

Assemblies of God

CONSTITUTION



BYLAWS AND PROCIDURES OF ASSEMBLIES OF GOD CHURCH

CONTENTS

PART A

THE CONSTITUTION OF THE ASSEMBLIES OF GOD.

PART B

**THE RULES AND PROCEDURES MANUAL OF THE
ASSEMBLIES OF GOD.**

CONSTITUTION

**AND BY LAW
OF THE
ASSEMBLIES OF GOD**

SECTION

1. NAME

The church shall be known as the **ASSEMBLIES OF GOD** (Hereinafter called "the church").

2. CONSTITUENCY

The constituency of the church shall be ALL Assemblies of God 's people recognised by the National Conference.

3. CONFERENCE: MEMBERSHIP AND EXECUTIVE

a) The National Conference of the church consists of all:

- i. Accredited Ministers
 - ii. Accredited Probationary Ministries
 - iii. Accredited Elders
 - iv. Accredited Organisers; and
 - v. Accredited Delegates.
- b) The National Conference shall function between National Assemblies Through the National Executive and District Councils elected in terms of the by-laws (see by-laws 6 and 25).
- c) The National Conference shall supervise all ministers through District Council Committees who shall be accountable to the National Executive.

4. OBJECTS AND PRINCIPLES

The Objects and Principles of the Church shall be:

- a) To promulgate the gospel of Jesus Christ by all scriptural means, recognizing the word of God as our all-sufficient rule and guide.
- b) To promote fellowship and to assist the Assemblies but not to exercise control over them, recognizing instead the autonomy of Local Assemblies.

5. PREROGATIVES (See by-laws 7 and 17{j})

The Prerogatives of the National conference shall be:

- a) To exercise any of the powers, of which true voluntary associations, whose purpose is not acquisition of gain, are capable.
- b) Through the trust company, to acquire by purchase, donation, lease, hire, exchange or otherwise to hold in trust any property, movable or immovable, required or deemed necessary or expedient, and to sell, use, convey, mortgage, encumber, lease, exchange, donate or otherwise transact or dispose of such property.
- c) To collect, borrow, borrow on overdraft, lend, solicit and accept funds and subscriptions, which may be required for the purpose of the church.

- d) To provide by resolution for any signature on behalf of the church for powers of attorney, deeds and documents and without which no individual member may pledge the credit of the church.
- e) To delegate to committees as may be determined by the National Executive with the exception of the prerogative of making, amending or repealing by-laws.
- f) To formulate by-laws, binding upon the National Conference and to amend or repeal these by-laws provided that:
 - i. The passing, amending or repealing of the by-laws is by two-thirds majority of those present at the National Assembly.
 - ii. The proposal has been submitted in writing to the members of the National Conference at least three months before the National Assembly.

6.

TRUST COMPANY: OWNERSHIP OF PROPERTY

- a) The church shall own, control or use any of its property through a trust or non-profit company to be known as the Assemblies of God Trust Company (hereinafter called "the Trust Company").
- b) The trustees of the Trust Company shall be members of the National Executive and their majority decision shall determine the affairs of the Trust company and the use etc. of the property of the church.
- c) Any property, movable or immovable, such as a church building, minister's house etcetera registered in the name of the church, such property movable or immovable, shall be deemed to be held by the church and continue to be so until the National Executive might decide otherwise.
- d) Should an Assembly withdraw from the church for whatever reason, it shall vacate all buildings so held and registered, and shall restore to the Church possession of the property, movable or immovable immediately on receipt of notice to vacate issued by the National Executive.

7.

AMENDMENTS TO CONSTITUTION

The National Conference shall have the power to amend, alter, repeal, or add to this constitution provided that:

- i. The amendments, repeal, alterations or addition to the constitution is by two-thirds majority of those present at the National Assembly.
- ii. Such proposals have been submitted in writing to the members of the National Conference for consideration at least three months before the National Assembly.

8.

DEFINITIONS

For the purpose of this constitution and the by-laws:

- a) "Autonomy" as applied to local Assembly shall mean the right of any congregation to conduct its domestic affairs without outside

interference, but it shall not permit the local Assembly the right to act in a unilateral way which might affect the church as a whole or any other individual Assembly of God, or the fair name of the church, or an Assembly's qualifications for recognized status.

- b) "Control" shall mean any act which shall have the effect of directing the purely domestic affairs of any local Assembly, but it shall not mean anything which shall exclude the National Executive from inquiring into the practices or actions of any local Assembly in order to determine whether such practices or actions are scriptural and/or godly, nor shall it mean anything which shall preclude discipline being applied to a local Assembly.
- c) "Assist" shall mean to stand by the local Assembly as far as practicably possible administratively, morally and spiritually, and shall include such meaning as will enable the National Executive to take effective steps to safeguard any local Assembly from schisms and from the loss of its assets and to ensure that assemblies have the benefit of efficient and spiritual ministry.
- d) "Accredited minister" shall mean one who is recognised by the National Conference as a Minister of the church on conditions which the National Conference shall determine.

This is a true copy of the Constitution of the Assemblies of God accepted at the General Conference held at the Maclery Avenue Assembly of God church in 1980 as amended on the 11th September 1999 at the Extraordinary Conference of the Assemblies of God held at the Mkoba National Convention Centre in Gweru.

(SIGNED) _____
Executive Chairman

(SIGNED) _____
General Secretary

PART 1

PRELIMINARY

BY-LAW

1. The following shall be the By-law of the Assemblies of God.
2. In these by-laws, unless inconsistent with the context:

"Accredited" means that the person or body referred to has been issued with Credentials by the National Executive in terms of Part V Bye Laws 15, 16 and 18.

"Assembly" means the total membership of a group of Christian believers who worship together and who generally adhere to the fundamental truths listed in these by-laws.

"Assist" has the meaning given in the constitution.

"Autonomy" has the meaning given in the constitution.

"Constitution" means the constitution adopted by the National Conference as amended or altered from time to time.

"Control" has the meaning given in the constitution.

"Delegate" means a person appointed in terms of these by-laws by an Assembly and accredited by the National Executive as being a member of the National Conference.

"Member of the National conference" Means an accredited Minister, Temporary or Probationary Minister, recognized Elder, Organizer and Delegate accepted as such by the National Executive.

"National Assembly " means a meeting of the National Conference held in terms of by-law 4.

"National Executive" means the National Executive of the Assemblies of God.

"Oversight" means those in charge of an assembly and includes Accredited Ministers and Elders but it does not include Deacons or other officers.

"Recognized" means recognized and accredited by the National Executive.

PART 11

NATIONAL CONFERENCE

MEMBERSHIP, MEETING, FUNCTIONS AND POWERS

3. The membership of the National conference consist of all Accredited Ministers and Probationary Ministers, Elders, Organizers and Delegates (see Constitution Section 3 [a]).
4. The National Conference shall meet at a National Assembly once in two years but the National Executive may , at its own discretion, convene an Extraordinary Assembly at any other time. A minimum of two months notice shall be given for the calling of the National Assembly. The chairman of the National Executive shall preside over the National Assembly during which the rules of the parliamentary procedure shall be followed.
5. At the Ordinary National Assembly a nine member National Executive shall be elected and which shall first meet together with the retiring National Executive during the National Assembly and then assume office at the conclusion of the National Assembly, continuing in office until the conclusion of the following National Assembly.
6. The method of election of the National Executive shall be as follows:
 - a. The current National Executive shall appoint an election scrutineer and a committee that will supervise the election process for the election.
 - b. Only fully Accredited Ministers shall be eligible for election to the National Executive. Retiring members of the National Executive may stand for re-election provided they still hold valid credentials.
 - c. Each member attending the National Assembly shall be given a list of all Persons, eligible and available for election to the National Executive and a voting paper.
 - d. The member shall indicate his choice of nine persons, in an approved manner, on his voting paper.
 - e. The nine candidates receiving the highest number of votes shall be deemed elected to the National Executive. In the event of a tie, the decision of the scrutineer and the committee shall be final.
 - f. Voting shall be done in secret.
 - g. A full record of the voting results shall be kept by the Chairman so that if a vacancy occurs before the next National Assembly, the person with the next highest number of votes may be appointed to the National Executive at the discretion of National Executive.
7. The National Conference at National Assembly may, within the framework of the constitution.
 - a. Exercise any or all of the Prerogatives listed in the constitution.
 - b. Amend, alter or add to the constitution as provided for in the constitution.
 - c. Take into trust property whether movable or immovable of any Assembly through the Trust Company.
 - d. To freeze all funds and assets of a withdrawing Assembly in terms of by-laws 39 (c)
8. a) The National Conference shall function between National Assemblies through the National Executive. If a National Assembly cannot be held as required in by-law 4, the National Executive shall act on its behalf and

- continue in office on a day-to-day basis until a National Assembly can be held (see Constitution section 3(b) and by-law (18)).
- b) The National Executive shall implement and carry through the decisions validly taken at a National Assembly by the National Conference.

9. **FUNDS**

The National Conference and the National Executive may collect, solicit, borrow, lend and accept such funds or subscriptions from members and other believers as may be required for the purpose of convening, organizing and holding a National Assembly.

10. **REMUNERATION**

The National Conference and the National Executive may remunerate its officials and any other persons who have rendered services to convene, organize or hold a National Assembly.

11. **DELEGATION OF POWERS**

Subject to the Constitution [Section 5(e)], the National Conference may at a National Assembly delegate any of its powers to the National Executive and /or to committees.

PART III

NATIONAL EXECUTIVE

- MEMBERSHIP, MEETINGS, FUNCTIONS AND POWERS**
12. The National Executive shall consist of nine members elected by the National Conference at the National Assembly and they shall then appoint their own Chairman and Secretary and/or Treasurer for the whole of the tenure of the National Executive or for a shorter or limited period, at the discretion of the National Executive.
13. A quorum for the National Executive shall consist of six members.
14. The Chairman shall preside over meeting of the National Conference (See section 4) and the National Executive. Should the Chairman be unable to do so on occasion, the National Executive shall appoint a temporary Chairman form among their number.
15. The National Executive shall have powers to :
- a) Give recognition to an Assembly on receipt of a prescribed application form duly completed on behalf of any Assembly. The National Executive may at its own discretion devise a method to verify the Assembly's application and its qualifications in terms of Part V
- b) Give recognition as a Minister, Elder and Organizer to any person upon receipt of a prescribed application form duly completed by such person with the recommendation thereof from local Assembly and/or District Council Committee.

- c) Admit Accredited Ministers, Probationary and Temporary Ministers and Elders, Organizers and Delegates from recognized Assemblies as Members of the National Conference.
- d) Refuse to grant or to withdraw recognition of Accredited members, Probationary and Temporary Ministers, Elders and Organizers and recognized Assemblies
- e) Uphold the autonomy of recognized Assemblies within the framework of the Constitution and these by-laws.
- f) Enquire into and decide upon matters of Scriptural procedure and /or doctrine and /or conduct of Accredited Ministers, Probationary or Temporary Minister, Elders and Organizers, recognized Assemblies and Associate Assemblies (see By- laws 40[b]).
- g) Be the final court of appeal , either as a body or by delegation, for all Recognized Assemblies and for all Accredited, Probationary and Temporary Ministers.
- h) Act as a court of discipline in matters affecting Accredited Ministers, Probationary and Temporary Ministers, Elders, Organizers and recognized Assemblies (see By Law 44[a]).
- i) Required applicants for recognition as Probationary Ministers to undergo a course of study and/or reading prescribed at the discretion of the National Executive in order to help equip such persons for the ministry.
- j) Exercise the prerogative set out in the constitution with the exception of making, amending or repealing by-laws.
- k) Co-opt advisers to the National Executive over and above the nine members, on a temporary or permanent basis or for a specific purpose.
- l) Set up District Councils to supervise ministers in various regions on behalf of the National Conference and be accountable to the National Executive.
- m) Be the final authority for the interpretation of these by-laws.

16. The credentials issued to the Accredited Ministers, Probationary and Temporary Ministers, Elders, Organizers, Delegates and recognized Assemblies shall be signed jointly by the chairman and the secretary of the National Executive (see by law 42[c]).

17. The National Executive as trustees of the Trust Company shall conduct its affairs on behalf of the National Conference having no personal Liability for any **bona fide** loss which may occur.

18. The National Executive shall set fees for services rendered such as for credentials, applications for church sites, traveling expenses, etc. These shall be scheduled by the secretary and notified to the Assemblies and Accredited, Probationary and Temporary Ministers, Organizers and Delegates who shall meet such expenses when they are incurred on their behalf.

19. The National Executive shall prepare the agenda for each National Assembly and may appoint among others, in its discretion, The following officers and committees:

- Conference Organizing Secretary
- Conference Manager

- Accommodation committee
- Buying agents
- programme Committee
- Interpretation committee
- Youth and Child Evangelism committee
- Conference Finance Committee

20. The National Executive shall devise ways and means whereby the costs of the National Assembly and also its own expenses shall be met.

21. The National Executive shall be responsible for ensuring these by-laws are adhered to by Assemblies and their members.

