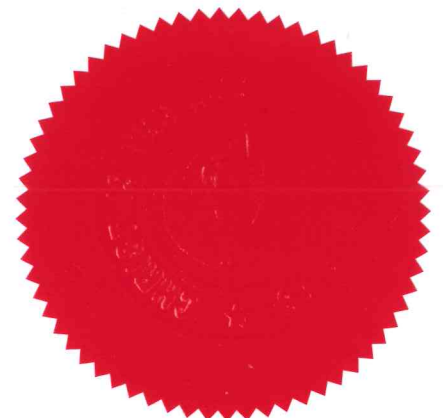




**CHRIST IS THE  
ANSWER MINISTRIES  
[CITAM]**



**THE REVISED CONSTITUTION OF CHRIST IS THE ANSWER  
MINISTRIES 2026**



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**Signed:**

*Codele*

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**Rev. Dr. Calisto Odede – Presiding Bishop**

**Dated:**

7<sup>th</sup> May, 2026

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**Signed:**

*James Ogutu*

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**Dr. James Ogutu – Church Secretary**

**Dated:**

7<sup>th</sup> May, 2026

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**CHRIST IS THE ANSWER MINISTRIES [CITAM]**

**THE REVISED CONSTITUTION OF CHRIST IS THE ANSWER  
MINISTRIES**



**ANNUAL DELEGATES CONFERENCE MEETING HELD ON 25<sup>TH</sup> APRIL  
2026**

**1.0. Name**

The name of the Church is "**Christ is the Answer Ministries**" (CITAM) (in this constitution referred to as "the Church").

**2.0. Identity**

**CITAM is: -**

- 2.1. A Pentecostal Church that is submitted totally to the one true God who eternally exists in three persons; the Father, the Son and the Holy Spirit.
- 2.2. Primarily English speaking, targeting the urban populace.
- 2.3. Missions oriented within her context and to the wider community of unreached people groups
- 2.4. A community of believers open to people of all tribes, races and diverse socio-economic status.
- 2.5. Committed to reaching out to the whole person with the life changing Gospel of Jesus Christ through a holistic ministry approach.

**3.0. Vision**

A community of believers impacting the world with the Gospel of our Lord Jesus Christ through the transforming power of the Holy Spirit.

**4.0. Mission**

To know God and make Him known through evangelism and discipleship.

## **5.0. Purpose**

To obey the Great Commission (Matt. 28:18-20, Mark 16:15-20; Acts 1:18; 8:4) making disciples and assume the privileges of propagating the Gospel of the Lord Jesus by every means available in all the nations.

### **5.1. Objectives**

- a. To establish and maintain places of worship of Almighty God the Father, and the Lord Jesus, His only begotten son, through the Holy Spirit, and to glorify God by making Disciples of the Lord Jesus Christ.
- b. To promote advancement of the Christian faith and religion, Christian fellowship and edification among Christians of like faith, in accordance with scriptural teaching, method and conduct.
- c. To promote the advancement of education, including theological and Christian education, and the establishment, support and operation of educational institutions and programmes that benefit the public.
- d. To promote relief of poverty or distress of the public including humanitarian assistance and emergency response, community development, mission stations, and care for vulnerable persons.

### **5.2. Activities**

In furtherance of its objectives, the Church may undertake the following activities:

- a. Conducting worship services and Christian ceremonies, joining, officiating and celebration of Christian marriages, evangelistic outreaches, discipleship programmes, fellowship ministries, operate and oversee assemblies in various locations and pastoral care ministries;
- b. For the avoidance of doubt, Christian marriages conducted by the Church shall only be between adult male and adult female in a monogamous relationship;
- c. Operating Christian media and communications platforms for the advancement of the Christian faith;
- d. Producing and promoting Christian literature, books, tracts, films and other information, including providing Christian resource centres and libraries, musical

- performances and creative arts, theatrical liturgy, and providing theological training in accordance with the principles and practices of the Christian faith;
- e. Establishing and supporting educational institutions and programmes consistent with the advancement of education;
  - f. Establishing missionary outreach programs including the provision of health services; chaplaincy; prison and hospital visiting; the encouragement and support of pastoral work; and cultural and community activities provided either in the place of worship or in the buildings attached;
  - g. Operating mission stations, children's centres, alternative children's care units, emergency response and humanitarian programmes for the relief of poverty or distress of the public;
  - h. Conducting such other activities as are incidental or conducive to the attainment of the objectives.

### **5.3. Beneficiaries and Selection Criteria**

**5.3.1.** The beneficiaries of the Church's activities shall include Church members in need, spiritually, socially and physically vulnerable persons in the community and any other deserving persons.

**5.3.2.** The Church develops and maintains an open, objective and needs based criteria for identifying and selecting beneficiaries.

### **5.4. Operational Separation**

The Church may establish, incorporate, and register separate legal entities to carry out purposes or activities, and may designate activities to such entities where it considers it necessary for clarity of mission, governance, accountability, and stewardship.

### **6.0. Motto**

Christ is the Answer.

## 7.0. **Statement of Faith**

The Church believes that Jesus Christ is the Answer to all human problems. The Church undertakes to fulfil her divine mandate of making disciples of all nations within the philosophy and of her ministry (Colossians 1:28-29 and Mathew 28:18-20).

7.1. **We believe in** the one eternal God who exists in the Trinity of God the Father, God the Son and God the Holy Spirit, the Creator and Lord of the world, who governs all things according to the purpose of His will, calling out of the world a people for Himself and sending them back into the world to be His servants and witnesses for the extension of His Kingdom, the building of Christ's church to the glory of His name.

7.2. **We believe in** the one Saviour, Jesus Christ Himself being the only God-man, who died for the sins of mankind and was raised from the dead according to the scriptures; the only ransom for sinners and mediator between God and man; who is exalted above every other name as Saviour of the world; who offers forgiveness of sins and the liberating gift of the Spirit to all who repent, believe and come to him personally; and those who reject Him, by so doing, also reject the joy of salvation and condemn themselves to eternal separation from God.

7.3. **We believe in** God the Holy Spirit who bears witness to Jesus Christ, and whose power works among men to lead to the conviction of sin, faith in Christ, new birth and Christian growth; and speaking through Scriptures illumines the minds of God's people in every culture to perceive the truth and disclose to the whole church of the wisdom of God.

