central Church Council are carried out.
- xvii. To be an ex-officio member of all central departmental committees and institutional boards of the church.
- xviii. To serve as the Africa Gospel Church representative in inter-church committees.
- xix. Any other responsibility assigned by the Central Church Council.

5.3.12.2 The Assistant Bishop

The Assistant Bishop shall report to the Bishop. The qualifications for the office of the Assistant Bishop shall be the same as those of the bishop.

a. Mode of Election

- i. The Assistant Bishop shall be elected by the Central Church Council from among the ordained clergy of the Africa Gospel Church.
- ii. He shall serve for a term of five years which is renewable.
- iii. Election of the Assistant Bishop shall be by secret ballot, or as may be directed by the Central Church Council at the time.
- iv. The Bishop shall preside over the elections.
- v. The Central Church Council shall nominate and shortlist candidates to proceed to the next stage.

- vi. The Central Church Council shall appoint an ad hoc committee of not more than five people to interview the candidates. The members of the committee and the presiding officer must be neutral and not interested in the position of the assistant Bishop.
- vii. The ad hoc committee, led by the Bishop, shall interview the candidates together with their spouses, and bring a report to the Central Church Council.
- viii. Election shall be conducted before the full CCC by the presiding officer after adoption of the report, and the results shall be declared immediately by the presiding officer.
- ix. Consecration and installation of the Assistant Bishop shall be presided over by the Bishop immediately following election by the Central Church Council.
- x. The Assistant Bishop shall assume office within 30 days of election into office. The Assistant Bishop shall take vows as stipulated in the AGC Clergy Manual.

b. Duties

- i. To assist the Bishop in the pastoral oversight and spiritual leadership of the Church.
- ii. To oversee the operations of AGC Departments and ministries.
- iii. To serve as the Vice Chairperson of the Central Church Council and deputy Chief Executive Officer of the Church.
- iv. To serve as Vice Chairperson of the Central Office Management Council.
- v. To function as the Vice Chairperson of the AGC Board of Trustees.

- vi. To take, assume or carry out the responsibilities of the Bishop when the Bishop is absent, incapacitated or in the event of death; until the new Bishop is installed.
- vii. To act as an ex-officio member of all Church committees.
- viii. To Assist the Bishop in the supervision of the Regional Directors.
- ix. Any other duties as may be assigned by the Bishop.

5.3.12.3 The Administrative Secretary

The Administrative Secretary shall be an appointee of the Central Church Council. The Central Church Council may from time to time appoint individuals to serve as Assistants to the Administrative Secretary.

a. Qualifications

- i. A born again Christian, with evidence of holiness in their personal, home and professional life.
- ii. Preferably an ordained elder of the Africa Gospel Church.
- iii. Complete agreement with AGC doctrinal statement, policies and practices.
- iv. Giving full time ministry to the Church.
- v. Living according scriptural requirements in 1Timothy 3:1-7.
- vi. Not less than 35 years of age.
- vii. Married and in a good relationship with the spouse.
- viii. Knowledgeable of AGC history, polity and practices.
- ix. Proven leadership abilities and vision for the Church.

- x. Knowledgeable in finance, administration, and human resource.

b. Duties

- i. To assist the Bishop and Assistant Bishop in any duties that may be assigned by them.
- ii. To ensure proper financial accounting, including annual auditing for the Headquarters, Departments and Regions.
- iii. To ensure budgetary controls and expenditure controls in the head office.
- iv. To prepare the annual budget draft in consultation with the Bishop, the Assistant Bishop and the AGC management council, for approval by the Central Church Council.
- v. To maintain and update the AGC register of assets.
- vi. To ensure a good working relationship among the staff at the headquarters.
- vii. To oversee the social welfare of the Church staff and missionaries.
- viii. To serve as the official Secretary of the Central Church Council, Board of Trustees and the Management Council.
- ix. To plan for recruitment, training, and development of personnel according the needs of the church.
- x. To be responsible for the custody of the official records and files of the Church.
- xi. To follow up pending land, church property and other legal issues in consultation with the Bishop.
- xii. To serve as the chief personnel officer of the denomination.
- xiii. To be the ex-officio member of all departmental committees and councils.