22. The Secretary, or his duly authorised representatives:

- a) Shall keep accurate minutes of meetings of the National Assembly and the National Executive. He shall record correctly all general statistics and he shall preserve these and all official and legal documents and deliver them promptly to his successor.
- b) Shall keep an up-to-date record of the following:
 - i. All fully Accredited Ministers
 - ii. All accredited Probationary Ministers
 - iii. All accredited Temporary Ministers
 - iv. All recognized Assemblies of God
 - v. All associate Assemblies
 - vi. All preaching points
 - vii. All accredited Elders
 - viii. All accredited Organizers
- c) Shall arrange for the signing of all applications/ legal documents for church sites and immovable properties if these are to be held in the name of the Assemblies of God.
- d) Shall deal, on behalf of the National Executive, with Government Departments, other bodies and persons on the business of the church.
- e) Shall enquire into the state of each preaching point at least every two years to determine whether it merits continued recognition as a preaching point (see by-laws 35).

23. The Treasurer shall keep a record of all moneys received and disbursed on behalf of the National Conference and the National Executive. He shall furnish a yearly statement of accounts and provide such reports as may be called for by the National Conference or the National Executive, from time to time.

PART IV

DISTRICT COUNCILS

24. BOUNDARIES

24.1 District Council Boundaries shall be established by the National Conference on the recommendation of the National Executive and any subsequent changes shall be ratified by it.

24.2 Workers /Pastors must not minister across regions without respective District Council Committee's approval. Cross Border invitations much be directed through District Council Committees.

25. MEMBERSHIP

- a) The District Council shall be composed of all accredited and probationary ministers, recognized Elders, Organizers and Missionaries recognized by National conference, who are residents in the district. Also such Delegates as are sent by Recognized Assemblies, each Assembly being entitled to send ONE DELEGATE for the 25MEMBERS and thereafter ONE for every ADDITIONAL 100 members. Every such members of the District Council must receive a written invitation to every meeting or series of meetings of the District Council. The District Council shall elect seven members from the list of only accredited ministers. Every member of the council shall have only one vote.

- b) The District Council shall elect a seven member District Council Committee. The District Council, through its officers will arrange for its meeting in conformity will the constitution and rules and procedures of the church. Elections shall be conducted by Secret Ballot. The term of office shall be two years. In this case the committee itself will elect its office bearers as is done by the National Executive, which are:
 - i) The Chairman.
 - ii) Vice Chairman
 - iii) Secretary
 - iv) Vice Secretary
 - v) Two Trustees and
 - vi) An additional member.

26. FUNCTIONS

- a) The District Council shall endeavor to coordinate the activities of the ASSEMBLIES in its prescribed area without infringing on the *autonomy* of any Local Assembly. REGIONAL meetings or NATIONAL CONVENTIONS should be planned with the co-operation of the DISTRICT COUNCIL AND may cover a variety of subjects, such as:

- | | |
|----------------------|------------------------|
| 1. Evangelism | 2. Sunday School |
| 3. Women's work | 4. Men's work |
| 5. Youth work | 6. Girl's work |
| 7. School ministries | 8. Bible teaching etc. |

- b) The District Council Committee shall issue local preacher's certificate to those

whom it considers qualified, provided that they shall have a written recommendation from their Local Assembly. Such certificate shall be on the FORMS PRESCRIBED, and shall be duly signed by the DISTRICT COUNCIL'S CHAIRMAN and SECRETARY.

- c) i. The District Council Committee shall have power to investigate cases of accusation against workers, overlapping and causes of schisms in the

Assemblies, friction and appeals from Assemblies and workers in the prescribed areas.

ii. The District Council Committee shall be entitled to request discipline when workers and/or Assemblies have been found guilty. In the interim the District Council may discipline workers and/or Assemblies that have been found Guilty and shall inform the National Executive within fourteen days whenever such decision of discipline have been implemented.

iii. The workers or Assemblies so affected shall have the right to appeal to the National Executive if dissatisfied with the decision of the District Council.

- iv All district Council Committees shall submit copies minutes of all their committee and general meetings to the General Secretary.

- d) The District Council shall compile and keep registers of all the

i) Workers and

ii) (ii) All recognized Assemblies with all relevant statistics in the area of their Jurisdiction.

e) The District Council shall have authority to examine and provisionally approve candidates for recognition and recommend them to the National Executive for accreditation. The District Council shall satisfy itself that such application are qualified according to the scriptures and laid down standard and have approval of their local Assemblies before it recommends them to the National Executive.

A list of workers for the previous year shall be posted to every District Council Secretary by the General Secretary in June of each year. This list must be presented to the District Council and brought up to date and returned to the said General Secretary not later than the first of September.

- f) The District Council Committee shall collect the Annual Subscriptions for the National Executive Funds from all the Workers and forward these, giving a list of names and amounts received from each, to the Executive Treasurer.

The District Council Committee shall collect the Annual Subscriptions from the local Preacher for the District's funds. It shall solicit and accept funds and Subscriptions which may be required for the work of the District.

- g) The District Council shall consider the advisability or in-advisability of a new Minister or Local preacher working in the District, it being a recognized principle that the District Council shall not hinder ,but rather fosted the complete evangelisation of the whole district. Workers desiring to minister in the district shall notify the District Secretary informing him of their desire, and he shall advise them after the matter has been considered by the District Council Committee. The District Council Committee shall consult the National Executive on the acceptability of any visiting minister.

- h) The District Council Committee shall examine carefully all applications for Marriage Officership with the purpose of ascertaining if the applicants have the necessary qualifications and are serving a sufficiently large community to warrant Marriage Officership and to forward these applications to the National Executive Secretary with the District Council 's recommendations and

- observations.
- i) The District Council Committee shall examine the letters of authorization of Delegates who are to represent recognized Assemblies at the National Conference meetings to ascertain if such have been signed by the Assembly's Overseers.
 - j) The District Council shall appoint sub-committees when necessary to attend to any of the duties or responsibilities of the District Council.
 - k) All applications for the church site must be submitted to the District Council Committee Secretary for consideration and processing with the National Executive. All original documents relating to landed properties must be sent to the General Secretary with the District Council retaining photocopies only.
27. the district Council shall meet every three months, for spiritual fellowship and seasons of united Prayer and transact any necessary business. Notices of such meetings, with an Agenda, shall be sent by the District Council Secretary at least two weeks before date of meeting.
28. All members present at a duly called meeting of the District Council shall constitute a quorum. Decisions of the District Council shall be by consensus or by simple majority by show of hands.
29. The District Council Committee shall supervise the Ministers' Fellowship meetings in their region.

ASSEMBLIES: RECOGNITION, SOVEREIGNTY ORGANISATION, DISCIPLINE AND RELATIONSHIP

30. Any Assembly desiring full "Assembly" recognition within the church and therefore direct representation at the National Conference shall apply to the National Executive on the prescribed form. Recognition shall be given or withheld at the discretion of the National Executive.
31. Each recognized Assembly shall recognize the constitution and its by-laws, the rules and procedures, the National Conference, its National Executive and District Council Officers of the church.
32. On being granted recognition as an Assembly, whether as a recognized Assembly or an Associate Assembly, immediately falls under the Constitution and By-laws and rules and procedures of the National Conference. (See by -law 15 [a]).
33. An Assembly is in the process of formation as two or three believers are gathered in the name of the Lord Jesus Christ, but in this context full recognition will only be given to an Assembly, which qualifies as follows:
- a. There must be at least 25 scripturally baptized members whose testimony meets the approval of the National Executive.
 - b. The Assembly must have at least two recognized Elders, or three if the incumbent Minister is regarded as an Elder.
 - c. The Assembly must satisfy the National Executive that in its practices, manner of worship, discipline and general character and conduct, it is the kind of Assembly which could be associated with the church.
- 34.a. An assembly which does not qualify as a recognized Assembly can be accepted as an Associate Assembly if it can show:

Either

- i. That it is under the care and oversight of a recognized Minister of the Church, acceptable to the National Executive as an overseer

Or

- ii. That it is a branch work of some recognized Assembly which accepts full responsibility for it.

- b. Associate Assemblies are viewed as Assemblies in the process of formation. As such, they do not enjoy the autonomous status of recognized Assemblies, and as such their autonomy is limited by such conditions as the National Executive deems expedient to impose.
- c. An Associate Assembly shall not be represented at the National Assembly except that where there is an Elder in an Associate Assembly such Elder or Elders are, by virtue of their recognition, part of the National Conference.
- d. If placed under an Overseer, that Overseer can also represent the Associate Assembly before the National Executive or at the National Conference meeting provided that no person shall have two votes by virtue of such representation.
- e. An Associate Assembly can apply for recognition as a recognized Assembly when it can meet the conditions for its recognition set by the National Executive. (See By-Law 31).
- f. When a recognized Assembly or an approved recognized minister intends extending the work in any stated area, they may do so by establishing a meeting in that area. Such meeting can be recognized as a preaching point, subject to the approval of the National Executive through the District Councils in accordance with the following:
 - i) Meetings shall be held regularly, at least once a week
 - ii) The meetings shall be subject to the discipline and supervision of an approved Minister or of Elders of a recognized Assembly.
 - iii) Existing works of the Assemblies of God must not be disturbed or interfered with and harmonious working of Assemblies shall not be upset.

- 35 The status of recognized Assemblies, Associate Assemblies and preaching points shall be subject to review by the National Executive once every two years before the National Conference meeting. A congregation which falls below the number of 25 scripturally baptized members or which ceases to have at least 2 recognized Elders may, in the discretion of the National Executive, be reduced to the status of an Associate Assembly. In that case the National Executive shall be responsible to see that such Assembly receives adequate oversight from some recognized ministers of the church or from a recognized Assembly.

- 36. Each recognized Assembly has the right of self-government under the Lord Jesus Christ in accordance with this constitution and its by-laws.

- 37. a) A recognized Assembly shall have power to:

- i. Choose its own ministry acceptable to and accredited by the National Executive.
- ii) Elect its own officers.
- iii) Solicit and administer its own funds.
- iv) Recommend its own Elders to the District Council for approval and registration by the National Executive.
- v) Determine its own membership.
- vi) Discipline its own members.
- vii) Transact all business pertaining to its life as an Assembly (see by-laws 40).
- viii) Appoint one or more of its members to represent that Assembly at the National Assembly in the following manner 1 for 25 , then another for every

- hundred members thereafter i.e. 2 for 125, 3 for 225 and 4 for 325 etc.
- a) Nothing shall prevent a recognized Assembly from exercising its autonomous right to accept leadership, oversight, or ministry from any person or persons who it shall choose to accept, provided only that person or persons are "bona fide" members of the Assemblies of God or are otherwise acceptable to the National Executive and are not under discipline by the National Conference or the National Executive or both and that right is in conformity to the constitution, its by-laws and the rules and the procedures of the church .
- 38 A recognized Assembly may generally exercise many of the powers of which a true corporate body, whose purpose is not the acquisition of gain, is capable.

39. Withdrawal from the Assemblies of God

- a) A recognized Assembly is free to withdraw from the church, with its property, provided that the decision to withdraw is taken by 4/5ths majority vote, in a special meeting called ,after three months notice for the purpose of making such a decision, and held in the presents of some person or persons appointed by the National Executive. Where this procedure is not followed by any registered Assembly withdrawing or wishing to withdraw from the church, the National Executive is empowered to keep in trust all property and to freeze all assets and funds of the said Assembly.(See by law 7[c]).
- b) No Assembly may change its name or alter the title deeds of any of its properties without the consent of the National Executive given under the signature of the Chairman and the General Secretary, but the National Executive may not refuse such consent unless it is reasonably certain that constitutional procedures are not being followed.
- c) Should any Assembly be disciplined by the church so that it withdraws, or is expelled from the church the National Executive shall take into the trust property and freeze the assets until it is sure that 4/5ths of the members wish the property and assets to be transferred into some other name, and can prove that all monies owed to any person or fund in the church has been repaid in full.(See by-law 44[g]).
- d) The National Executive may withdraw fellowship from a recognized Assembly or an Associate Assembly for any reason whatsoever if it decided by 2/3rds majority that it no longer wishes to be associated with the Assembly.