7.4. **We believe in** the divine inspiration, truthfulness and authority of the sixty-six (66) books of the Old and New Testament Scriptures as the infallible Word of God with power to accomplish His purpose of salvation.

7.5. **We believe in** the return of Jesus Christ personally and visibly in power and glory to consummate His salvation and judgment; the interim period being filled with evangelism by the people of God, who eagerly await for Christ's return, the coming of the new heaven and new earth in which righteousness will dwell and God will reign forever.

7.6. **We believe in** water baptism by immersion of believers as a public declaration of a believer's identity with Christ in His death, burial and resurrection; and as a public declaration of **the initiation into the body of Christ (the Church) (Romans 6:34)**.

7.7. **We believe in** the baptism of the Holy Spirit with the initial evidence of speaking in tongues (Acts 24).

## **8.0. Core Values**

The Church is committed to nurturing the following core values:

### **8.1. Community:**

We are committed to work with and exist in a community:

#### **8.1.1. We uphold Family**

We believe that the family is the basic and foundational unit of any community or society. We are committed to building strong and effective families that serve the purposes of God. We believe that the family is constituted only in the union between a man and a woman who are united in marriage, and their offspring. We uphold and respect the sanctity of life from conception to death.

#### **8.1.2. We value Partnership**

We believe that no one person, Church, or organization can fulfil the purposes of God on their own. We are therefore committed to partnering with like-minded ministries, churches, Para-church organizations and other agencies in the fulfilment of our mission and vision.

#### **8.1.3. We embrace Unity**

We hold that God created all people equal, and with a rich diversity such as: sex, race, tribe, or social status. We are therefore committed to treating all people equally in the spirit of unity in diversity. We value, appreciate and recognize the diversity of gifts in the body of Christ. We believe in collaborative teamwork in all our endeavours.

## **8.2. Integrity:**

We are committed to personal and corporate integrity in all spheres of life and service.

### **8.2.1. We Live in Holiness**

We are committed to living in holiness by pursuing Christ-likeness in all aspects of life and ministry.

### **8.2.2. We Pursue Excellence**

We are committed to a culture of excellence in all our services and ministries, as a mark of integrity.

### **8.2.3. We Practice Honesty**

We are committed to always dealing honestly with all people. We are devoted to teaching and practicing sound Biblical doctrine and do not distort the Word.

## **8.3. Transformation:**

We believe in the transformation of God's people to transform the world. We recognize the power and influence of the Holy Spirit as the key agent of transformation. We are committed to:

### **8.3.1. Individual Transformation - Intentional Discipleship**

We are committed to the transformation of the individual through intentional discipleship.

### **8.3.2. Institutional Transformation Servant Leadership**

We believe in achieving institutional transformation through transformational servant leadership in all areas of service and ministry.

### **8.3.3. Societal Transformation Advocacy and Social Action**

We are committed to societal transformation by engaging in advocacy and social action as means to promoting God's love, justice, and compassion in society.

#### **8.4. Accountability:**

We are committed to a culture of transparency and accountability in all areas of service and ministry.

##### **8.4.1. Accountability to God**

We believe that all that we have and all that we do, are entrusted to us by God as His stewards and to Him we are ultimately accountable.

##### **8.4.2. Accountability to One Another**

We believe that as co-regents in the stewardship of God's resources, we must hold one another accountable.

##### **8.4.3. Accountability to Government**

We believe in accountability to the government, as a body instituted by God to ensure the welfare of its citizens and to maintain law and order.

#### **8.5. Ministry:**

We acknowledge that our love for God and His calling upon us is our driving force in ministry. We are committed to living, preaching, and teaching the word of God.

##### **8.5.1. To the Lost - Grace and Mercy**

We are committed to extending God's grace and mercy to every person lost in sin.

##### **8.5.2. To the Least - Love and Compassion**

We are committed to reaching out to the least in society (the destitute and vulnerable) with God's love and compassion.

##### **8.5.3. To the Last - Dignity and Respect**

We are committed to treating every person with dignity and respect irrespective of their status in society.

## **9.0. Ordinances and Practices**

### **9.1. Ordinances**

**9.1.1.** The ordinance of baptism by immersion in water (Matthew 28:19) in the Name of the Father, and of the Son and of the Holy Spirit, shall be administered to all those who have repented of their sins, and have believed on the Lord Jesus Christ to the saving of their souls, and who give clear evidence of their salvation (Romans 6:3-5; Colossians 2:12).

**9.1.2.** The ordinance of the Holy Communion shall be regularly observed as enjoined in the Scriptures (Luke 22:19-20; 1 Corinthians 11:23-26).

### **9.2. Practices**

**9.2.1.** Dedication of the children to the Lord Jesus Christ.

**9.2.2.** Prayer for the baptism and infilling with the Holy Spirit.

**9.2.3.** Prayer for the healing of the sick.

**9.2.4.** Consistent with the Church's statement of faith and core values, Christian marriages shall only be conducted between adult male and adult female in a monogamous relationship.

**9.2.5.** Christian burial rites and disposal of the dead.

## **10.0. Prerogatives**

**10.1.** The Church brings together Christian believers subscribing to the teaching of the Holy Bible and more particularly, to the doctrines detailed out in the statement of faith.

**10.2.** The Church shall be non-political and shall remain non-partisan and shall not directly or indirectly support or oppose any political party or candidate for public office.