- xiv. To ensure that proper human resource records are kept and updated in the Head Office.
- xv. To be in charge of the general administrative functions of the Head Office.
- xvi. To oversee the income-generating projects and investments of the Church.

5.3.12.4 The Treasurer

The Treasurer shall be accountable to the Central Church Council. This is not a full-time position.

a. Qualifications

- i. A born again Christian with evidence of holiness in their personal, home and professional life.
- ii. Complete agreement with AGC doctrinal statement, policies, and practices.
- iii. Living according to scriptural requirements in 1Timothy 3:1-7.
- iv. Not less than 30 years of age.
- v. Knowledgeable of AGC history, polity and practices.
- vi. Proven leadership abilities and vision for the Church.
- vii. Knowledgeable and experienced in accounts and financial systems.

b. Mode of Election

- i. The Treasurer shall be elected by the Central Church Council from among AGC members; and once elected shall become a member of the Central Church Council.
- ii. He shall serve for a term of five years which is renewable.
- iii. Election of the Treasurer shall be by secret ballot, or as may be directed by the Central Church Council at the time.

- iv. The Chairman of the Central Church Council shall preside over the elections.

c. Duties of the Central Treasurer

- i. To ensure that proper financial accounts for Central office departments and regions are well maintained.
- ii. To examine the headquarters' accounts regularly.
- iii. To be a member and chairperson of Finance Board.
- iv. To be a signatory of the accounts of the Central Office.
- v. To ensure that financial reports are presented by the Finance Manager at each Central Church Council meeting.
- vi. To ensure that financial books are prepared and audited annually.
- vii. To bring Finance Committee reports to the Central Church Council.
- viii. To report to the Central Church Council, the AGC investments and businesses.
- ix. To ensure that there is smooth running of the finance office.
- x. To ensure that the Management and Finance Board prepares annual budgets for Central Church Council approval.

5.3.12.5 Registered Trustees Africa Gospel Church

The Registered Trustees Africa Gospel Church will be appointed to office for a five-year renewable term by the Central Church Council. At the end of the five-year term, not all should leave the office at the same time. The Board of Trustees shall meet at least twice a year. The structure of membership and Chairmanship is the discretion of the Central Church Council. The Administrative Secretary of

Africa Gospel Church shall maintain a register containing all the legal documents of AGC on behalf of the Trustees.

a. Duties of the Trustees

- i. To hold the property rights, with respect to ownership of land in the name of Africa Gospel Church vested in the custody of the Trustees of the denomination of Africa Gospel Church (AGC). Ownership of land is vested in the Trustees on behalf of the denomination.
- ii. To be custodians of immovable assets of the Church. No sale, Purchases, or exchange or use or transfer of property can be made without a three-fourths approval by Registered Trustees Africa Gospel Church.
- iii. AGC Trustees shall be responsible for all legal documents of any of trust, shares, or mortgages.
- iv. To hold the Africa Gospel Church Seal.
- v. To appoint Boards for AGC Institutions and Companies.

5.3.12.6 AGC Management Council

a. Composition:

- i. Bishop (Chairing).
- ii. Assistant Bishop.
- iii. Administrative Secretary.
- iv. Finance Manager.
- v. Directors of the following ministries-Outreach, Discipleship, Education, Compassion, Urban/Establishment Churches, Children, Youth, Women and Men.

b. Duties of Management Council

- i. To oversee the day-to-day activities of the entire denomination.
- ii. To coordinate all the operations of AGC Kenya.