40. Organisation of Assemblies

- a) The spiritual and temporal leadership of a recognized Assembly is exercised by a local oversight chosen by and acceptable to the said recognized Assembly. This can be augmented, if the Assembly so desires, by the inclusion of some person or persons of mature spiritual standing, approved by the Assembly, provided that such person or persons are Accredited Ministers of the church. Such additional oversight can under no circumstances be imposed against the will of the said recognized Assembly expressed in a majority vote in the presence of the Chairman and General Secretary of the National Executive or some persons appointed by the National Executive. Such an arrangement must not infringe on District Council jurisdiction nor break the provisions of the rules and procedures.
- b) Every recognized Assembly shall recognize that the National Executive has the right to approve scriptural doctrine or conduct and to disapprove unscriptural

- doctrine or conduct and that it has the right to act within the framework of the Constitution and these By-laws and the rules and procedures(See By-laws 15[f] and [j].
- c) When in need of counsel, advice or guidance a recognized Assembly may appeal to the National Executive through the District Council Committee.
 - d) A recognized Assembly, or any member of such an Assembly may appeal first to the District Council Committee and to the National Executive if dissatisfaction arises from a decision by the leadership or oversight of the said recognized Assembly.
 - e) Every recognized Assembly shall keep books, in which their financial transactions are recorded, which shall be audited once a year. Each Assembly shall be regularly acquainted with its financial position. This shall be done preferably monthly but not less than once in three months in a meeting open to all members of the Assembly who shall have the right to discuss the finances of the Assembly.
 - f) Payment into the National Executive funds shall be as determined by the National Executive.
 - g) The financial needs of recognized Assemblies are normally supplied by tithes and offering contributed by the congregations of such recognized Assembly. Worldly, activities for the accumulation of funds are depreciated.
 - h) Recognized Elders :
A recognized Elder is one who has been recommended for that position by an Assembly to the District Council for preliminary approval and has been approved and registered as such by the National Executive. Elders shall be ordained by the National Executive.
 - i) Subsidiary Activities :
Young people's work, Sunday school work, Men's fellowship, Women's meetings and such activities are commended. It is stressed that such activities must be carried out in the manner consistent with the principle of the church. United rallies and the like must be arranged with the full consent of the majority of those recognized Assemblies who could be directly affected, and shall in every way be so arranged and conducted that clashes or friction with recognized Assemblies are avoided.
- 41. Procedure for Association among Assemblies:**
- a. When a number of recognized Assemblies and /or Accredited or Probationary Ministers cooperate in a permanently organized way within the church for mutual benefit, fellowship and administration, such an association shall be permitted.
 - b. Recognition of any such association is subject to the approval of the National Executive.
 - c. Where deemed beneficial to the local work in any particular area the National Executive may authorize a district/or regional meeting of representatives of all Assemblies in that particular area, and may delegate to such a meeting certain powers as may be deemed necessary by the National Executive. Such a meeting may have a Chairman and a Secretary and collect, discuss and handle funds.

PART VI
MINISTERS: APPOINTMENT

CREDENTIALS, COURTESY, DISCIPLINE

- 42.** Appointment of ministries: Credentials
 - a.** Any person desiring to be recognized as an Accredited Minister must complete the prescribe application form. The application, when approved by recognized Assembly to which the said person applying belongs, shall be processed by the District Council and forwarded for consideration by the National Executive. All applicants who have been approved and registered by the National Executive shall be ordained by the National Executive. Steps to be followed are in the rules and procedures manual of the church.
 - b.** When an applicant is not , and never has been , a member of a recognized Assembly, the application can be forwarded by an Accredited Minister of the church for approval to the District Council prior to being forwarded to the National Executive.
 - c.** If recognition is given by the National Executive the said applicant shall be issued with a certificate as a Probationary Minister. Such certificates shall be signed by the Chairman and the General Secretary. Probationary credentials may be withdrawn at any time at the discretion of the National Executive.
 - d.** At the National Conference meeting after a probationary period of not less than two years has expired , the said applicant will be considered for full recognitionas Accredited Minister. If such recognition is granted by the National Executive the said applicant will be given a certificate as an Accredited Minister, such certificate begin issued the following January.
 - e.** Probationary Ministers may exercise all functions of a minister but are not eligible to take place on the National Executive.
 - f.** Every minister is advised to take an approved course in Bible training ,but academic accomplishments shall not always be a condition affecting the recognition of applicants for ministerial credentials.
 - g.** When an accredited minister from a Pentecostal church in fellowship with the church wishes to minister in this country for a continuous period of more than six months , such person shall apply to the National Executive, through the District Council on the prescribed application form for temporary credentials. The National Executive shall grant or withhold such credential at their own decision.
 - h.** The National Executive shall have the power to summarily withdraw temporary credentials if they are not satisfied with the performance of the minister concerned.
 - i.** Persons holding temporary credentials shall have full power to exercise their ministry just as if they held full credentials, and they shall have the right to attend National Conference meetings as observers but shall not be eligible to serve on the National Executive.
 - j.** Temporary credentials may only be held up to a period of 5 years. After two years continuous service in the church, credentials can be applied for and shall be issued or withheld at the discretion of the National Executive.
 - k.** All mositionaries visiting or wishing to minister to the church's congregation must seek National Executive approval

43. Ministerial courtesy

Accredited Ministers, Probationary Ministers, Temporary ministers, Elders and Organizers are precluded from interfering with persons bearing the oversight in recognized Assemblies, other than their own, whether by intruding upon their work without consent, or by such contracts with members of the said recognized Assembly as might hurt, or reasonably be deemed to hurt the influence of the oversight of the said recognized Assembly

44. Discipline

- a. The National Executive may take action against Accredited Ministers, Temporary Ministers or Probationary Ministers for the following reasons:
 - i) A clear infringement of the constitution and /or by-laws: gross violation of rules and procedures of the church.
 - ii) A clearly proven inefficiency in the ministry
 - iii. A contentious or non co-operative spirit.
 - iv. An assumption of dictatorial authority over a recognized Assembly.
 - v. An arbitrary rejection of the National Conference or the National Executive, the District Council or the District Council Committee whether by active means or by passive means (e.g. persistently ignoring correspondence).
 - vi. A radical change in doctrinal views which could conflict with the standards accepted in the church
 - vii. A habit of running into debt
 - viii. Any other form of ungodliness e.g.(1 Corinthians 5: 10-13 and 1 Corinthians 6:9-10)
 - viii. A marriage in violation of the regulations on divorce and re-marriage in the Assemblies of God. (See by-laws 45)
- b. No anonymous charge shall be taken up against any person. Every person shall have a reasonable opportunity to answer charges brought against him/ her, and to summon witnesses for his /her defence.
- c. Where a person is found guilty, notification shall be sent to all Accredited, Probationary and Temporary Ministers and Organizers and all recognized Assemblies of the National Conference, including the Assembly where the said guilty person ministers. Such notification shall show which of the following sanctions have been applied.
 - i. A censure
 - ii. Suspension under such terms, and for such a period, decided by the National Executive.
 - iii. Withdrawal of credentials
 - iv. Excommunication
- d. The National Executive can decide by at least seven votes for any reason whatsoever, to deprive a minister of his credentials because they no longer wish to be associated with that minister.
- e. The decision of the National Executive shall be final, though the National Executive shall have the power to review or rescind its own decision.
- f. Assemblies must co-operate with the District Council Committees and the National Executive in all matters pertaining to their function and powers including matters of discipline. (See by-law 29).
- g. An Assembly which receives regular ministry from any one whose credentials

have been withdrawn as an Accredited Minister, or Temporary Minister or who has resigned as a minister as the result of disciplinary procedures being contemplated, commenced or conducted, etc. shall be deemed to have violated the terms of the constitution and by-laws. If after exhortation and warning the said Assembly continues in this course , the National Executive shall have the power to withdraw recognition form the said Assembly. The decision of the

National Executive shall be final. In the event of such actions the National Executive shall determine whether there are those in the Assembly willing to accept the exhortation and warning of the National Executive, and if the National Executive believes there are such, or could be such the National Executive shall take into trust and administer all properties ,assets and funds on behalf of such person or persons until such time as they are able to function on their own as an Assembly. Where property, movable or immovable is held in the name of the church or stands on a site leased to the church it shall in all circumstances be retained by the National Executive who shall have the power to say who may use such property. (See by-law 39)

h. The National Executive shall be the final court of appeal in all matters of discipline. (See by-law 15[g])

45. Divorce and remarriages

Ministerial Credentials will not be given to persons who were the guilty party in a divorce, who have been divorced and remarried , or whose spouses have been divorced. Accredited Ministers or Probationary Ministers who have been divorced not being the guilty part, are free to exercise their ministry while remaining unmarried, but should such remarry during the life-time of their erstwhile partner, Minister Credentials will automatically be withdrawn from them.

PART VII

STATEMENT OF FUNDAMENTAL TRUTHS OR THINGS COMMONLY BELIEVED AMONG US

SECTION

46. THE BIBLE

We believe the bible is inspired by God.
(11 Timothy 3 vs14-17;11 Peter 1vs 20-21) Gen 2:7

47. GOD

We believe the Godhead is eternally co-equal and co-exist in three persons, not three Gods but one; not one person but three, namely the Father , the Son and the Holy Spirit.

(Genesis 1 vs26; Deuteronomy6 vs. 4; Mark 12vs 29; Matthew 28vs 19)

48. JESUS CHRIST

We believe that Jesus Christ was conceived of the Holy Ghost and born of the Virgin Mary. Thus we uphold his absolute deity as well as His complete humanity; two natures but one undivided Person.

(Luke 1 vs 30-35; John 1vs1;Hebrews 1vs 5-12; Hebrews 2vs 9-16; Philipians 2vs 5-8).

49. THE RESURRECTION

We believe in the bodily resurrection of the Lord Jesus Christ and that He ascended into Heaven where He is now seated at the right hand of God. The position of power and authority. We believe in the bodily resurrection of all the dead.

50. LORDSHIP

We confess the Lord Jesus Christ and no other as Head of our church, and as our Lord.

51. SECOND ADVENT OF CHRIST

We believe that the Lord Jesus Christ will manifest Himself in glory, majesty and power and in physical presence. This is the second coming of Christ and the blessed hope of the church.

(Matthew 24vs 30; Luke 21vs27; Revelation 22vs7; 11Thessalonians 1vs7-10; 1Corinthians 12vs51-53; 1Thessalonians 4vs13-18; Revelations 1vs7)

52. THE FALL

Every individual has sinned and is guilty before God. Man by nature is depraved and incapable of saving his own soul.

(Romans 3vs10; Ephesians 2vs 8-10; Romans 3vs23)

53. REDEMPTION

The Lord Jesus Christ, by his life, death ,resurrection and ascension has made available to all mankind the forgiveness of sins and eternal life. These blessings are made personally real to the individual not by works or by any personal merit in themselves, but by faith alone ,which is accompanied by repentance.

(John 3vs 16;Titus 2vs11; 11 Timothy 1vs9; Romans 8vs8-13; Titus 3vs4-7)

54. THE NEW BIRTH

We believe in the necessity of the work of the Holy Spirit in the new Birth which makes a sinner a child of God.

(John 1vs 11-13;John 3vs3-8; 1Corinthians 12vs13; 11 Corinthians 5vs17; 1Peter 1vs22-25)

55. THE CHURCH

We believe that the true church consists of the community of true believers in the Lord Jesus Christ, who by faith have had their sins forgiven and been regenerated by the Holy Spirit. We believe in fellowship of true believers in the Lord Jesus Christ recognizing that the true church is not confined to any one denomination.(Hebrews 12vs 23-24; Ephesians3vs 3-10; Ephesians 4vs3-6&13; 1 John 1vs7; 1Corinthians 1vs9;1Corinthians 10vs32)

56. BAPTISM

We believe in the water Baptism, by immersion, of believers only.

(Matthew 28vs 19; Acts 2vs38-41; Acts 8vs 36-39;Acts 10vs47; Matthew

3vs13-17; Hebrews 10vs22; 1Peter 3vs21)

57. THE LORDS SUPPER

We believe in the breaking of bread as commanded by our Lord Jesus Christ and as practiced by the early Church.
(1Corinthians 10vs16-17; 1Corinthians 11vs23-32; Acts 20vs7)

58. SANCTIFICATION

The scriptures teach a life of holiness and we are to obey the command "Be ye Holy for I am Holy". Believers are sanctified (i.e. set apart) for Gods purpose at conversion. Continuation in sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God's Word.
(Hebrews 12vs14; 1 Peter 1vs16; 1 Thessalonians 5vs 23-24; Matthew 5vs48; Hebrews 6vs 1; Philipians 3vs 11-14)

59. BAPTISM IN THE HOLY SPIRIT

We believe that the Lord Jesus Christ is the Baptiser in the Holy Spirit, and that this baptism, as a distinct experience from the New Birth, is promised to every believer.
(Matthew 3vs11; Acts 1vs 4-8; Acts 2vs 32-33; Acts 8vs14-17; Acts 10vs44-46; Acts 11vs14-16; Acts 15vs7-9)

60. SPIRITUAL GIFT

We believe that God has never removed the gifts referred to in 1Corinthians Chapters 12, 13 and 14 and that whenever the Holy Spirit moves upon the church in power, these gift are manifested. We believe it is contrary to the Apostolic command for any to "forbid to speaking in tongues".

61. DEVINE HEALING

We believe in the gifts of healing and that God still, in our day, heals the sick.
(Mark 16vs 16-18; 1Corinthians 12vs 9; Matthew 8vs16-17; James 5vs 14-15)

62. PRIESTHOOD OF BELIEVERS

Each individual member has full and equal access to God through our Lord Jesus Christ, as a believer priest. (1:Peter 2:19; Revelations 5vs9-10)

63. THE MINISTRY

The ascended Christ has given various ministries to the church ,and each of these exist for the strengthening of ,and is essential to, the welfare of the church. They are set forth in:-
(Ephesians 4vs11; 1Corinthians 12vs28 and elsewhere)

64. MIRACLES

We believe in miracles, both as recorded in the Bible and as being possible in the present day.
(John 14vs12; 1Corinthians 12vs10)

65. JUDGEMENT

We believe that both the living and the dead will be judged, it being understood that the believer's condemnation was borne by our Lord Jesus Christ in his

redemptive work.
(John 5vs24; 28vs29; Revelations 20vs11-15

CONTENTS

SECTION SUBJECT

- 1.** General Structures
- 2.** Ministers' fellowship
- 3.** Men's Committee - general
- 4.** Duties of local Assembly Committee
- 5.** Collection of funds
- 6.** Expenditure and uses of funds
- 7.** District Council and District Council Committee
- 8.** Appointments of ministers
- 9.** The office
- 10.** General
- 11.** Supporting widows and orphans
- 12.** National Convention Committee
- 13.** Missionaries
- 14.** Marriage officers and other issues
- 15.** Mothers Movement
- 16.** Youth Movement
- 17.** Courtship and marriage
- 18.** The Education Board
- 19.** Girls Movement
- 20.** The Men's meeting
- 21.** The office and the ministry of an Elder
- 22.** The office and the ministry of an Organizer.