- 10.3.** The Church may engage in non-partisan civic or social matters where such engagement supports its purposes and activities.
- 10.4.** The governance and oversight of the church shall be centralized. However, the decision making shall recognize the need for devolution and member participation. In furtherance of its Vision and Mission, the Church will do all or any of the following: -
- 10.4.1.** Purchase, take, receive, lease as lessee, take by gift, devise or bequest, or otherwise acquire, and to own, hold, use, and otherwise deal in and with any real or personal property, or any interest therein situated in or out of Kenya,
  - 10.4.2.** Sell, convey, mortgage, pledge, lease as lessee, and otherwise dispose all or any part of its property and assets,
  - 10.4.3.** Purchase, take, receive, subscribe for, or otherwise acquire, own, hold, vote, use or employ shares or other interests in or obligations to societies in Kenya or foreign countries whether for profit, associations, partnerships or individual,
  - 10.4.4.** Enter contracts and incur liabilities; to borrow money; to issue its notes, bonds, and other obligations by mortgage, pledge, or deed of trust of all or any of its property, franchises, and income, as appropriate, to enable it to accomplish any or all its purposes.
  - 10.4.5.** Invest its funds from time to time in any real or personal property; to lend or borrow money for its purposes and to take and hold real and personal property as security for the payment of funds so invested, borrowed or lent,
  - 10.4.6.** Exercise such powers as necessary and convenient in ensuring efficacy of the Regional Committee and Assembly Advisory Committees, Departments and Ministries of the Church, and Institutions and Companies created and affiliated to the Church.
  - 10.4.7.** Employ staff and volunteer individuals in the work of the Church as per the existing policy.

## **11.0. Church Governance, Leadership and Management**

The Church shall have the right to govern itself in accordance with the standards of the New Testament Scriptures (Ephesians 4:3, 13)

- 11.1.** There is established the Annual Delegates Conference (ADC), Regional Annual General Meetings at the National and Regional Levels respectively, the Council of Elders, the Deacon Board and the Regional Committees.
- 11.2.** The Annual Delegates Conference shall be the supreme organ of the church.
- 11.3.** The Regional Annual General Meetings (RAGMs) shall with assistance of the Regional Committees prepare and process decisions for approval and ratification by the ADC as appropriate.
- 11.4.** The Presiding Bishop (herein after called The Presiding Bishop), shall be the Chief Executive Officer of the Church, to provide spiritual leadership for the Church and shall be accountable to the Church membership; through the Deacon Board and the Council of Elders.
- 11.5.** The Presiding Bishop shall be the Chairman of the ADC and the RAGM.
- 11.6.** The Deputy Bishop shall deputize the Presiding Bishop as appropriate,
- 11.7.** The Deacon Board (DB) shall oversee all the legal and administrative matters of the Church. The Board shall be responsible for the implementation of the decisions of the ADC.
- 11.8.** The Council of Elders shall take responsibility for safeguarding the vision and mission of the Church, oversee all spiritual matters, the recruitment, redeployment of the Pastors, and all disciplinary matters touching on the members and Church leadership, Pastors, and volunteer workers.
- 11.9.** The Deacon Board in consultations with the Council of Elders shall provide a mechanism for effective decentralization and coordination of the Church, to cater for administration and management of growth of the Ministry in Kenya and beyond.

11.10. There shall be an office in charge of administration and operations that shall be appointed by the Deacon Board who shall be the Chief Operating Officer or such other designation as may be determined by the Deacon Board from time to time.

11.11. Every Assembly shall have an Advisory Committee, which shall be chaired by the Senior Pastor or Lead Pastor, to manage and coordinate Assembly affairs as appropriate.

## 12.0. Membership

The Church is open for membership, upon fulfilling certain mandatory requirements as per the membership policy, to all persons who:

12.1. Have been born again by faith in Jesus Christ;

12.2. Willingly subscribe to the practices and beliefs of the Church;

12.3. Have regularly attended Church services in any Branch or assembly for at least one year; and

12.4. Are willing to be regular financial supporters of the Church.

12.5. Categories of Membership:

**12.5.1. Full Membership:** This is open to all people who are born again, who have attended the church regularly for a period of at least one year, who are over 18 years of age and who wish to join themselves fully to the Church and who accept all the duties, responsibilities and rights of membership.

**12.5.2. Associate Membership:** This is open to all who are over 18 years of age, but who are members of other non-localized churches and who wish to fellowship with the Church fully. These members have no voting rights at meetings but may attend all such meetings. Associate membership shall be valid for a period of two years by which time one may be requested to take full membership.

**12.5.3. Junior Members:** All persons between the ages of 12 and

18 who fulfil the requirements of membership shall be eligible for junior membership. Such members do not qualify for voting rights at any business meetings. Upon turning the age of 18, junior members shall be transitioned into full membership without the requirement to go through the application for membership again.

**12.6. Privilege of Full Membership:**

It shall be the privilege of those who are full members of the Church to receive ministry from the Church. A member shall also be eligible to take part in all the activities of the Church and may fill official positions in the Church if eligible, to receive a membership card stating they are full members, and to have full voting and speaking rights in all business meetings.

**12.7. Application for membership:**

All applications for Church membership shall be made in writing on the official forms provided by the Church, upon which the applicant shall be interviewed, and appropriate recommendations made in accordance with the Membership Policy. Application for membership shall be made in the assembly where the applicant has been a regular attendant.

**12.8. Rejection of Application:**

If for any reason, an application is rejected, the applicant shall be notified accordingly.

**12.8.1. Reception of new members**

Following the interviews, the Church shall receive into membership, all those whose applications have been accepted. The new members shall be admitted into membership during a church service. Prior to the acceptance into membership, the names of successful applications shall be published using appropriate media, before receiving the right hand of fellowship into membership. A membership card shall be issued subsequent to the formal admission.

**12.8.2. Register of members**

Membership application forms shall be kept in safe custody. A register of names and addresses of Church members shall be extracted from the application forms. The register, both hard copy and electronic, shall be kept by the Senior Pastors in each assembly while the overall register (including electronic) shall be maintained

by the Church Secretary at the Head Office. The register shall also be updated regularly to take into account new membership suspensions and terminations in accordance with this Constitution. Grounds for deregistration shall be recorded in the register.

### **12.8.3. Transfer of members**

The Church shall allow membership transfers in accordance with the Membership Policy, Members transferring from one assembly to another shall fill a transfer form which shall be duly signed by the Senior Pastor of the branch that he/she is transferring from.

### **12.9. Suspension or Termination of Membership**

Grounds for suspension or termination of membership shall include the following-

**12.9.1.** Voluntary resignation or withdrawal from membership.

**12.9.2.** Continuous absence from the regular services of the Church for three consecutive months without a valid reason.

**12.9.3.** Any proven immoral act, or unchristian conduct after full investigation or evidence and exhaustion of mechanisms stipulated in the By-laws.