- iii. To plan and organize the ordination of new ministers.
- iv. To organize and supervise the inauguration of new Regions, development Projects, Ministries, and Mission fields.
- v. To be responsible for proper management of AGC Finances by scrutinizing books of accounts and audit reports.
- vi. Manage Central Office Finances in accordance with AGC Financial policy.
- vii. Follow-up on audit findings to ensure that corrective action is taken.
- viii. Be responsible for paying salaries/wages to the Central Office staff, AGC Missionaries and other employees.
- ix. Ensure that up-to-date records of ordained ministers, Licensed Pastors, Central Office staff and AGC Missionaries are maintained.
- x. To ensure that the agreed budgetary contributions from Regions, Ministries, Development Projects and Mission fields are implemented.
- xi. To investigate the disciplinary issues affecting AGC personnel under Central Office; and to forward the findings and recommendations to Central Church Council.
- xii. To organize for CCC and CCC Executive Meetings; and to prepare the agendas.
- xiii. To ensure that AGC operates in compliance with all the laws of the land.
- xiv. To ensure that all the policies of AGC approved by CCC are implemented and adhered to across the board.
- xv. To recommend ad hoc committees to CCC for approval.
- xvi. To receive reports from all departments of Central office.

- xvii. To recommend to the Central Church Council any changes in departmental structures, including the formation of new departments and the dissolution of existing departments.

5.3.12.7 Central Ordained Council

a. Composition

The Council shall be composed of 9 Regional Directors, 2 Ordained elders from each Regional Council who must be members of CCC, Assistant Bishop and Bishop. The Bishop shall be the chairperson of the Council. Meetings shall be held whenever needs that require attention of the Council arise.

b. Duties of the Ordained Council:

- i. To hold in custody the spiritual life, doctrines, and practices of AGC.
- ii. To receive recommendations from the regions, arrange for the examination of candidates for ordination, approve them and send to the Central Church Council for ratification.
- iii. To provide direction for ordination services for candidates.
- iv. To be responsible for development of AGC clergy manual.
- v. To ensure that Regional Ordained Councils carry out examination and licensing of candidates according to laid down procedures; and to report to the Ordained Council.
- vi. To investigate and recommend the appropriate discipline of an ordained elder to the Central Church Council.

5.3.12.8 Coordinating Council:

This council shall be under the supervision of the Central Church Council. It shall serve as a common ground for Africa Gospel Church and World Gospel Mission to meet for discussion, planning and understanding; and to provide direction for joint projects. This Council shall meet at least three times a year.

a. Composition

- i. Bishop.
- ii. Assistant Bishop.
- iii. Administrative Secretary.
- iv. Three Members elected at large by the Central Church Council.
- v. World Gospel Mission Country Director.
- vi. Assistant World Gospel Mission Country Director.
- vii. Four members elected by World Gospel Mission field meeting.

b. Duties

- i. To approve all requests for additional World Gospel Mission staff to approve their return following long leave; and to place all World Gospel Mission staff who are seconded to the Africa Gospel Church to the Church ministries, departments, or institutions where they will serve.
- ii. To discuss and agree on mutual budgetary and financial issues.
- iii. To provide direction on the use of assets of mutual interest.
- iv. To discuss and make the necessary decisions and plans for areas of mutual concern that are assigned; and those areas that are not the responsibility of another council or committee.

- v. To receive reports from ministries, institutions, and projects of mutual interest.

5.3.12.9 Departmental Councils

- i. The Central Church Council shall establish departments and departmental Councils based on the mission and vision of the Church.
- ii. The functions of these Councils shall include but not limited to the following: preparation of goals and budget, coordination of their respective ministries, approval of new ministries, development of policies, reception of reports, raising financial resources for running their respective ministries, recommending for employment of full time personnel, and supervising and evaluating respective ministries.
- iii. These Councils shall have equivalents at every level of the Church structure.
- iv. The Composition of these Councils shall be determined by the Central Church Council.
- v. Each Central Departmental Council may have their corresponding Councils in the Church structure with similar responsibilities.
- vi. Each Council shall elect their office bearers during their first seating.
- vii. A head of a Central office department must meet the minimum spiritual requirements for an AGC Pastor; and must have at least a Bachelor's degree in a relevant field. Some departments may require additional qualifications.
- viii. The job descriptions of departmental heads shall be prepared and recommended by the Management Council and approved by the Central Church Council.