ANNEXURES

1. **A1 FORM**
2. **A2 FORM**
3. **MONTHLY FINANCIAL REPORT**
4.
 - a. ADMINISTRATIVE STRUCTURE
 - b. OPERATIONAL STRUCTURE OF THE ASSEMBLIES OF GOD
5. **CHILD DEDICATION CERTIFICATE**
6. **BAPTISMAL CERTIFICATE**
- 2 **MINISTERIAL APPLICATION**
8. **CONFERENCE REGISTRATION FORM
(ORGANISERS)**
9. **CONFERENCE REGISTRATION FORM
(Assemblies ; Pastors ; Elders ; Delegates)**
10.
 - a)ASSEMBLY REGISTRATION FORM
 - b)ASSEMBLY MEMBERSHIP LIST
11. **APPLICATION FOR DESIGNATION AS A MARRIAGE OFFICER**
12. **BARNS OF MARRIAGE FORM**
13. **NEW CONVERT DECISION CARD**
14. **WORKER APPLICATION FORM
(Minister ; Elder ; Deacon)**
15. **CV FORM(Education Board :Organizer :
Chief Trustee ; Auditors)**
16. **MINISTER'S MONTHLY RETURN FORM**
17. **MINISTERIAL DEPLOYMENT PROPOSAL
FORM**

Procedures

ASSEMBLIES OF GOD

INTRODUCTION

These are the procedures of the Assemblies of God Back to God movement. The Assemblies of God is a dynamic movement and some procedures and drills will change from time to time.

- 1.1 The Assemblies of God was started among the blacks by Reverend N.B.H. Bhengu in South Africa, while the Reverend Mullan and Reverend J.Bond worked among the whites. The Zimbabwe work started in 1959 at Highfields with the help of John Bond who approached the authorities ,raised the funds and put up the posters.
- 1.2 The Back to God Crusade is an outreach arm of the black section of the Assemblies of God. It is not found among the white Assemblies.
- 1.3 The Assemblies of God is controlled by a constitution, the by-laws and 'the things commonly believed among us'.
- 1.4 Under the Assemblies of God ,Assemblies choose their own ministries and association of Assemblies is restricted by the constitution. Such Assemblies still come under the control and the supervision of the National Executive; otherwise they must change their name.
- 1.5 The Association of the Black section of the Assemblies of God as Back to God is authorised under the section 41 of the by-laws of the Assemblies of God constitution. Meetings at local ,monthly and quarterly and national level are organised under this authority. Any Assemblies which benefited financially especially in acquiring assets and in church construction cannot thereafter seek to become independent of the rest of the Assemblies which assisted in the acquisition.
- 1.6 Below is the general administration structure of the Assemblies of God Back to God Movement.

GENERAL STRUCTURE

Administration Structure of the Assemblies of God Back to God(See annexure 4)

- 1.6.1 While he was alive, Reverend N.B.H. Bhengu was the oversight of the Back to God. Reverend J.Bond led the white section of the Assemblies of God. Since the death of Reverend Bhengu, The National Executive is now in charge.

- 1.6.2 The National Conference is composed of member Assemblies and Ministers, Elders, organizers as specifies in the constitution of the Assemblies of God.
- 1.6.3 The National Executive is composed of nine members elected under the Constitution of the Assemblies of God.
- 1.6.4 The District Council is composed of seven elected Ministers(See section 5)elected at a District Council General meeting.
- 1.6.5 The minister's fellowship is a meeting of all ministers in a locality , town city , or region for fellowship purposes in word ,prayer and sharing reports on how God is working in their Assemblies.
- 1.6.6 Assemblies shall appoint Elders and Deacons to run local Assemblies with the Pastors, subject to the approval of the National Executive.
- 1.6.7 Organizers shall be appointed to run Mothers, Youths ,Girls Men, and Sunday School groups.

2 MINISTERS FELLOWSHIP-TERM OF REFERENCE

- The Minister's Fellowship is a meeting of all ministers in a locality, town, city or region for the following purpose
- 2.1 They meet to pray for the work.
 - 2.2 They meet for doctrinal training
 - 2.3 They meet to give direction for pastoral conduct.
 - 2.4 Sharing reports on how God is working in their Assemblies.
 - 2.5 Seek venue for baptismal services.
 - 2.6 Drawing programme for combined services.
 - 2.7 Organize transport to and from Conventions through transport committee.
 - 2.8 Sanctioning wedding dates.
 - 2.9 Attending committee meetings for all groups
 - a) Youths Monthly
 - b) Youths Quarterly
 - c) Youths Organizers
 - d) Girls Monthly
 - e) Girls Quarterly
 - f) Girls Organizers
 - g) Mothers Monthly
 - h) Mothers Quarterly
 - i) Mothers Organizers
 - j) Men's Monthly
 - k) Men's Quarterly
 - l) Men's Organizers
 - m) Sunday School Committee
 - n) Building Fund Committee

For administration purposes the Minister's Fellowship will elect a Chairman and Secretary.

3. MEN'S COMMITTEE

- 3.1 The local Assembly is self-governing through the Pastor/Elder and the Assembly Committee/Deacon.
- 3.2 The Assembly Committee is composed mainly of mature men although sometimes women can also be elected in young Assemblies where there are not enough men. Its election is supervised by the District Council.
- 3.3 Assemblies are run by the Assembly Committee until Elders and Deacons are ordained.
- 3.4 The Assembly Committee consists of seven members :
 - 3.4.1 The Chairman
 - 3.4.2 The Vice Chairman
 - 3.4.3 The Secretary
 - 3.4.4 The Vice Secretary
 - 3.4.5 Trustee no 1
 - 3.4.6 Trustee no 2
 - 3.4.7 Additional Member.
- 3.5. The Committee is responsible for the administration of the Assembly , namely :
 - 3.5.1 Preparation of programme for services but excluding the decision as to who gives the word.
 - 3.5.2 Maintaining church property.
 - 3.5.3 Collecting and banking church funds
 - 3.5.4 Making all expenditures for the Assembly
 - 3.5.5 Praying for the Assembly
 - 3.5.6 Supporting the Pastor in his efforts to win souls
- 3.6 The local Pastor is an ex-officio member of the Assembly Committee. The Pastor is in charge of the Assembly and the committee assists him. He must be invited to and be present at all committee meetings and be part of any decision Acts 6:1-4 and Exodus 18:14-22
- 3.7.0 When the committee meets, this is a skeleton programme:
 - 3.7.1 Opening prayer
 - 3.7.2 Devotion
 - 3.7.3 Apologies
 - 3.7.4 Minutes and arisings
 - 3.7.5 Correspondence
 - 3.7.6 Agenda items
 - 3.7.7 A.O.B(Any Other Business)
 - 3.7.8 Date of next meeting
 - 3.7.9 Closing Prayer
- 3.8 The Chairman must allow and encourage every member to contribute to the discussions.
- 3.9 If there is no consensus, resolutions (decisions) of the meeting must be decided by a vote and once a decision is taken, the principle of collective responsibility is taken; i.e. even if somebody voted against the motion, he is bound by the majority decision and must defend it as his own.

- 3.10 In the event of a tied vote , the Chairman uses his casting vote against the change. The committee must be sensitive to the advice of the Pastor .
- 3.11 The contents of any committee meeting are confidential and nobody in the committee must disclose any details to non-committee members unless authorised or delegated to do so by the meeting.
Unless otherwise arranged, the chairman shall be the spokesperson of the meeting.
- 3.12 If married , only those with one wife can be elected into the committee.
- 3.13 Responsible /mature young men can be elected into the committee.
- 3.14 Those who have divorced are not eligible for election.
- 3.15 Paul's teaching to Timothy 3:1-12 are the guiding principles.
- 3.16 Only those faithful in tithing and offering qualify for election.
- 3.17 The quorum at any committee meeting is $\frac{1}{2}$ plus one of the committee membership i.e. if the committee consist of 7 then the quorum is 4 and if the committee consist of 5 people then the quorum is 3.
- 3.18 The men's committee must once a week hold an Assembly General men's meeting.
 - 3.18.1 It can be held to seek men's ideas on development in the local Assembly, but most of the time it is just a service with MC, Chorus leader, offerings ,lesson and preaching.
 - 3.18.2 It is held for training in rules, regulations etc. of the movement.

4.0 The local Assembly Men's Committee shall:

- 4.1 Acquaint itself with the founding, foundation, vision and set up of the Assemblies of God Back to God.
- 4.2 Acquaint itself with the constitution of the Assemblies of God.
- 4.3 Acquaint itself with the rules and procedures of the Assemblies of God

4.5 DUTIES OF THE COMMITTEE

4.5 CHAIRMAN

- 4.5.2 He prepares the agenda with the Secretary.
- 4.5.3 He ministers the word of devotion to the committee.
- 4.5.4 He chairs the committee meeting.
- 4.5.5 He asks the meeting to adopt the minutes of the previous meeting as a correct record.
- 4.5.6 He introduces the agenda for that meeting.
- 4.5.7 He ensures participation of all members in the discussion.
- 4.5.8 He controls the discussion and overrules members whenever necessary
- 4.5.9 He asks the meeting to vote.
- 4.5.10 He votes whenever there are equal numbers of votes both for and against the motion.

- 4.5.11 He brings the meeting to an end.

4.6 OTHER DUTIES

- 4.6.1 He signs expenditure forms jointly with the Secretary.
- 4.6.2 He makes all announcements in the church.
- 4.6.3 He chairs local assembly men's report back meetings.
- 4.6.4 He regularly examines records to ensure proper maintenance.

4.7 VICE CHAIRMAN

- 4.7.1 He does the duties of a Chairman whenever the Chairman is absent or when requested.

4.8.0 SECRETARY

- 4.8.1 He compiles the agenda for the meeting with the Chairman.
- 4.8.2 He sends notices of meetings together with the agenda to all members
- 4.8.3 He writes and receives all correspondence on behalf of the committee
- 4.8.4 He reads all correspondence received in the meeting.
- 4.8.5 He reads minutes in the committee meeting.
- 4.8.6 He reads minutes in the local Assembly men's meeting.
- 4.8.7 He writes minutes in the local Assembly men's meeting.
- 4.8.8 He writes minutes in the men's committee meeting. However, he will not write word for word except in controversial discussions.
- 4.8.9 He keeps confidential records of the church.
- 4.8.10 He maintains the Assembly's Cash (analysis) book.
- 4.8.11 He maintains the tithes register.
- 4.8.12 He reads the financial report in the Assembly at the end of each month.
- 4.8.13 He keeps the records of names ,addresses and telephone numbers of all church members.

4.9.0 OTHER DUTIES

- 4.9.1 He jointly signs the expenditure forms with the Chairman.

4.10.0 THE SET OF MINUTES WILL BE AS FOLLOWS:

- 4.10.1 Date on which meeting was held.
- 4.10.2 Venue at which meeting held.
- 4.10.3 Time at which meeting held.
- 4.10.4 Name of the member who opened the meeting with a word of prayer.
- 4.10.5 Name of members present at the meeting.
- 4.10.6 Apologies
- 4.10.7 Word of devotion.
- 4.10.8 Reading of minutes.
- 4.10.9 Adoption of minutes.
- 4.10.10 Amendments and arisings.
- 4.10.11 Discussion of the agenda.
- 4.10.12 Conclusion of the meeting.

- 4.10.13 Time at which meeting ended.
- 4.10.14 Name of member who closed the meeting with a word of prayer.

4.11. VICE SECRETARY

- 4.11.1 He does the duties of the Secretary when he is absent or when requested.
- 4.12.1 Trustee No. (1)
- 4.12.2 Trustee No. (2)
- 4.13.1 The two trustees, assisted by the additional member, are responsible for collecting and banking all the church funds.
- 4.13.2 The two trustees jointly sign the bank withdrawal slips or cheques depending on whether the Assembly has a saving or current account, with the chief trustee of the movement.

4.14.0 ADDITIONAL MEMBER

- 4.14.1 He shall assist trustees in the collecting of offerings and banking all funds
 - 4.14.2 He shall do all the duties delegated to him by the committee.
- 4.15 The local Assembly Men's Committee plans and writes programmes for the local Assembly men's meeting and for both Sunday morning and afternoon services.