**12.9.4.** Issuance of a transfer letter to another Church other than a CITAM Assembly.

**12.9.5.** The propagation of doctrines and practices contrary to those set out in the CITAM Statement of Faith and Core Values, which cause serious discord, disunity and dissension with malicious intent- Romans 16:17 and 18, Proverbs 6:19.

**12.9.6.** Open defiance of the church governance direction and disciplinary measures.

**12.9.7.** Upon exhaustion of warnings, directions and advice to unregistered members of the church, whose conduct is not in keeping with the Church's stated beliefs and practices, the leadership of the church shall alert the respective congregation as appropriate.

## **12.10. Dispute Resolution**

**12.10.1.** In the event of serious differences between members of a branch, the affected persons shall endeavour to reconcile their differences. If reconciliation cannot be effected by the parties involved at the Branch level, they shall refer the dispute to the Assembly Elders. In the event any of the parties is still aggrieved, he/she shall have the right to appeal to the Council of Elders and the decision by the Council of Elders shall be final.

**12.10.2.** In the event of a dispute between members of different assemblies, the parties affected shall refer the dispute to a joint committee of the respective assembly Elders through the respective Senior Pastors. Any aggrieved parties shall have the right to appeal to the Council of Elders as above.

## **12.11. Disciplinary Measures:**

**12.11.1.** Where a member is alleged to have contravened the statement of faith or doctrine or accused of misconduct or an act justifying suspension or termination of membership, the Advisory Committee and Assembly Elders may use their discretion to commence investigation.

**12.11.2.** Before any complaint or personal charge against a Church member formally proceeds, the Advisory Committee and Assembly Elders must satisfy themselves that the matter has been dealt with privately and in a brotherly manner, according to Matthew 18:15-17.

**12.11.3.** Upon establishment of guilt by the Assembly Elders and/or the assembly advisory committee, a member is at liberty to appeal, in writing, against the verdict of the assembly elders and/ or the assembly advisory Committee, to the Council of Elders.

**12.11.4.** Where the person charged is a member of the Assembly Elders or the Assembly Advisory Committee, the charge shall be brought before the Council of Elders. The Council

shall exhaust the mechanism envisaged in Matthew 18:15-17 before proceeding further, if necessary, with disciplinary measures.

**12.11.5.** Where the person affected is not satisfied with the decision of the Council of Elders, he/she shall lodge an appeal to a Special Appeals Board established by the Presiding Bishop, from among the retired Elders and Deacons of the church of good standing, whose decision shall be final.

**12.11.6.** If at the Assembly level guilt is established and the member is repentant, he/she may be warned, counselled and restored. If the member is found guilty and the verdict of suspension recommended, and contrition, sorrow and repentance are not evident, he/she shall be suspended, and the matter referred to the Council of Elders for a decision as to whether or not he/she should be expelled in accordance with clause 12.8 of the Constitution.

### **13.0. Resignation**

**13.1.** Any member desiring to resign from the Church shall submit his/her resignation in writing to the Church Secretary through the Senior Pastor of the respective assembly. The resignation shall take effect from the date of receipt of such notice, by the Church Secretary.

**13.2.** Any person who resigns or is removed from membership shall not be entitled to a refund of any part of monies or gifts contributed by him/her at any time.

### **14.0. Waiver of claim**

**14.1.** In accepting membership in the Church, each member agrees that in the event of withdrawal of his or her certificate of membership, on suspension and/or expulsion for reasons ascertained by the Council of Elders, no member thus disciplined, suspended, expelled and publicly so announced shall take legal action against the Pastors, Advisory Committee, Assembly

Elders, the Deacon Board, the Council of Elders, the Church or any other member taking part in the disciplinary proceedings.

- 14.2. Acceptance of the certificate of membership in the Church shall be evidence of a waiver by the member of all rights of action, causes of action and all claims and demands against the Church, or any officer of the Church, or against any member or its Pastors by virtue of disciplinary proceedings and withdrawal of certificate of membership from the Church and all disciplinary matters and proceedings shall be dealt with exclusively internally and by the members only.

### **15.0. The Financial Year and General Meetings**

There shall be three classes of meetings – Regional Annual General Meetings (RAGM), the Annual Delegates Conference (ADC) and Special Delegates Conference (SDC).

- 15.1. The Regional Annual General Meetings and the Annual Delegates Conference shall be held not later than 30<sup>th</sup> June following the end of the Financial Year.
- 15.2. The Financial year shall run from January 1<sup>st</sup> to December 31<sup>st</sup> of each year
- 15.3. An announcement of the Regional Annual General Meeting and Annual Delegates Conference shall be given at each church service held in the Assemblies on the two Sundays preceding such meetings. In addition, the notice and agenda shall be communicated to members through approved digital and/or physical platforms of the Church for a period of not less than fourteen (14) days prior to the meeting.
- 15.4. A statement of accounts shall be made available for inspection on request.
- 15.5. The agenda for the Regional Annual General Meeting shall consist of the following; .
- 15.5.1. Prayer and Devotion;
  - 15.5.2. Confirmation of the Minutes of the previous Regional Annual General Meeting;
  - 15.5.3. Presentation of the Chairman's Report;
  - 15.5.4. Presentation of the financial accounts of the Church for the year ended;

- 15.5.5.** Presentation of the Regional Overseer's Report;
- 15.5.6.** Notification of the proposed Deacon Board Members;
- 15.5.7.** Notification of the proposed Elders;
- 15.5.8.** Ratification of Delegates to the ADC elected at Assembly Level;
- 15.5.9.** Such other matters as the Deacon Board may decide on;
- 15.5.10.** Any other business concerning the Region for which notice has been received by the Regional Overseer at least seven days prior to the RAGM with the approval of the Deacon Board; and
- 15.5.11.** The decisions of the RAGMs shall not be binding to the Church save for receipt of the Regional Overseers' Reports.

#### **15.6. Quorum for RAGM**

The quorum for any Regional Annual General Meeting shall be Two Hundred (200) members drawn from at least Five (5) of the Church assemblies in the respective region and shall include the Regional Delegates to the ADC.