a. List of Departments and their Councils

- i. **Evangelizing the Unsaved (Outreach)** – This is reaching out in missions and evangelism to those who are not born again. The Central Church Council shall establish Council/s to oversee evangelization and missions, ministries of the Church.
- ii. **Establishing Churches** – This is the establishment of congregational life and facilities for purposes of Christian fellowship. The Central Church Council shall establish Church Development Council and Urban Church Council.
- iii. **Edification of Believers** – This is spiritual building up of believers of all age sets in the Church. The Central Church Council shall establish a Discipleship Council.
- iv. **Equipping the Leaders** – This is preparation of believers to become servant leaders in the Church and the society. The Central Church Council shall establish Education Council.
- v. **Exercising Social Compassion** – This is practical demonstration of the love of Christ in the society. The Central Church Council shall establish Compassion Council.

5.3.12.10 Personnel in the AGC Departments

a. Departmental Management and Councils

There shall departments at the Headquarters as approved by the Central Church Council. There shall be Directors of the established departments appointed by the Central Church Council. The Central Church Council may approve appointment of coordinators to serve major sections under each department. These are the Heads of Departments at Central Office. The list may be reviewed by the CCC from time to time.

- i. Finance/Business Manager.
- ii. Human Resource Manager.
- iii. Director of Outreach Ministries.
- iv. Director of Discipleship.
- v. Director of Publications.
- vi. Director of Education.
- vii. Director of Compassionate Ministries.
- viii. Director of Urban Ministries.
- ix. Director of Children's Ministries.
- x. Director of Youth Ministries.
- xi. Director of Women Ministries.
- xii. Director of Men's Ministries.
- xiii. Director of Injili Media Services.

b. Qualifications

- i. Must be born again with evidence of holiness in their personal, home and professional life.
- ii. Must be called to ministry.
- iii. Not less than 30 years of age.
- iv. Must be fluent in English and Kiswahili.
- v. Must be giving full time to the Church work.
- vi. Must be living according to scriptural requirements (I Tim 3:1-7; Titus 1:5-9).
- vii. Must have leadership abilities.
- viii. Must be in agreement with AGC doctrinal statement, policies and practices.

Each department shall have a committee/council/board. The departmental committees shall be formed according to the vision and mission of the Church. Corresponding departmental committees shall be established by the relevant councils at every level of the denomination, i.e. RCC, ACC, DCC, and LCC. The composition of departmental councils/committees/boards at the Head office shall be as approved by the Central Church Council. The main councils at every level shall stipulate the composition,

duties, qualification of officers and modes of election and appointment for their departmental committees and the heads.

c. The duties of the Departmental Heads

Duties of all Heads of Department shall be as contained in AGC Personnel manual and other relevant manuals in line with their respective ministry operations.

5.3.12.11 Institutions

- i. Central Church Council shall establish institutions in line with its mission and vision.
- ii. All AGC institutions shall be registered with the government.
- iii. The Registered Trustees Africa Gospel Church shall appoint Board members of these institutions.
- iv. The institutions shall run according to the procedures laid down by statutory bodies and the Central Church Council.
- v. The heads, deputies and Chairpersons of the Boards of these institutions shall be members of the Africa Gospel Church, or as otherwise directed by the Central Church Council.
- vi. Tenwek Hospital, Kaboson Pastors' Training College and Kenya Highlands Evangelical University shall be representative institutions in the Central Church Council.
- vii. The Bishop shall be the Chairman of Tenwek Hospital Board, and Chancellor of Kenya Highlands Evangelical University.
- viii. AGC shall have the sole responsibility of providing spiritual oversight in its own institutions and sponsored schools.
- ix. AGC shall have representation on the Boards and Committees of all AGC sponsored schools, colleges, and universities.

5.3.12.12 AGC companies and investments

The Central Church Council shall approve the formation of companies and investment bodies. Any monies raised from endowments and investments shall be used for the sole purpose of supporting the mission of the Africa Gospel Church.