4.16.0 PROGRAMMES FOR SERVICES

- 4.16.1 Monday prayer service
 - Individual praying
 - Opening in prayer
 - Word
 - Prayer requests
 - Prayer
 - Free will offering (campaign fund)
 - Announcements
 - Closing prayer

4.16. 2 GOSPEL MEETINGS

- Choruses by chorus leader
- Opening hymnal song and prayer.
- Items- songs , testimonies, memory verses etc.
- Choir
- Announcements by committee chairman or secretary.
- Word
- Closing hymnal song and prayer

4.16.3 WORSHIP SERVICE

- Singing of devotional songs or hymns.
- Opening hymnal song and prayer
- Short word to prepare people for worship

- Open praise and worship- devotional choruses, hymnal songs, Psalms, prayers.
 - Read 1 Timothy 2:1-4/ Pray
 - Announcements
 - Choir
 - Word
 - Closing hymnal song and prayer.
- 4.17** The Assemblies men's committee must maintain a tithes register.
- 4.18** Receipts must be issued for the tithes and building fund. The trustees must call for the tithes and building fund and provide envelopes where required.
- 4.19** The receipts must be put back in the envelopes and given out to their owners publicity before offerings are collected on Sunday.
- 5.0 COLLECTION OF FUNDS**
- 5.1 The three deacons [trustees and additional member] are responsible for collecting funds. Always three people must collect the funds.
- 5.2 Deacon[Trustees No 1] keeps the funds and [trustee No 2] keeps the official records together with the Secretary.
- 5.3 When money is collected, an A1 form must be completed in the relevant column, The A1's must be in a bound numbered book in triplicate to leave a fast copy when 2A1's are pulled out (see annexure 1)
- 5.4 The A1 forms must be signed by thedeacon[committee secretary] in triplicate.
- 5.5 The space of Chairman on the form must be signed by a person who preached that day and not by committee Chairman.
- 5.6 The money collected must be banked the following business day or reasonably soon thereafter.
- 5.7 The bank deposit slip must be completed in triplicate, the bank will keep one copy and hand you two copies.
- 5.8 The two bank deposit slips must be attached to the A1 forms and sent to the office.
- 5.9 The office secretary will stamp them and return one of each to the Assembly deacons[Secretary].
- 5.10 The Office Secretary uses copies retained by the office to enter in the analysis book or on to the computer record of that Assembly kept at the office.
- 5.11 The Assembly Secretary will use the copies returned to him to enter in the Assembly's analysis book he keeps, similar to the one at the office.
- 5.12 The Assembly Secretary must balance his book once a month and compare it with both the bank statement or bank passbook and the analysis book or printout from the office kept by the secretary.
- 5.13 The Assembly secretary must make a report to the Assembly every month-end as follows; (see annexure 3)
- 5.13.1 The balances at the beginning of the month by column.
- 5.13.2 The income for the month by column
- 5.13.3 The sub-total of the above by column
- 5.13.4 The expenditure for the month by column
- 5.13.5 The balances at the end of the month carried forward , by column.
- 5.14 The bank book or bank statement must be produced at the time of making the month-end report so interested people can have a look.

- 5.15 The funds are collected as follows:
- 5.15.1 Monday offerings are called campaign funds.
 - 5.15.2 Tuesday offerings go to the group which is allocated that day e.g. girls, widows etc.
 - 5.15.3 Wednesday offerings go to the group allocated that day.
 - 5.15.4 Thursday offerings go to the Youth unless the day is allocated to another group by agreement.
 - 5.15.5 Friday offering s go to he group allocated that day.
 - 5.15.6 Saturday offerings go to the group allocated that day.
 - 5.15.7 Sunday morning offerings go to the local Assembly.
 - 5.15.8 Sunday afternoon offering go to the group who had a monthly the day before, unless otherwise arranged by the Assembly Committee.
 - 5.15.9 Tithes, building fund ,pledges etc. will always got to their proper columns no matter what day they are given.

6.0 EXPENDITURES

- 6.1 The Assembly [Committee] deacons must meet to consider the required expenditure for that month.
- 6.2 They complete an A2 forms showing how much needs to be paid (see annexure 2) these must be in a bound numbered book in triplicate.
- 6.3 They must indicate from which column each payment must be deducted.
- 6.4 The Committee Chairman and Secretary must sign the A2 form in the relevant spaces in duplicate.
- 6.5 Before any money is paid, the A2 form must be taken to the Assembly and the proposed expenditure passed by the Assembly.
- 6.6 When the Assembly has passed the expenditure, they choose one person who is not a committee member to sign the A2 form on their behalf
- 6.7 If the Assembly is not satisfied with the expenditure, they are entitled to reject it, in which case the Assembly committee must reconsider it.
- 6.8 All moneys must first be banked after collection before they can be used. No money shall be eaten "raw".
- 6.9 As far as possible, expenditure must be made from current income. DO NOT "EAT THE BALANCE". An Assembly which develops a habit of eating the balance will soon end up in financial problems.
- 6.10 As far as possible, invoices must support payments and receipts must be obtained.
- 6.11 Uses of various columns are as follows:
 - 6.11.1 Tithes are used for the financial support of ministers. If required for something else, authority must be obtained from the District Council. The authority shall only be given grudgingly.
 - 6.11.2 Freewill offering: used for paying church rents , maintenance of church premises, lights water and church telephones.
 - 6.11.3 Campaign fund: local Assembly outreach and soul winning.
 - 6.11.4 Other funds are used as specified for their columns
- 6.12 The office secretary will scrutinize the A2 form, and if satisfied, stamps them and return one copy to the Assembly with a cheque or withdrawal slip.
- 6.13 Unless a special column is set for the purpose, no church money must be loaned to anybody whatsoever.

7. THE DISTRICT COUNCIL AND DISTRIC COUNCIL COMMITTEE

(See also page2)

(See constitution)

- 7.1** The District Council is the supreme administration body in the region. Since there are no Executive members elected on a regional basis, it means while in their region executive members are subject to the District Council. (see constitution)
- 7.1.1** It is composed of seven members elected from among the Ministers in that region.
 - 7.1.2** It is elected by Ministers organizers; elders and Assembly delegations just like at a conference.
 - 7.1.3** The DCC meets to plan and administer work in their region and to disseminate communication to and from the National Executive.
 - 7.1.4** The tithes of all Ministers are banked in the DCC account.
 - 7.1.5** The DCC recommends entrants to the Ministry to the National Executive for approval and accreditation.
 - 7.1.6** The DCC proposes rotation of Ministers for action by the National Executive .
 - 7.1.7** The DCC runs the regional office and appoints and supervises the secretary and the office orderly.
 - 7.1.8** The DCC scrutinize all analysis books,A1 and A2 forms for any irregularities .They also scrutinize same at local assemblies.
 - 7.1.9** The DCC visits Assemblies when requested to set up Assembly Administrative structure e.g. the Men's Committee.
 - 7.1.10** The DCC teaches men the function of the committee and the uses of various church funds.
 - 7.1.11** The District Council Committee must regularly call a District Council General meeting. This is in effect a regional conference called a council. It is called to discuss the region's work in general.(See District Council Constitution)
 - 7.1.12** The DCC must recommend people to the National Executive for appointment as marriage officers after examinations by the Ministry of Home Affairs.
 - 7.1.13** Each District Council Committee shall have the authority to determine the support levels of its ministers and workers according to its financial resources and advise the National Executive accordingly.

8. APPOINTMENT OF MINISTERS

- 8.1 Applications for pastoral appointments are made through and recommended by local Assemblies and/or minister's fellowship to the DC and by the DC to the National Executive. An applicant must complete a form(see annexure 7).Applicants must be at least 25years old. Numbers 8:23-25
- 8.1.1 An applicant applies in writing to his local assembly.
 - 8.1.2 The Pastor and the Committee must consider and evaluate the applicant on the following basis :
 - 8.1.3 The age of the applicant shall be 25years or above.
 - 8.1.4 How long the applicant has been saved.
 - 8.1.5 The applicant must have acceptable Christian conduct.
 - 8.1.6 The spiritual standard of the applicant.
 - 8.1.7 If married ,husband of one wife, not divorced with the previous wife still alive.
 - 8.1.8 What evidence is there that the applicant has a call e.g. Assemblies/preaching points established, souls brought to the Lord, evangelist or teaching skills or talents.
 - 8.1.9 The applicant is brought before the Assembly , the details and evidence recited and approval sought.
 - 8.1.10 If applicant is approved by the Assembly ,the applicant's letter, recommendation from the assembly detailing the evidence is submitted to the DCC. If the approval is not made, the applicant is informed.
 - 8.1.11 The DCC will process the application ,consider the evidence and make any further enquiries necessary. The DCC will come up with its own recommendations either approving or disapproving.
 - 8.1.12 The application is taken to the DC General for final regional consideration and then this is submitted to the National Executive for their approval.
- 8.1.1 All applicants must be told that interim the approval is provisional and that the National Executive, at its own discretion, will give the final approval. The National will advise the DC in writing of their decision.
- 8.1.2 Applicants from other organizations will go through the DCC who must make a thorough investigation of the applicant's background and suitability for acceptance into both fellowship and ministry.
- 8.1.3 A minister shall consider retirement at the age of 65years.If a minister has distinguished himself, the National Executive may at its discretion reassign him to other duties.
- 8.1.4 When a minister retires, his local assembly shall be where he has a permanent dwelling house.
- 8.1.5 The National Executive have authority , by any method, to appraise any minister on the performance of his ministry and take any necessary action including withdrawal of accreditation.
- 8.1.6 A minister shall take one-month leave once a year to have a rest for purposes of renewal and reflection of ones ministry.

- 8.2 The Minister is then ordained by the National Executive.
- 8.3 Once appointed, the Minister comes under the control of the National Executive through the DC. The DCC's must ensure the welfare of the pastors including the retired ones. They must require pastors to be productive and accountable.
- 8.4 The National Executive acting through the DCC have the authority to move a Minister from one assembly to another without necessarily consulting the local Assembly concerned.
- 8.4.1 All current deployments must be reviewed once a year to see, which ones are effective, struggling and which ones need change.
 - 8.4.2 Deployments must be made on the Assembly need and the ministry required.
 - 8.4.3 Proposals for change are made where necessary.
 - 8.4.4 The proposals are submitted to the National Executive before they are communicated or effected.
 - 8.4.5 The National Executive will consider the proposals, make their own inquiries and assessments and communicate back to the DCC their final approval.
 - 8.4.6 Only after receiving a reply from the NE will the DCC write re-deployment letters to those affected.
 - 8.4.7 The above procedures shall not prevent the DCC from addressing urgent one-off problems in the region and advising the National Executive later.
- 8.5 When a minister is transferred , the Pastor and the Assembly concerned are advised by the DC by letter.
- 8.6 If for any reason an Assembly fail to work well with a minister, the Assembly Committee must report to the DCC who will call a meeting of the whole Assembly together with the minister concerned and a representative from the National Executive. If the Assembly decides by a majority vote that the ministers be moved away, their decision shall be respected. A minister who is rejected in three assemblies will be advised to leave the ministry.
- 8.7 The receiving Assembly must arrange suitable accommodation and finance the Minister's transport and removal.
- 8.8 The National Executive can make interregional transfers at its own discretion when the need arises.
- 8.9 The National Executive shall have the right to enquire into the conduct of any minister whether or not referred by the DCC.
- 8.10 The DCC shall arrange for a pension to be paid to a retired minister or his widow.
- 8.11 The DCC shall see to the welfare of ministers by paying support, rent, light/water, medical aid pension contribution, NSSA , transport etc through its own funds or those of the assembly.

9.0 THE OFFICE

- 9.1 The office is run by the DCC (See section 5) The officers in charge of the office are the Chairman and the Secretary of the DCC and the National Executive shall hold them accountable.
- 9.2 An office Secretary and an office orderly are employed to run the day to day affairs of the office.
- 9.3 Each Assembly buys two (preferably 32-column) analysis books, one to be kept by the assembly another at the office. Where an office is computerized these are replaced by computer printouts.
- 9.4 The Assembly Secretary enters all the A1 and A2 forms and balances finances every month. The office Secretary does the same.
- 9.5 The Assembly Secretary must regularly compare his analysis book with the one at the office to make sure they agree.
- 9.6 The financing of the office expenditures comes from:
 - 9.6.1 10% of funds from the tithes and free will offerings income for the month from every Assembly. If the Assembly does not do it , the office Secretary is authorised to do it and send the cheque or withdrawal slips for signing. The Assembly must comply.
 - 9.6.2 The DC request every Assembly to send an office donation of a specified amount determined at the DC General Meeting.
 - 9.6.3 The DC can request the centralization of a fixed percentage or all of the amount in the tithes column.
- 9.7 The Office Secretary is required to scrutinizes the A2 forms and has authority to reject if it is irregular.
- 9.8 An expenditure is irregular if:
 - There is no income in the column concerned
 - The A2 form is not signed in the three relevant places.
 - Expenditure is taken from a wrong column e.g. paying for stationary from tithes.
 - Expenditure exceeds income.
- 9.9 Any rejected expenditure is first referred to the DCC.
- 9.10 If the DCC cannot approve it, it is returned to the Assembly stating reason why rejected.
- 9.11 Brethren are asked to come to the office only on church business and not for personal business.
- 9.12 The office telephone shall be used only for office business and not for personal business.
 - 9.12.1 A register will be kept showing all telephone calls made, local or trunk, the person calling, number dialed and duration of call. Where the office is computerized the phone can also be computerized.
 - 9.12.2 As far as possible all trunk calls must be made on A.D.C. unless computerized.
 - 9.12.3 Any other authorised call must be paid for immediately.
- 9.13 All church bank accounts must be signed jointly by three people namely a chief trustee and 2 trustees of the group owning the fund e.g. local Assembly trustees or youth.
 - 9.13.1 The Chief Trustee is a person appointed by the National Executive.
 - 9.13.2 The Chairman of the National Executive will be Chief Trustee for the national accounts such as Youths, Girls, National Executive, various project accounts.