#### **15.7. A Special Delegates Conference (SDC)**

- 15.7.1.** A Special Delegates Conference (SDC) may be called for any special purpose by the Deacon Board. An announcement of such Special Delegates Conference shall be given at each Church service held in the assemblies on the two Sundays immediately preceding such a meeting and a copy of the agenda shall be communicated to members through approved digital and/or physical platforms of the Church for fourteen (14) days prior to the meeting.
- 15.7.2.** A Special Delegates Conference may also be requisitioned by a member or members for a specific purpose by request in writing to the Church Secretary. Such request must be signed by not less than the number of Delegates required for quorum by this Constitution with representation from the whole Church. The Deacon Board shall give due consideration to the request and give a response within twenty-one days from the date of the request. The notice for such meeting shall be as per the appropriate rule, and no

other matter shall be discussed other than that stated in the request.

**15.8. Procedures at Meetings**

**15.8.1.** The Presiding Bishop shall chair the Annual Delegates Conference and Special Delegates Conference of the Church. In the absence of the Presiding Bishop, the Deputy Bishop shall preside over the meeting.

**15.8.2.** Resolutions, other than resolutions to alter the constitution or to dissolve the Church in accordance with the articles on the amendment of the constitution and dissolution of the Church, shall be decided by a simple majority of votes taken by a show of hands. In the case of a tie in votes, the chairman shall have a second casting of vote.

**16.0. Auditor**

**16.1.** The Annual Delegates Conference shall appoint external auditors to serve for one-year, renewable no more than five consecutive years.

**16.2.** All the Church accounts, records and documents shall be open for inspection by the Auditor at any time. The Treasurer shall produce an annual Statement of Accounts containing a summary of the receipts and payments and a statement of assets and liabilities for the financial year preceding the Annual Delegates Conference.

**16.3.** The Auditor shall examine the annual Statement of Accounts and either certify that it is correct, duly vouched and in accordance with the law or report to the Church what is found to be incorrect, un-vouched or not in accordance with the law.

**16.4.** A copy of the Auditor's report on the annual Statement of Accounts together with the Treasurer's report shall be presented at the ADC for adoption.

**16.5.** No member of the Church shall be appointed as the Church Auditor unless a Christian external Auditor cannot be identified.

## **17.0. Annual Delegates Conference**

The responsibility of the Annual Delegates Conference shall be to provide general guidance on the Vision and Mission of the Church; a forum where members from every assembly will be represented and all matters relating to the Church discussed extensively and determined.

### **17.1. Composition**

The Annual Delegates Conference shall comprise of delegates and top church leadership, as stipulated hereunder and in the By Laws. Non-delegates may however attend on invitation as observers and shall have no voting rights.

The members of the Annual Delegates Conference shall be:

- 17.1.1. Assembly delegates not exceeding One Thousand Two Hundred (1200);
- 17.1.2. Senior Pastors, Deputy Senior Pastors and Lead Pastors;
- 17.1.3. The Fellowship of Elders;
- 17.1.4. The Deacon Board;
- 17.1.5. Regional Overseers;
- 17.1.6. All Trustees of the Church;
- 17.1.7. Delegates representing International Assemblies; and
- 17.1.8. Special Delegates including former CITAM leaders.

### **17.2. Meeting**

The Annual Delegates Conference shall meet once in a year after all the Regions have held their respective Annual Regional Annual General Meeting.

17.3. The Deacon Board shall set the agenda:

- 17.3.1. Prayer and Devotion
- 17.3.2. Confirmation of the Minutes of the previous Annual Delegates Conference
- 17.3.3. Chairman's Report and its Adoption
- 17.3.4. Consideration of the Statement of Accounts

17.3.5. Appointment of the Auditor

17.3.6. Election of the Deacon Board Members

17.3.7. Notification of appointment of Elders

17.3.8. Such other matters as the Deacon Board may decide on

17.3.9. Any other business as to which notice shall have been given in writing to the Church Secretary at least seven (7) days before the date of the meeting.

17.4. Voting shall be by simple majority.

17.5. The quorum for any Delegates Conference shall be fifty percent (50%) of the expected Delegates drawn from all Regions of the Church.

**18.0. Spiritual Leadership of the Church**

18.1. The Presiding Bishop, the Regional Overseers, the Senior Pastors and the pastoral team, shall provide the Spiritual leadership for the Church.

18.2. The Church shall appoint, into its Pastoral team, both men and women pastors.

**19.0. The Office and Seat of the Presiding Bishop**

19.1. There is established the office of the Presiding Bishop.

19.2. The Seat of the Presiding Bishop shall be at an Assembly designated by the Council of Elders.

**19.3. Criteria for Appointment**

19.3.1. The Presiding Bishop must have a Christian testimony in line with the Biblical teachings of 1 Tim 3:1-7; and Titus 1:7-9 in addition to the under-listed;

19.3.2. Must have served previously, with distinction, in the leadership of CITAM either as a Senior Pastor or its equivalent for five years or as a Deputy Bishop;

19.3.3. Must have proven leadership skills and capabilities.

#### **19.4. The Appointing Process**

**19.4.1.** The Fellowship of Elders and the Deacon Board shall constitute the Selection Board which shall prayerfully, select through a secret ballot, and recommend candidates to the Council of Elders.

**19.4.2.** The quorum of the Selection Board shall be two thirds of the expected membership.

**19.4.3.** The selection Board shall present three candidates to the Council of Elders for consideration. In the event however, that only one person qualifies for the position, the name shall be forwarded to the Council of Elders with an explanation of the exception.

**19.4.4.** The recommended candidates shall be interviewed by the Council of Elders following which, the successful person shall be appointed. The decision of the Council of Elders shall be final.

**19.4.5.** The Council of Elders shall present the appointed person (referred to as the Presiding Bishop designate) for ratification by the Annual Delegates Conference (ADC).

**19.4.6.** In the event there is no scheduled ADC within two months of the appointment of a Presiding Bishop, a Special Delegates Conference shall be convened for the purpose of ratifying the appointment.

**19.4.7.** Following the ratification, the Presiding Bishop designate shall be consecrated in a duly convened public ceremony, within two (2) months of the ratification by the Delegates Conference.

#### **19.5. Duties of the Presiding Bishop**

**19.5.1.** The Presiding Bishop is the Chief Executive of the Church and shall preside over all the affairs of the Church,

19.5.2. He/she shall chair the ADC, SDC, the Deacon Board, the Council of Elders, the Board of Trustees, the Overseers Forum and the Fellowship of Elders meetings.