- i. The Central Church Council shall establish an AGC Companies and investment policies.
- ii. Local Churches, Districts, Areas, and Regions shall only establish companies and investment bodies with the approval of the Central Church Council.
- iii. The Board of Trustees shall institute Boards, Councils and Committees as may be necessary to advice and to manage various companies of the Church.
- iv. The companies shall have Board of Directors, be duly registered with the government and function with Articles of Association.
- v. The Board of each company shall be responsible to the Board of Trustees and shall have the responsibility of appointing the senior leaders of the Company.
- vi. Each AGC company shall be expected to operate in accordance with Biblical principles, and the values of the Africa Gospel Church as set out in this constitution.

CHAPTER 6: CHURCH ASSETS AND FINANCE

6.1 Church assets

Africa Gospel Church has the right to acquire, own and maintain, or develop assets under its name within Kenya and the rest of Africa. This will facilitate the operations of its spiritual affairs as contained in its mission and vision.

In exercise of good stewardship, all moveable and immovable properties of Africa Gospel Church shall be registered in the name of Africa Gospel Church Registered Trustees; under terms and conditions laid down by the Central Church Council.

The bodies that hold such properties in trust of the Church include:

- i. Local Church Council.
- ii. District Church Council.
- iii. Area Church Council.
- iv. Regional Church Council.
- v. Institutions.
- vi. Central Church Council.

6.2 Custody

All properties acquired in the name of Africa Gospel church shall be held in trust by the Registered Trustees Africa Gospel Church. There shall be no dealings with the assets of the Church without the consent of the Registered Trustees Africa Gospel Church; except that moveable assets may be disposed by the council vested with the authority to do so as contained in relevant policy manuals.

6.3 Church Finances

6.3.1 Management of Church Finances

AGC affirms the Biblical principle of tithing and good stewardship of financial obligation; this is set apart in line with the mission and vision of the Church. AGC Church prohibits the use of Church finances in activities that are not in accordance with Christian values.

- a. The financial year shall correspond to the calendar year.
- b. The finances of AGC are the sum of all monies collected or received in the name of Africa Gospel Church.
- c. Under the set procedures, all Church revenues must be set apart for their intended purposes.
- d. There shall be a Finance Committee at all levels.
- e. Africa Gospel Church shall operate through an approved budget.

6.3.2 Sources of AGC Finances

Soliciting for funds for Church operations, capital developments or any other worthy cause from other sources than the specified above shall be approved by relevant Councils as contained in Church Finance Manual.

- a. Church Offerings.
- b. Tithes (Individual cards should be kept by the Local Church Treasurer for tithes. A uniform card shall be used throughout the Church).
- c. Harvest and Thanksgiving.
- d. Good-will donations.
- e. Support from partners.
- f. Endowment interests.
- g. Project and investment share returns.
- h. Special appeals as approved by CCC.
- i. Financial Institutions as provided for in the AGC Finance and Property manual.

6.3.3 Audit

There shall be an annual audit of the funds of the Africa Gospel Church.

6.4 Environment

Africa Gospel Church has a Biblical mandate to care for and improve the environment. In the use of or utilization of assets, the members of Africa Gospel Church shall watch against environmental degradation, pollution, and endeavor to improve the environment as stated in Genesis 1.

6.5 Dissolution

This caption will only address the fate of Church assets and finances including any other properties under the name of Africa Gospel Church in case of its dissolution. Upon dissolution of the Africa Gospel Church, the finances shall be designated to settle all the debts and liabilities of the Church. If there shall remain, after settlement of all its debts and liabilities, any property or asset whatsoever, the same shall be requisitioned and paid to such religious uses and objects as the Central Church Council, by resolution, may determine; failure of the Central Church Council to determine will occasion determination by a court of law.

CHAPTER 7: PERSONNEL

The Africa Gospel Church human resource management shall be based on the Church's vision, mission, and core values. The personnel in AGC departments, institutions, ministries, and its other agencies are to be treated fairly, with respect and dignity. The Church values employees from across ethnic, racial and gender backgrounds. The Africa Gospel Church values people's various gifts, talents, intellect as well as work experience; and shall seek to develop its staff to their optimum potential.