- 9.13.3 The DCC Chairman will be the Chief Trustee for all regional accounts including local Girls, Youths, Mother, BTG, DC, and Local project.
- 9.13.4 The National Executive and DCC can appoint project officers to identify develop and manage projects with specific terms of reference.
- 9.13.5 The National Executive shall actively supervise the activities of the District COUNCIL Committee by any means necessary and shall have the right to visit the region and office concerned and to request to see any documents, records or persons. They do this either as a body or by delegation.
- 9.13.6 The National Executive shall appoint an audit team to audit all the finances of the Assemblies of God at a local, district and national level.

10. **GENERAL**

- 10.1 The Committees except local Assemblies Committee are changed once every year soon after the relevant convention unless otherwise authorised by the DCC and relevant group.
- 10.2 The DCC will advise if bank signatories need to be changed, as requested by the relevant group.
- 10.3 All bank cheques and withdrawals slips are kept under lock and key at the offices.
- 10.4 The office secretary will release a blank cheque or withdrawal slip on receipt of a proper A2 expenditure form. All groups -Mothers, Youths, Girls, Men, DCC must complete A2 Form for their expenditures.
- 10.5 Brethren must learn how to budget e.g. total gross income for the family.
 - 10.5.1 Less tithes
 - 10.5.2 Rent
 - 10.5.3 Light and water
 - 10.5.4 Food
 - 10.5.5 Accounts
 - 10.5.6 Savings
 - 10.5.7 Others
- 10.6 The budget must be an open thing in the family both to the wife and the children so that they do not ask for things not budgeted for or beyond the family means.
- 10.7.1 Transport money and subsistence must be given to anyone doing church business whether part-time or full-time or layman and receipts submitted. Brethren who use personal phone e.t.c for church business must be refunded a reasonable percentage.
- 10.7.2 The church shall, as far as possible, refund costs incurred by any person for the church e.g. reasonable telephone costs, stationery, fuel, busfare, entertainment of church visitor's etc.
- 10.7.3 Church money is not used for personal problems of brethren unless the Assembly has a specific column set aside for that purpose.
- 10.8 Before any baptism is conducted, the office must be informed and the minister's fellowship must arrange the place, time, and programme.
- 10.9 Brethren are requested to use Matthew 18:15-17 to solve disputes.
- 10.10 Persons moving from one assembly to another must carry a transfer or introductory letter. Pastors who move across region must advise their own

- DCC who will advise their counterparts.
- 10.12. Discipline is imposed for sin proved "in the mouth of two or three witness". The Pastor and Assembly Committee do this. The announcement is done by the Chairman/Elder and not by the pastor. A person Under discipline must not:
- 10.12.1 Lead the choir
 - 10.12.2 Be MC
 - 10.12.3 Preach
 - 10.12.4 He /She must attend service as usual and be seen to be repentant.
 - 10.12.5 He /She must sort out the problem that led to the discipline.
 - 10.12.6 Discipline is withdrawn when the Pastor and the Assembly committee is satisfied that the reasons for which it was imposed have been served.
- 10.13 The National executive shall appoint auditors for all regions and for national accounts for annual audit.
- 10.14 All investments of funds shall be done by the trustee concerned in the name of the movement and with the knowledge and approval of the National Executive. Roll over certificate must be copied to the Treasurer of the National Executive.
- 10.15 The local Assembly pays for the rent, lights and water and reasonable traveling allowances for its ministers. Where a minister boards with a working relative, the District Council Committee will advise what to do.
- 10.16 The local Assembly shall finance the transport and registration for the Pastor and his wife to the National Convention and retreats. If a Pastor diverts such funding repeatedly for other purposes, the local Assembly with the advice of the District Council Committee may discontinue such funding.

11.0 SUPPORTING WIDOWS AND OPHARNS WIDOWS

TEXT: 1 TIMOTHY 5:1-6

- 11.1 The scripture points out that there are widows who are widowess indeed-1 Timothy 5:3.
- 11.2 Widows not worthy supporting are those who have children and relatives- 1 Timothy 5:4; 1 Timothy 5:5.
- 11.3 Widows with believing relatives should not be a burden to the church. 1 Timothy 5:16
- 11.4 Widows who are young enough to be married should not be supported by the church- 1 Timothy 5:11-16.
- 11.5 Widows worthy supporting are widows who :
- a) Are desolate.
 - b) Trusted in God
 - c) Continued in supplications and prayers night and day 1 Timothy 5:5.
 - d) 60 years and above old and has been wife of one man-1 Timothy 5:9.
 - e) Well reported of for good works.
 - f) Has brought up children.
 - g) Has lodged strangers.
 - h) Washed saints' feet.
 - i) Has relieved the afflicted.

- j) Has diligently followed every good work.

11.6 **ORPHANS**

11.7 If we are to draw the same inference from the above scripture -Orphans Who are worthy supporting are orphans who are desolate. -1 Timothy 5:5

12.0 **NATIONAL CONVENTION COMMITTEE TERMS OF REFERENCE**

The Convention Committee shall consist of one member representing the National Executive and one member representing each district.

- 12.1 To do the buying for all conventions and seminars.
- 12.2 To ensure the convention venue is prepared.
- 12.3 To collect registration fees for each convention.
- 12.4 To receive free will offering from convention trustees including any special collections and make payouts as directed by the National Executive.
- 12.5 To receive handwork sales proceeds.
- 12.6 To maintain all catering equipment e.g. pots, plates, knives, spoons etc.
- 12.7 To dispose of left over groceries after each convention and accounts for the funds.
- 12.8 All brethren over sixty years of age to be allowed free registration.
- 12.9 To purchase all stationery required for running of the convention after the National Executive approval.
- 12.10 To purchase Holy Communion items.
- 12.11 To maintain and ensure adequate Holy Communion utensils.
- 12.12 To negotiate with and remunerate all the caterers, transporters, security, secretarial, cleaning personnel on behalf of the convention.
- 12.13 To source and ensure sufficient convention equipment e.g. chairs, PA system, light bulbs etc.
- 12.14 To come before the convention to prepare and to leave after the convention to wind up.
- 12.15 To pay for the convention use of light and water and for breakages.
- 12.16 To balance and present financial report to the convention and to bank the surplus in the convention accounts.
- 12.17 To account through the National Executive Treasurer to the General Secretary for the National Executive.
- 12.18 To do any other duties that the National Executive from time to time allocate.
- 12.19 The traveling expenses of Convention Committee members to be paid only if one come ahead of and leave after the convention.
- 12.20 The General Secretary and the Treasurer of the National Executive, in consultation with their chairman, shall be final authority in any dispute involving the Convention Committee.
- 12.21 To operate a National Convention Account with Chairman of the National Executive as Chief Trustee.
- 12.22 The Mkoba local Pastor or Convention Centre Manager shall be the ex-officio member of the Convention Committee.

13. MISSIONARIES

13.1 INCOMING MISSIONARIES

- 13.1.1 The Assemblies of God welcomes any God's people from elsewhere wishing to work with and through it, whether for short or long periods.
- 13.1.2 These people must work through the National Executive.
- 13.1.3 They must declare the ministry, which they want to carry out e.g. evangelism, church construction, income generating projects, boreholes etc.
- 13.1.4 They must consult with the communities they want to assist or work with.
- 13.1.5 The introducer-who shall be the Minister or DCC with which they want to work must advise the National Executive of the intention of the missionary.
- 13.1.6 The National Executive will advise the conditions for co-operation in consultation with the missionary concerned.
- 13.1.7 The National Executive will where necessary , accredit the Missionary concerned.
- 13.1.8 The missionary concerned must disclose his majors, financiers' e.t.c and provide any relevant constitutions.
- 13.1.9 The missionary must channel all resources through an auditable project account and the Auditors of the Assemblies of God will have access to audit the account concerned.
- 13.1.10 The missionary must disclose all his/her movements in and around the country.
- 13.1.11 The National Executive shall not prevent any intended personal assistance the missionary might want to give to any minister or any other person but the facts and figures must be advised to the National Executive. Where confidentiality is required the National Executive shall respect and maintain such confidentiality.
- 13.1.12 Where projects are involved, the missionary shall work with the Assemblies of God projects officer, regional or national. The project officer shall ensure project compliance with government regulations.
- 13.1.13 The District Council Committee concerned shall maintain communication with the National Executive and Missionary.
- 13.1.14 The welfare of the missionary while in Zimbabwe shall be on the District Council Committee concerned.
- 13.1.15 Invitations of external speakers shall be processed by the National Executive on the request and at the expense of the group concerned. However, the National Executive shall have the right to reserve to accept or reject any proposed speaker.

13.2 OUTGOING MISSIONARIES

- 13.2.1 No minister in the fellowship of the Assemblies of God shall run a private ministry within the movement unless specifically authorised in writing by the National Executive.
- 13.2.2 The name Assembly of God, Back to God; N.B.H Bhengu or their variations shall be exclusive to the Assemblies of God and no person shall be allowed to use them for their personal gain.
- 13.2.3 Assemblies of God ministers work within their region under their District Council Committee.
- 13.2.4 Ministers going away from their Assemblies must inform their District Council Committee of their movements and obtain letters where necessary. It is believed that these movements will not be denied but that communication is necessary.
- 13.2.5 Across the boarder invitations and campaigns must be directed to the DCC for processing. The DCC shall request the General Secretary of the National Executive to issue necessary letters. Where a minister on full support goes for long periods without authority, the DCC must arrange relief ministry at the Assembly left unattended.
- 13.2.6 The DCC can impose any conditions on the minister concerned and advise the NE. This can include limiting number of trips or their duration or aggregate duration in any period.

15.

MOTHER MOVEMENT

- 15.1 This is run by the Women's Organizers who report to the National Executive.
- 15.2 Below is the composition of the Quarterly Committee:
 - The Chairlady
 - The Vice Chairlady
 - The Secretary
 - Vice Secretary
 - Treasurer No. 1
 - Treasurer No. 2
 - Trustee No. 1
 - Trustee No. 2
- 15.2.2 The Organizers must arrange their regional activities with the DCC and national activities with the National Executive.
- 15.3 There is a local committee at each Assembly, which runs the weekly Thursday meetings and local fund raising.
- 15.4 The local committee operates a local bank account.
- 15.5 There is a monthly committee, which runs monthly meetings in any area specified by the Organizers and the DC.
- 15.6 They operate a monthly bank account and encourage

- Assemblies to raise funds.
- 15.7 The Assemblies gathered at a monthly meeting elect the monthly committee.
- 15.8 The Assemblies are required to write a report of the women's work in their assemblies for presentation at the monthly meeting.
- 15.8.1 The local women's committee writes a report to the monthly on the following lines:
- a) Name of the Assembly
 - b) How many women are in the local Assembly
 - c) When do they hold a meeting, committee /business.
 - d) Attendance
 - e) Spiritual growth and problems faced.
 - f) Financial status and proof.
 - g) How are finances raised?
 - h) Prayer requests.
 - i) The report is drafted by the secretary and passed by the full committee.
- 15.9 Each Assembly is required to raise a BAG of a given target at the monthly meeting.
- 15.10 The Quarterly Committee works similarly and calls a Quarterly meeting of the Assemblies in an area specified by the Organizers and the DCC.
- 15.11 The monthly committee prepares reports of the women's work in their monthly areas.
- 15.11.1 The monthly report is as follows:
- a) The name of the area.
 - b) Locals represented.
 - c) Meetings held.
 - d) Attendance.
 - e) Problems and prayer requests.
 - f) Financial report.
 - g) It is drafted by the Secretary and passed by the full committee.
- 15.12 Local (and not monthly area) Assemblies raise a BAG of a given target at the Quarterly meeting.
- 15.13 The Quarterly committee operates a bank account.
- 15.14 Women are taught :
- 15.14.1 Christian faithfulness
 - 15.14.2 To pray and minister.
 - 15.14.3 To look after their homes and surroundings.
 - 15.14.4 Christian conduct.
 - 15.14.5 To cook good meals and to learn what makes a good diet.
 - 15.14.6 Industry : sewing, gardening, knitting .etc.
 - 15.14.7 To support the work of God.
 - 15.14.8 We believe and obey 1Corithians 11.3 that