19.5.3. He/she shall be the Church spokesman and represent the Church in National and International forums.

**19.6. End of Tenure**

19.6.1. The Presiding Bishop shall serve for a maximum of two contract terms of five years each or until attainment of retirement age of sixty-five (65) years whichever comes earlier,

19.6.2. The contract renewal procedure shall be as set out in the CITAM By-Laws.

19.6.3. The Presiding Bishop, who has served the full two terms of five (5) years contract and has not reached the retirement age, may be deployed to other duties.

19.6.4. The Presiding Bishop may resign voluntarily before the expiry of his/her term. In such instances, he/she should give at least six (6) months' notice.

19.6.5. The Presiding Bishop may have his/her services terminated on disciplinary grounds under the Human Resource policy.

19.6.6. There shall be a transition period between the appointment and consecration of the Presiding Bishop designate, during which period the Presiding Bishop shall continue in office where practical, until the Consecration ceremony after which the Presiding Bishop designate shall assume office.

19.6.7. The Consecration of the Presiding Bishop shall be carried out in accordance with the Ordination Policy.

**20.0. Deputy Bishop**

20.1. There is established the office of the Deputy Bishop.

**20.2.** The Deputy Bishop shall deputize the Presiding Bishop and may have a seat at a designated assembly.

**20.3. Appointment**

**20.3.1.** The Deputy Bishop shall have a consistent Christian testimony in line with the Biblical position of 1 Tim 3 and Titus 1: 7-9

**20.3.2.** Shall have served with distinction, as a Senior Pastor or its equivalent, within CITAM for a period of not less than five (5) years;

**20.3.3.** Shall have proven leadership skills and capabilities.

**20.4. Process of Appointing a Deputy Bishop**

**20.4.1.** The Fellowship of Elders and the Deacon Board shall constitute the Selection Board which shall prayerfully, select through a secret ballot, and recommend candidates to the Council of Elders.

**20.4.2.** The quorum of the Selection Board shall be two thirds of the expected membership.

**20.4.3.** The selection panel shall present three candidates to the Council of Elders for consideration. In the event however, that only one person qualifies for the position, the name shall be forwarded to the Council of Elders with an explanation of the exception.

**20.4.4.** The recommended candidates shall be interviewed by the Council of Elders, and the successful person shall be appointed.

**20.4.5.** The decision of the Council of Elders shall be final.

**20.5. End of Tenure**

**20.5.1.** The Deputy Bishop shall serve for a term of three (3) years, renewable once, for a further term of three (3) years or retire at the age of 65 years, whichever comes first.

**20.5.2.** The contract renewal procedure shall be as set out in the CITAM By-Laws.

**20.5.3.** The Deputy Bishop who serves out their two terms and has not attained the retirement age of 65 years, may be deployed to other duties.

**20.5.4.** The Deputy Bishop may resign voluntarily before the expiry of his/her term. In such instances, he/she should give at least six months' notice,

**20.5.5.** The Deputy Bishop may have his/her services terminated on disciplinary grounds under the Human Resource policy.

**20.6. Vacancy in the Office of the Presiding Bishop**

**20.6.1.** Upon the position of Presiding Bishop falling vacant for whatever reason, the Deputy Bishop shall act as the Presiding Bishop for a maximum of ninety (90) days, within which period, the Council of Elders shall appoint a Presiding Bishop in accordance with the provisions of this constitution.

**21.0. Regional Overseers and Senior Pastors**

**21.1.** There is established the office of the Regional Overseers to be in charge of designated Regions.

**21.2.** There is established the office of the Senior Pastors to be in charge of Assemblies or any other designated ministry, department or unit as assigned by the Council of Elders.

### **21.3. Regional Overseers**

**21.3.1.** All Church Assemblies shall be grouped into Regions and overseen by a Regional Overseer.

**21.3.2.** The Regional Overseer shall be appointed by the Council of Elders, upon the recommendations of the Presiding Bishop, from among serving Senior Pastors.

**21.3.3.** The Regional Overseer shall serve for such period and under such terms as determined by the Council of Elders and the Deacon Board respectively.

### **21.4. Senior Pastors**

**21.4.1.** Every Church Assembly with a minimum of three (3) pastoral staff shall be led by a Senior Pastor. Assemblies with less than three (3) Pastors shall be led by a Lead Pastor.

**21.4.2.** The Senior Pastor shall be appointed by the Council of Elders upon the recommendations of the Presiding Bishop from among serving Pastors in the church, with five (5) years of distinguished service in the ministry of the gospel.

### **21.5. The Pastoral Staff**

The Church shall appoint men and women with relevant theological training at first degree level, to be deployed to serve at Assembly and in respective ministries as need arises.

Such pastors will serve under the leadership of the Senior Pastors or Lead Pastors.

### **22.0. The Deacon Board**

**22.1.** There is established a Board of Deacons whose overall responsibility will be to provide leadership in administrative and legal matters, effective governance and fiduciary oversight for the Church.

**22.2.** A Deacon Board member shall serve for a term of three (3) years renewable once for a further term of two (2) years.

### **22.3. Functions of the Deacon Board**

**22.3.1.** The Deacon Board shall oversee the execution of all statutory and other legal instruments required by the government in conformity with the laws of Kenya.

**22.3.2.** To serve the Ministry in all matters pertaining to its administrative, financial, human resources, and business affairs.

**22.3.3.** To provide oversight to the acquisition, management, upkeep, maintenance and disposal of the Church property.

**22.3.4.** To establish, incorporate and register separate legal entities responsible for carrying out purposes or activities as per Article 5.4 hereinabove and provide oversight to these entities.

**22.3.5.** To consider, review, and give oversight to the implementation of the decisions of the Regional Annual General Meetings and Annual Delegates Conference.

**22.3.6.** To provide oversight in the formulation and implementation of the Strategic Plan of the Church.

**22.3.7.** To assist in the ministry of Ordinances at the Assembly level.

**22.3.8.** Together with the Council of Elders, to safeguard the vision and mission of the Church.

### **22.4. Composition of the Deacon Board**

The composition of the Deacon Board shall be as follows:

**22.4.1.** The Presiding Bishop and the Deputy Bishop as the chairman and deputy chairman respectively;

**22.4.2.** The Chief Operating Officer being the head of administration and operations or such other designation as

may be determined by the Deacon Board from time to time who shall sit as an "ex-officio" member.