7.1 Recruitment procedures

The Africa Gospel Church shall recruit its personnel through competitive processes of elections and appointment. The various organs shall ensure fair and consistent recruitment and hiring processes at all levels. The Personnel manual shall stipulate the processes for identifying recruitment needs, job profiles and job descriptions, grading and salaries, advertisements, selection and interviewing of candidates, appointment, and establishment of new personnel files, orientation, and induction.

7.2 Terms and conditions of employment

Employment in AGC shall be based on five year mutually renewable appointments. Shorter contracts may be arranged by the various employing units. AGC institutions that are operating under Charter or their own constitution approved by the Central Church Council; are exempt from this contractual requirement. The Church shall develop a pension scheme for its employees. AGC is committed to compliance with statutory laws related to employment. Other terms and conditions shall be stipulated in the Personnel handbook.

7.3 Welfare

AGC employment units are required to provide spiritual growth opportunities, counseling services, advisory support, and emotional support during bereavement, safety and security, and facilities and equipment required by staff to render their services. The Africa Gospel Church is committed to provide a conducive working environment free from violence, discrimination, any form of harassment.

7.4. Human resource office

The Central Church Council shall establish a Human Resource Office to manage personnel issues in the Africa Gospel Church. The duties and the job description of the Human Resource Officer shall be stipulated in the personnel manual.

7.5 Grades, salaries, and benefits

The Africa Gospel Church shall set fair, equitable, competitive, and appropriate salary levels and benefits. Salaries set shall be consistent with the Church's grading structure; and the salary system shall be transparent. Salaries and benefits shall be given in recognition of responsibilities and requirements of the position. AGC seeks to reward experience, commitment, performance, and competence in its employees.

7.6 Training and internship

The Central Church Council shall develop training strategies and staff development policies based on the mission and vision of the Church. All new staff graduating from colleges and universities shall be placed in appropriate internship of no less than six months before engaging in full time employment.

7.7 Personnel manual

The Central Church Council shall develop an AGC personnel manual which stipulates in detail personnel issues for the entire denomination. The manual shall include issues related to recruitment and elections, salaries and benefits, job descriptions, evaluations, probationary periods, resignation, termination of

services, retirement, leave days, disciplinary procedures, code of conduct, induction and orientation, terms and conditions, and work place safety and security.

7.8 Personnel welfare & development council

The Central Church Council shall establish Personnel Welfare and Development Council. The composition of the Council shall include human resource experts. The Council shall identify human resource needs of the Church, facilitate fund-raising for training, develop human resource policies, oversee staff recruitment processes, approve appropriate training institutions, recommend assignments and re-assignments of personnel, establish appraisal systems and procedures, and ensure the welfare of personnel in the work place.

7.9 Clergy manual

The manual shall contain details on the recruitment of pastors, their qualification, licensing and ordination, disciplinary procedures, their terms, and conditions of service. The Clergy manual shall state how the clergy shall conduct the rituals and ceremonies of the Church.

CHAPTER 8: AMENDMENT OF THIS CONSTITUTION

An amendment to the constitution of the Africa Gospel Church may be proposed by the Central Church Council.

- a. If the amendment relates to the name (2.1), the doctrinal statement (2.3), dissolution of the church (2.14 and 6.5), and the disposal of funds on the dissolution or the owning of land such an amendment must be approved by the Central Church Council and it shall then be put before the Regional Church Councils. If approved by a two third (2/3) of the quorum or majority of Regional Church Councils, then it shall be put to the total Church membership for 2/3 popular vote in a manner determined by the Central Church Council. A two third (2/3) majority of popular votes shall be required for the amendment to take effect.
- b. If the amendment relates to chapters 3 and 4, sections 6.1 and 6.2, the amendment can be made by the Central Church Council upon ratification by two thirds (2/3) majority vote of two thirds (2/3) in number of the Regional Church Councils.
- c. If the amendment relates to any matter contained in the constitution and rules other than those listed under chapter 8 paragraph A and B, the 2/3 majority vote of the Central Church Council can make the amendment.