- says "But every women that prayeth and prophesieth with her head uncovered dishonoureth her head; for that is even all one as if she were shaven". Also "judge in yourself if it is comely that a woman pray unto God uncovered?" When a women is in the church she is before God and may be asked to pray or praise and worship, therefore all women should cover their heads while in church. Outside church and apart from prayer women can wear long hair 1 Corinthians 11:15.
- 15.14.9 We believe that a Christian should demonstrate security in the inner beauties of character and self worth without needing to "suppliment" such beauty with external adornment of jewelry(rings, earrings, bracelets, necklace etc.) conspicuous cosmetics (lip stick, nail vanish eye shadows etc.) or faddish or baggy clothes, we therefore encourage Christians to avoid such 1 Peter 3:3,4.
- 15.15 Women given handwork at local, monthly and quarterly meetings. The handwork given by women is sold and the money put in the B.T.G. account.
- 15.16 The money raised by women is not used at local, monthly or quarterly level. It is taken to the National Women's Convention and from there it is banked in a BACK TO GOD (MOTHERS) account at regional level. Organizers and the DCC prepare a budget, which they shall present to the National Executive for approval. The funds are controlled by the DCC on behalf of the National Executive.
- 15.17 It is used for regional outreach and soul winning campaigns.
- 15.18 It is used to buy equipment used in the outreach campaign e.g. Trucks, tents, PA Systems.
- 15.19 It is used to support people working with the tents.
- 16.0 YOUTHS MOVEMENT**
- 16.1 The Youths Organizers run the Youths movement.
- 16.2 The Youths movement has local, monthly, quarterly and national convention meetings.
- 16.3 There are committees at each level of meeting.
- 16.3.1 The committee consists of seven members :
The Chairman
The Vice-Chairman
The Secretary
The Vice-Secretary
Trustee No. 1
Trustee No. 2

- Additional member.
- 16.3.2 The duties of the committee member are given in rules of the youth's organisation.
- 16.4 All things must be done decently and in order, for God is NOT an Author of confusion but of peace as in the churches of the saints 1 Corinthians 14:40; 33
- DUTIES OF OFFICERS**
- 16.4.1 CHAIRMAN**
- 16.4.1.1 To summon committee meetings.
 - 16.4.1.2 To prepare an agenda with the Secretary.
 - 16.4.1.3 To preside over a meeting.
 - 16.4.1.4 To request the secretary to read the minutes.
 - 16.4.1.5 To ask the meeting to adopt the minutes.
 - 16.4.1.6 To present the agenda of the day for discussion.
 - 16.4.1.7 To regulate speakers and overrule them when necessary. Care must be taken to allow all members to participate .He must be impartial in his attitude towards the members.
 - 16.4.1.8 To put members to a vote.
 - 16.4.1.9 To make a casting vote when there is an even number of votes both for and against the motion.
 - 16.4.1.10 To keep discussion lively.
 - 16.4.1.10 To bring the meeting to a close.

16.4.2 OTHER DUTIES

- 16.4.2.1 To see that committee discussions are carried out.
- 16.4.2.2 To allocate work to committee members.
- 16.4.2.3 To examine all records of the organisation.
- 16.4.2.4 To see to the smooth running of the organisation.
- 16.4.2.5 Organizers shall be ex-officio members of all youths committee but have no vote.

16.4.2.6 VICE-CHAIRMAN

- 16.5.1 To perform all duties normally done by the Chairman during the latter 's absence or at his request.
- 16.5.2 To perform any duties allocated to him by the Chairman or by the committee.

16.5.3 SECRETARY

- 16.6.1 He/She shall keep proper records of the organisation :
- a) Minute book
- b) Name and Addresses
- c) Register of all members e.g.
 Interests.
 Confidential matters
 Dates of birth etc.
- d) Correspondence

- 16.6.2 He shall send notices of meetings, together with the agenda At least three or four weeks before the meeting.
- 16.6.3 He/ She takes down all minutes at all meetings. However, he/she shall not write them down word for word as members are discussing matters. It is important to write the name of the proposer of a motion, the seconder, and the final decision of the meeting. It is wise to record controversy at discussions.
- 16.6.4 HE/ She shall read minutes at the meeting.
- 16.6.5 He/ She shall keep a record of the history of the organisation, foundation, members, rallies, camps, visitors and speakers.
- 16.6.6 He/ She shall acknowledge receipt of all correspondence between meetings, with the remark that the matter will be placed before the committee at its next meeting.
- 16.6.7 He/ She shall acquaint himself/herself fully with the set up of his organisation.
- 16.6.8 When a speaker is requested to address a meeting, the Secretary will write a letter of invitation to such a speaker and also a few days before the scheduled meeting, he or she shall write a reminder to the speaker. After the speaker has spoken, the Secretary will write a letter to thank the visitor of his message.

16.7. SETTING OF MINUTES

- 16.7.1 Note dates, place of meeting and the time (top of page)
- 16.7.2 Those present and apologies.
- 16.7.3 Opening including devotion and welcome etc.
- 16.7.4 Reading of minutes and matters arising therefrom.
- 16.7.5 Correspondence.
- 16.7.6 Items on the agenda.
- 16.7.7 General
- 16.7.8 Closure
- 16.7.9 The Secretary should leave a column on the right hand side, headed "ACTION" and to place the initials of those responsible for certain tasks.

16.8. TREASURER OR TRUSTEE

- 16.8.1 He shall keep proper financial books showing income and expenditure.
- 16.8.2 He shall collect and bank all money.
- 16.8.3 He shall report the state of funds to the committee.
- 16.8.4 The trustee shall sign all cheques.
- 16.9 **ADDITIONAL MEMBER**
- 16.9.1 He should do all duties allocated to him.

16.10. RELATIONSHIP BETWEEN COMMITTEE AND YOUTHS

- 16.10.1 It shall love the young people.

- 16.10.2 It shall not discriminate against the young people.
- 16.10.3 It shall use all available talents within the youth group.
- 16.10.4 It shall know its young people and make every effort to know them.

16.11 SUB-COMMITTEES

Sub committee shall include:

- 16.11.1 Programme committee
- 16.11.2 Evangelism committee
- 16.11.3 Financial committee
- 16.11.4 Transport committee
- 16.11.5 Catering committee
- 16.11.6 Boys club
- 16.11.7 Girls club
- 16.11.8 Literate committee

16.12. YOUTHS DAYS

- 16.12.1 Choir practice
- 16.12.2 Youths rally
- 16.12.3 Birthdays
- 16.12.4 Prayer days
- 16.12.5 Bible study.
- 16.12.6 Youths Sundays
- 16.12.7 Home visitation.

16.12.8 YOUTHS PROGRAMME

- 16.12.8.1 Discussions.
- 16.12.8.2 Drama
- 16.12.8.3 Questions
- 16.12.8.4 Recitation.
- 16.12.8.5 Bible quiz
- 16.12.8.6 Memory verses
- 16.12.8.7 Bible study
- 16.12.8.8 Bible camps
- 16.12.8.9 Choir singing
- 16.12.8.10 Training
- 16.12.8.11 Worship

16.12.9. SLELETON PROGRAMME

- 16.12.9.1 Chorus Leader
- 16.12.9.2 Opening hymnal and prayer
- 16.12.9.3 Master of ceremony
- 16.12.9.4 Welcome of visitors
- 16.12.9.5 Items :
 - Singing groups
 - Testimonies
 - Recitations

- 16.12.9.6 Offering(by trustee)
16.12.9.7 Choir
16.12.9.8 Word of God
16.12.9.9 Close
16.13 The quorum is based on simple majority of the committee membership i.e. if the committee consists of seven numbers the quorum is four. If a skeleton committee of five the quorum is three.
16.14 Both boys and girls are eligible for election into the committee.
16.15 The local youth report to the monthly meeting is as follows :
a) The Assembly reporting
b) Is there a committee? Of how many? When does it meet?
c) How many young people? Additions, subtractions? Since last report.
d) When do you meet
e) Attendance
f) Spiritual growth
g) Financial report
h) Problems and prayer requests
- 16.16 Youths activities are listed on rules of the Youths organisation.
16.17 The monthly report is as follows :
a) Monthly area
b) How many Assemblies
c) General report of the Assemblies represented, on line of local report but in brief.
16.18 The local Youths committee is responsible for running the Sunday School.
16.18.1 The local Youths Committee in consultation with the Pastor shall appoint Sunday School teachers for different groups.
16.18.2 It shall source Sunday School teaching material suitable for various age groups.
16.18.3 The Sunday School shall collect offerings.
16.18.4 A Sunday School rally shall be held in each region in December o brings all their collections together.
16.18.5 One service at the Youths Convention shall be reserved for the Sunday School to bring their funds together.
- 16.18.6 Sunday school funds shall be banked in the Nicholas Bhengu Foundation.
16.18.7 The funds shall be used for the relief and

- humanitarian work.
- 16.19 At convention the following reports are given:
- a) The region Youths Chairperson's report is read :
 - 1. Region represented.
 - 2. Number of Assemblies
 - 3. Spiritual growth and activities this year.
 - b) Secretary's report
 - 1. Region represented.
 - 2. List of Assemblies and amount raised.
 - 3. Monthlies and amounts raised.
 - 4. Quarterlies.
 - 5. Totals.
 - c) National Convention report
 - 1. Balance before last report.
 - 2. Last convention finances.
 - 3. Totals
 - 4. 10% of convention funds to National Executive
 - 5. % to education board.
 - 6. % to Youths Organizers for traveling and subsistence.
 - 7. Interest.
 - 8. Balance B/F to this convention.
- 16.20 Young people dress in black and white-white shirts or blouses and black trousers, black skirt. We believe that a Christian should demonstrate security in the inner beauties of character and self worth without needing to "supplement" such beauty with external adornment of jewelry(rings, earrings, bracelets etc.), Conspicuous cosmetics (lip stick, nail vanish, eye shadows etc.) or faddish or baggy clothes, we therefore encourage Christians to avoid such 1 Peter 3:3-4. We also discourage behaviour that is questionable e.g boys with dreads or plated hair.
- 16.21 The youths fund is not used at local, monthly or quarterly level.
- 16.22 The funds worked at all various levels are brought together at the National Convention and are banked in a single bank account.
- 16.23 The Youths Organizers together with the National Executive meet to determine what percentage of the funds raised must be given to the Education Board.
- 16.24 The balance is channeled to projects and invested until projects are identified. This is done together with the National Executive.

17.0

COURTSHIP AND MARRIAGE

- 17.1 A young man intending to enter into marriage must prepare spiritually and financially well in advance.
- 17.2 Unless a young person is seriously contemplating marriage, he/she must not have a girlfriend or boyfriend.
- 17.3 The young man who is ready must approach his pastor and the pastor of the local assembly where the girl fellowship. Young people should not exchange letters.
- 17.4 The pastor will ask the young man if he is prepared spiritually and financially and if so, which girl he wishes to approach.
- 17.5 A young person must decide what type of person he/she would like for a partner by education, culture, height etc. and store that prayer with God well in advance.
- 17.6 A young person must not depart from request made to God except very prayerfully.
- 17.7 A young man must not marry simply to escape sexual temptation.
- 17.8 A young man must not marry to please parents or relatives.
- 17.9 If the girl and the young man wishes to approach is free from similar commitments, the pastor will arrange a meeting for them in a nice quite place secluded.
- 17.10 The pastor should discourage such approach to schoolgirls.
- 17.11 The pastor does not act as the spokesperson for the boy nor does he offer any recommendations, but must answer specific questions.
- 17.12 The pastor must not proceed if he knows one of parties to be living in sin. This is especially to protect the innocent girls.
- 17.13 The pastor will introduce the two young people and depart to a distance out of earshot to let the two discuss their issues.
- 17.14 When they have concluded their discussion, they will call the pastor, and whether they

- have agreed or disagreed. If not agreed he asks if they want another date.
- 17.15 If they have agreed the Pastor must advise someone from the girls family according to their culture or tradition.
- 17.16 Nobody must know except the people involved not even the pastor's wife.
- 17.17 The pastor arranges a day when he can make an announcement to the Assembly.
- 17.18 When an announcement has been made to the church, the two can now proceed to make marriage arrangements, but they must always take a third person when moving around. The two must avoid intimate moments.
- 17.19 A marriage must be arranged according to the means of the families involved but need not to be expensive or extravagant.

18.

THE EDUCATION BOARD.

- 18.1 The Education Board consists of seven members, one person nominated and therefore representing the NE three university graduates nominated by the NE from among the young people, the person nominated by young people from each region with or without a degree. There is need for female representation.
- 18.1.1 The Youths Organizer in each district must consult with the young people in their region and come up with two suitable qualifying candidates as follows:
- 18.1.1.1 A candidate must be a mature Christian who served with distinction on a number of Youths Committees.
- 18.1.1.2 One who accepts the teaching of the Assemblies of God.
- 18.1.1.3 One who has a minimum of 5 "O'levels.
- 18.1.1.4 One who believes in the value of education.
- 18.1.1.5 The candidate can be a male or female.
- 18.1.2 The two nominations must be submitted to the District Council Committee for their consideration.
- 18.1.3 The secretary of DCC must submit the proposed names to the NE who will make the final selection at their discretion.
- 18.1.4 The National Executive shall ensure

- female representation on the board in the final section as follows :
- 18.1.4.1 One member representing the National Executive.
- 18.1.4.2 Three degreed members appointed by the National Executive.
- 18.1.4.3 One member each per DC.
- 18.1.5 The nomination process must be completed and the names submitted to reach the General Secretary by a specific date. The process shall not be delayed because of any failure by any region to submit the nominations. Where a rigion fails to submit a name by the deadline the Nationa Executive shall use its discretion.
- 18.1.6 The NE will communicate with the selected members of the new Education Board to seek written acceptance.
- 18.1.7 The New Education Board will be introduced at the National Youths Convention. The Youths Organizers are requested to provide for this on the Convention Programme.
- 18.1.8 The New Education Board will meet immediately Thereafter to elect their own office bearers. These will be announced to the convention by the General Secretary of the National Executive.
- 18.1.9 The old and the new Education Boards must meet before the end of the Convention for the normal handover /takeover. For this reason the outgoing boards must bring all the files, books of accounts, cheque books etc., to the convention in readiness for the Handover /takeover ceremony.
- 18.1.10 The term of office of the District nominees in the Education Board will be two years.
- 18.1.11 The term of office of the National Executive nominees shall be three years at the reconstituted board; thereafter it shall be two years. This is to ensure the continuity of the board by

- not having a complete new board. In a year which coincides with every member retiring, the NE shall have the discretion to vary the term of office of its nominees.
- 18.2 The money given to the Education Board is used to lend the young people to further their education.
- 18.3 For the moment: The money is mainly loaned to the people doing post "o" Level studies, e.g. lower and upper six, university or other tertiary training as determined by the Education Board.
- 18.4 The person must have failed to raise the money by other means.
- 18.5 The person must be capable of passing The intended course, judging from the attained results.
- 18.6 Application is made to the EB for the forms, which form must be completed and returned.
- 18.7 A recommendation is required from the local Assembly as prescribed on the form.
- 18.8 Those who do not qualify for assistance by the EB must be assisted by the local Assembly, whether by individuals or from an agreed fund.
- 18.9 The money retained in the convention account must be invested in consultation with the NE.
- 18.10 When money is loaned, a legal contract is signed which is enforceable at law.
- 18.11 The loan can include fees, exam fees, uniforms etc.