**22.4.3.** Not more than twelve (12) elected members.

**22.4.4.** Where necessary, for the smooth and efficient running of the business of the Church, the Board may co-opt a maximum of three (3) members who meet the qualifications of a Deacon as stipulated in this constitution,

**22.4.5.** Co-opted members shall serve only for the duration of the current Board but may be co-opted again by the newly elected Board, provided that such co-option shall not exceed two years. Co-opted members shall have full voting rights.

## **22.5. Qualifications**

**22.5.1.** The Deacon Board shall be composed of men and women with a mix of professional skills, who meet qualifications for Deacons as stipulated in Acts 6:3 and 1 Timothy 3:8-13.

**22.5.2.** Anyone who is 21 years of age and above and who is a member of the Church is eligible for election to the Board provided that he or she: -

**22.5.3.** Has been a member and a regular attendant of the Church for not less than three years

**22.5.4.** Has served in a ministry of the church where commitment and leadership qualities have been demonstrated

**22.5.5.** Has such professional qualifications and abilities and availability as to be able to participate and contribute to the business of the Board in its discharge of the functions.

**22.5.6.** Does not drink intoxicating liquor, smoke or engage in substance abuse.

**22.5.7.** Has not been convicted of a crime involving fraud or dishonesty.

## **22.6. Elections**

**22.6.1.** An election to the Board shall take place annually to replace those whose terms have expired. The Details of the nomination and election process are contained in the Church by laws.

**22.6.2.** The elected members will be presented to the Annual Delegates Conference for ratification.

## **22.7. Meetings of the Board**

**22.7.1.** The Presiding Bishop shall, in consultations with the Secretary, convene and chair the Deacon Board meetings. In the absence of the Presiding Bishop, the Deputy Bishop shall chair the meetings and in the absence of the Deputy Bishop the Deacon Board shall appoint one from among them as the Chair.

**22.7.2.** The Church Secretary shall, in consultations with the Presiding Bishop, set the agenda, issue notices of meetings, and keep a record of the proceedings at all meetings of the Deacon Board. In the absence of the secretary, the Deacon Board Members shall appoint a recording secretary to record the minutes of meetings.

**22.7.3.** The meetings of the Board shall be held at least once every quarter. Seven (7) days' notice for such meetings shall be given to all the members of the Board.

**22.7.4.** On matters requiring urgent attention, a meeting may be held on one day's notice provided that a quorum of the Board is present.

**22.7.5.** For efficiency and effectiveness, the board shall constitute, with clear terms of reference, thematic committees to deal with Finance, Human Resources, Building and Maintenance, among others.

## **22.8. Resignation of a Deacon Board member**

A member of the Board shall cease to hold office as such if he or she: -

- 22.8.1.** Resigns from office by notice in writing to the Church Secretary;
- 22.8.2.** becomes bankrupt;
- 22.8.3.** becomes of unsound mind;
- 22.8.4.** is requested to resign in writing by the majority of fellow members of the Board;
- 22.8.5.** ceases to be a member of the Church;
- 22.8.6.** he or she no longer meets the qualifications of a deacon as set out in the by-laws;
- 22.8.7.** fails to attend three consecutive Board meetings without apology and reasonable cause.

## **22.9. Office Bearers and the Executive Committee**

- 22.9.1.** The Deacon Board shall appoint from among its members the Secretary, and Treasurer and two other members to form the Executive Committee under the chairmanship and deputy chairmanship of the Presiding Bishop and Deputy Bishop respectively,
- 22.9.2.** The Secretary and Treasurer shall be appointed by the members from amongst themselves, during the first Deacon Board meeting immediately after the ADC.
- 22.9.3.** For one to be appointed as the Secretary or Treasurer, he/she should have served as a Deacon for at least one term unless legitimate circumstances demand otherwise.

## **22.10. Duties of the Executive Committee and Office Bearers**

**22.10.1.** The Executive shall be responsible for the oversight of the business affairs of the Church.

**22.10.2.** The Church Secretary shall deal with all the general correspondence of the Church under the supervision of the Board.

**22.10.3.** The Secretary shall be responsible for keeping a list of members.

**22.10.4.** The Secretary shall be responsible for convening all meetings of the Board including all general meetings of the Church and the keeping and preserving of records of all such meetings.

**22.10.5.** The Treasurer shall receive and shall also disburse, under the direction of the Board, all moneys belonging to the Church and preserve vouchers for all moneys paid.

**22.10.6.** The Treasurer shall be responsible to the Deacon Board and to the members for proper books of accounts of all the moneys received and paid by the Church.

**22.10.7.** The Treasurer shall ensure that books and records are up to date, preserved and made available for inspection.

**22.10.8.** Any member of the Church may inspect the books of accounts and the list of members of the Church upon giving seven (7) days' notice in writing to the Secretary.

**22.10.9.** The Board may appoint a Chief Operating Officer to deal with Church business as delegated.

## **22.11. Resignation**

Should any office bearer resign or be called upon by the Board to resign, they will surrender to the Presiding Bishop, all official documents in connection with their office.

### **23.0. The Office of the Church Elders**

**23.1.** There is established office of the Church Elders which shall have three categories i.e. Assembly Elders, Fellowship of Elders and the Council of Elders, to cater for effective and efficient management of spiritual matters of the church.

#### **23.2. Qualification**

Elders shall be members of the Church who:

**23.2.1.** Are of mature spiritual judgment;

**23.2.2.** Have rendered valuable service in the assembly;

**23.2.3.** Have been regular members in the assembly for at least three (3) years;

**23.2.4.** Are highly respected within and without the congregations;

**23.2.5.** Meet the scriptural standards as outlined in 1 Timothy Chapter 3 and in Titus Chapter 1;

**23.2.6.** Do not drink intoxicating liquor, smoke or engage in substance abuse.

**23.2.7.** Has not been convicted of a crime involving fraud or dishonesty.

#### **23.3. Local Assembly Elders**

##### **23.3.1. Criteria for appointment**

The criteria for the appointment of Local Assembly Elders shall be as stipulated in this constitution and the by-laws.