19.

19.1

19.1.1

GIRLS MOVEMENT

The girls' movement is run by the girl's organizers who report to the NE.

Girls committee consists of seven people :

- Chairlady
- Vice Chairlady
- Secretary
- Vice Secretary

- Trustee No.1
 - Trustee No. 2
 - Additional member.
- 19.1.2 Girls' organizers must arrange their district activities with the DCC and their national activities with their NE.
- 19.1.3 At local level the girls have a local committee and meet on a suitable day.
- 19.1.4 The local assemblies committee operates a local bank account.
- 19.1.5 At a monthly meeting, the local girls committee presents a report as follows:
- NAME OF Assembly
 - How many girls are in the Assembly.
 - When they hold the meetings- committee meetings and girls services.
 - How is the attendance.
 - Spiritual and numerical growth or decline.
 - Financial status and proof.
 - How finances are raised
 - Prayer requests.
 - An organizer will comment on the reports.
- 19.1.6 Each Assembly is given a financial target to bring to the monthly.
- 19.1.7 At a quarterly meeting, the monthly committee must present a report of work in their monthly areas as follows:
- The name of the monthly area.
 - How many Assemblies comprise the monthly?
 - Brief reports of Assemblies activities in their area.
 - Financial status of the Assemblies and monthly itself.
 - Problems and prayer requests.
 - An organizer must comment on the reports
- 19.1.8 Each Assembly is given a financial target to bring to the monthly.

19.2 They operate from local, monthly, quarterly and national annual convention.

19.3 Money is raised at the local, monthly and quarterly levels

19.4 At local level the girls can decide to raise money to furnish the

- mission house or the church hall. At regional level a special girls' effort can be to furnish the regional centre.
- 19.5 At national level the girls' fund is used to furnish national buildings e.g. Conference Centre or for other uses by mutual agreement. This is done together with the National Executive.
 - 19.6 Girls are taught to look after themselves and to overcome problems peculiar to girls growing up.
 - 19.7 They do handwork.
 - 19.8 They learn what girls are expected to do in the home e.g. laundry.
 - 19.9 They take handwork to the local, monthly and quarterly meetings.
 - 19.10 At convention the following reports are presented: regional chairpersons reports; regional secretary reports; national financial report.
 - 19.11 The funds are pooled into one National Girls account.

20.0 LOCAL ASSEMBLY MEN'S MEETING

- 20.1.1 They meet once every week for a normal service with a chorus leader, MC and the word of God is preached.
- 20.1.2 The local Assembly committee usually runs the men's meeting as well and is responsible for preparing the programmes for the men's meetings. However, when Elders are eventually ordained, then the Local Assembly committee will remain just as a committee for the men's meeting.
- 20.1.3 The Administration of the Assembly is left to the local Assembly and the Men's meetings have no administrative role. However, the local Assembly Committee may consult and/or report on certain issues.
- 20.2. Men's monthly meeting
 - 20.2.1 Men's monthly meeting is run by a Men's monthly committee and consists of all men in a particular monthly area.
 - 20.2.2 It operates in the same way as Youth, Girls' or Mothers' monthly.
 - 20.2.3 The Men's monthly committee prepares a normal programme with Ushers, Chorus Leaders, MC, offering, lessons and word of God
 - 20.2.4 The Men's monthly meeting has no administrative role at all.
- 20.3. Men's Quarterly meeting
 - 20.3.1 This brings together all the monthly meetings in the area
 - 20.3.2 Men's Quarterly Committee and the Men's Organizers run it.
 - 20.3.3 A quarterly programme is prepared just as the Girls', Youth and Mothers' Quarterly meetings with Ushers, Chorus Leader, offerings, business, lesson and the word of God is preached.
 - 20.3.4 It does not have an administration role whatsoever.
- 20.4. Men's Organizers
 - 20.4.1 These are appointed by and report to the National Executive.
- 20.5. Men's Conventions
 - 20.5.1 This has not yet been developed but it is very necessary. Once the Men's meetings are operating properly at local, monthly and quarterly levels, then the convention will be arranged.
- 20.6. Purpose of Men's Meetings
 - 20.6.1 To provide training for men in the ministry of singing, leading services, fundraising and preaching.

- 20.6.2 To teach men such things as personal hygiene, budgeting, providing for the family and how to live in harmony with wife and children, saving, funeral planning, planning for retirement, merits or demerits of rural home etc.
 - 20.6.3 Men's meetings raise money for building projects in their region.
 - 20.6.4 Men's meetings encourage and teach on tithing.
- 20.7. Men's monthly meetings were used as DC Generals before District Councils were in place. That was only a stop gap measure. DC Generals are now in place, therefore the involvement in administration by Men's monthly meetings has passed.

21.0 THE OFFICE AND MINISTRY OF ELDER

21.1.0 AN ELDER

- 21.1.1 Shall be nominated by the Pastor(s)
- 21.1.2 Pastor's nomination shall be discussed first with the local Assembly Committee, then with the men and finally (approved) by the whole Assembly.
- 21.1.3 The Assembly shall forward their nominee to the DCC who shall consider the name and forward to the National Executive with their recommendations
- 21.1.4 Initially no more than two Elders per qualifying assembly shall be appointed (25 baptized members)

QUALIFICATIONS AND QUALITIES

- 21.2.0 A Person considered for the position of Elder must qualify in the following qualities: 1 Timothy 3:1-10.
- 21.2.1 Born again and mature in the Lord vs6
- 21.2.2 Filled with the Holy Spirit
- 21.2.3 Blameless vs2
- 21.2.4 The husband of one wife (marriage certificate to be produced and photocopy surrendered) vs2
- 21.2.5 Vigilant vs2
- 21.2.6 Sober vs2 (steady and not quick to act without facts)
- 21.2.7 Of good behavior vs2 (of acceptable Christian Conduct)
- 21.2.8 Given to hospitality vs2
- 21.2.9 Able to minister the word vs2
- 21.2.10 Not given to wine vs3
- 21.2.11 No striker vs3 (not of a double tongue or false accuser of Brethren)
- 21.2.12 Not greedy of filthy lucre vs3 (honest and not after undue gain)
- 21.2.13 Patient vs3 (slow to anger and without emotional outbursts)
- 21.2.14 Not a brawler vs3 (not one who argues on personalities without fact)
- 21.2.15 Not covetous vs3
- 21.2.16 One that ruleth well his house vs4 (no abuser of wife and children and one

whose wife is in our movement.)

21.2.17 Having his children in subjection

- 21.3 One that pays his tithes every month (DCC to peruse tithes register.
- 21.4 If no one qualifies at an Assembly they should be groomed for future appointments.
- 21.5 One who full accepts and participates in the activities of the Assemblies of God e.g. attends quarterly and conventions.

21.6 DUTIES AND RESPONSIBILITIES: ACTS 21:23

- 21.6.1 The elder shall assist the Pastor in the handling of the spiritual affairs of the Assemblies.
- 21.6.2 He shall stand in for the Pastor when the Pastor is not available.
- 21.6.3 He shall be ex-officio member of the Assembly/deacons committee.
- 21.6.4 The elder shall be a constituent member of the conference and shall be issued with an Elder's credential renewable annually.
- 21.6.5 The Elder shall be "tried" 1 Timothy 3:10 for a period of two years before being confirmed and there after he shall be assessed annually.
- 21.6.6 For the time being the Elder shall only be appointed to his original assembly and shall not automatically transfer with his status.
- 21.6.7 The National Executive shall reserve the right to inquire into and/or "differ" on any nomination of an Elder submitted for approval and shall submit their reasons for doing so.
- 21.6.8 The Elder shall keep watch over the flock- including the difficult, the poor and those of low status.
- 21.6.9 Be shepherd - guide , care ,built relationships. He must the personal status and circumstances of all church members.
- 21.6.10 Timothy 5:17 lead by example
- 21.6.11 Peter 5:2 work willingly, not for gain
- 21.6.12 Give a good account - endear and dedicate yourself to task.
- 21.6.13 James 5:14 - be approachable and develop counseling skills.
- 21.6.14 The Elder is not a pulpiteer - the pastor preaches and chooses who preaches.
The elders assist as required and so they must be able to preach and teach.
- 21.6.15 Elders make decisions with the Pastor.
- 21.6.16 Elders handle disciplinary matters with the Pastor
- 21.6.17 Elders shall supervise the work of the local Assembly committee (and when deacons are eventually appointed they will be supervised by the elders)

22. OFFICE AND MINISTRY OF AN ORGANISER

- 22.1 Organizers shall be appointed for women, Youth, Girls and Men's work. The old organizers identify promising candidates from their group.
 - 22.1.1 The person must be a mature Christian of good report.
 - 22.1.2 The person must have served with distinction in various lower committees, either local monthly or quarterly.
 - 22.1.3 The person must accept the Assembly of God teachings, particularly those of their section.

- 22.1.4 The person must be sufficiently educated to be able to read fluently, write legibly and do simple calculations confidently.
- 22.1.5 The age of the candidate.
- 22.2 As a succession planning policy, promising individuals must be given assignments to perform long before organizers are due for selection.
- 22.3 The nominated names must be submitted to the District Council committee and subsequently the DC General for their perusal and considering.
- 22.4 The Secretary of the District Council Committee will submit the nominations agreed upon to the National Executive for their consideration and final approval. All candidates must be told that all interim approvals are provisional until the National Executive gives its final approval.
- 22.5 The National Executive reserves the right to "differ" on any nominations submitted for approval.
- 22.6 The National Executive will determine and advise the quantity of organizers for each section in any region in order to balance the bigger picture.
- 22.7 Age restrictions:

SECTION	MINIMUM	RETIREMENT
Mothers	35years	51years
Youth	24years	34years
Girls	24years	34years
Men's	35years	51 years

The National Executive reserves the discretion to vary, exempt or amend these regulations.

- 22.8 Organizers shall come under the control of and be accredited by the National Executive but supervised on its behalf by the District Council Committee.
- 22.9 Organizers shall develop a good working relationship with the District Council Committee to which all operational plans within the region must be submitted.
- 22.10 (a) An accredited organizers shall be a constituent member of the National Conference.
 b) The term of office of an organizer shall be reviewed annually during their re-accreditation.
- 22.11 Ministry
 - 22.11.1 An organizer, within his team, shall organize the work of his group in his district.
 - 22.11.2 He/she supervises the election of committee for his/her group at local, monthly and quarterly level.
 - 22.11.3 He/she shall train the elected committees, immediately and in front of the congregation at which each committee has been elected.

- 22.11.4 When arriving at a local Assembly to attend to business, the Organizers must first meet with the Pastor/Elder to brief him on the purpose of his visit and to seek guidance.
- 22.11.5 Before electing a new committee, the old one must be dissolved and thanked for their work during their term of office.
- 22.11.6 At monthlies and quarterlies, the Organizers shall receive reports from Assemblies or monthly committees respectively and comment briefly, asking pertinent questions where necessary.
- 22.11.7 The Organizers shall scrutinize committee and service minute books, bank books etc. and make relevant inquiries were necessary.
- 22.11.8 The Organizers shall arrange for banking and withdrawals of funds at appropriate times.
- 22.11.9 The Organizers shall, in his/her team prepare programme for quarterly meetings.
- 22.11.10 The Youths Organizers shall teach young people about courtship and marriage.
- 22.11.11 The Organizers shall prepare the programme for National Conventions for approval by the NE.
- 22.11.12 The organizers shall suggest speakers for their convention for consideration and/or approval by the NE.
- 22.11.13 The Organizers shall prepare field and financial reports for presentation at their NC.

This is a true copy of the Rules and Procedures of the Assemblies of God accepted at the Extra Ordinary Conference held at Mkoba Conference Centre on 2 June 2001.

Signed

Chairman

General Secretary