#### **23.4. The Appointing Process**

**23.4.1.** The Pastoral team shall forward names to the Local Assembly Advisory Committee for prayerful consideration.

**23.4.2.** Candidates must have been members of the local Assembly for at least three (3) consecutive years.

**23.4.3.** The suitability of the candidates for the post of Elder shall be considered and those who meet the criteria shall be appointed.

**23.4.4.** The details of the nomination and appointment process are enumerated in the By- laws. Such candidates must have been members of the local Assembly for at least three (3) consecutive years.

**23.5. Tenure and Separation**

**23.5.1.** The tenure of a Local Assembly Elder shall be a term of three (3) years which may be renewable once, for a further three (3) years.

**23.5.2.** Local Assembly Elder may resign voluntarily before the expiry of their term. Such resignation shall be in writing to the Presiding Bishop through the Senior Pastor.

**23.5.3.** A Local Assembly Elder may be requested to step down on disciplinary grounds as per the existing policy.

**23.6. Functions of the Assembly Elders**

The duties of the Elders shall be to assist the Pastors in:

**23.6.1.** Prayer for the sick in accordance with James 5: 14;

**23.6.2.** The administration of ordinances of the Church;

**23.6.3.** Ministries to shut-ins and the needy;

**23.6.4.** Pulpit ministry;

**23.6.5.** Such other duties as may or shall be assigned to them from time to time by pastors.

**23.7. Fellowship of Elders**

The Fellowship of Elders shall be composed of:

23.7.1. The Presiding Bishop as the Chairman;

23.7.2. The Deputy Bishop;

23.7.3. A total of twenty-four (24) elders representing assemblies and regions as stipulated in the by-laws.

**23.8. Duties of the Fellowship of Elders**

23.8.1. Provide a forum for fellowship among Elders of the Church.

23.8.2. To assist the Pastoral Staff and the Church in the overall spiritual care and doctrine as shall be called upon by the Presiding Bishop from time to time.

23.8.3. To jointly with the Deacon Board, assess and recommend candidates for the positions of the Presiding Bishop and Deputy Bishop as appropriate.

23.8.4. To elect from among themselves members to the Council of Elders.

23.8.5. To deal with such other matters as shall be brought to its attention by the Presiding Bishop or the Council of Elders, for its action.

**23.9. Meetings**

Meetings for the Fellowship of Elders shall be convened by the Presiding Bishop, who shall also set its agenda as need arises. Such meetings will take place every quarter.

**23.10. Criteria for Appointment**

The criteria and process of appointment to the Fellowship of elders shall be outlined in the Church By-laws. Persons appointed to the Fellowship of Elders must have served for two (2) years, as an Assembly Elder in the appointing Local Assembly or Region.

### **23.11. Separation**

**23.11.1.** Persons serving in the Fellowship of Elders shall serve for as long as they are Elders in their Local Assembly.

**23.11.2.** A member of the Fellowship of Elders may resign voluntarily before the expiry of his/her term. Such resignation shall be in writing to the Presiding Bishop through the Senior Pastor.

**23.11.3.** A member of the Fellowship of Elders may be requested to step down on disciplinary grounds as per the Church Constitution the Code of Ethics.

### **23.12. Council of Elders**

#### **Criteria for Appointment**

**23.12.1.** Any Elder who has served for more than two (2) years as an Elder of a Local Assembly shall be eligible for appointment to the Council of Elders. The appointment shall be made by members of the Fellowship of Elders.

**23.12.2.** A member of the Elder's Council shall serve for a term of three (3) years renewable once for a further term of two (2) years and which tenure shall not be subject to the tenure of service in the respective local assemblies.

**23.12.3.** The criteria and process are detailed out in the By-laws.

### **23.13. Separation**

The tenure of a member of the Council of Elders shall be a maximum of five (5) years, which tenure shall not be subject to the tenure of service in the respective local assemblies.

However:

**23.13.1.** An Elder may resign voluntarily before the expiry of his/her term. Such resignation shall be in writing to the

Presiding Bishop, who shall thereafter notify the Fellowship of Elders.

**23.13.2.** An Elder may be requested to step down on disciplinary grounds as per the Disciplinary process.

#### **23.14. Composition of Council of Elders**

The Council of Elders shall comprise of the following members:

**23.14.1.** Not more than seven (7) members to be appointed by the Fellowship of Elders,

**23.14.2.** The Presiding Bishop shall be its Chairman, while the Deputy Bishop shall its Vice Chairman.

**23.14.3.** The Council will appoint a Secretary from among its members.

**23.14.4.** The Council shall have the power to co-opt not more than two (2) persons into its membership as shall be deemed necessary to assist in special area of skills or competencies.

#### **23.15. Functions of the Council of Elders**

**23.15.1.** The Council of Elders shall bear responsibility for and provide the general oversight of the vision and mission of the Church.

**23.15.2.** The Council shall exercise responsibility for safeguarding and articulating the doctrines of the Church.

**23.15.3.** The Council shall approve principles of partnerships and affiliations with other ministries and churches seeking relationships with the CITAM.

**23.15.4.** To approve and determine places of worship, church planting and missions.

- 23.15.5. To appoint the Presiding Bishop and or the deputy Bishop, upon the recommendation of the Fellowship of Elders and the Deacon Board.
- 23.15.6. To appoint pastors upon the advice of the Presiding Bishop.
- 23.15.7. To assist the Presiding Bishop and the pastoral staff in the overall spiritual care and doctrine.
- 23.15.8. To oversee and make decisions on matters relating to the discipline of members, Deacons, Elders, Pastors, Overseers, Deputy Bishop and the Presiding Bishop of the Church.
- 23.15.9. To assist in such other matters of spiritual care and doctrine as shall be called upon by the Presiding Bishop from time to time.
- 23.15.10. For efficiency and effectiveness, the Council of Elders shall constitute thematic Committees, with clear terms of reference, to deal with Missions, Discipleship, Social Action, among other aspects.

#### **23.16. Meetings of the Council of Elders**

The meetings of the Council shall be convened by the Presiding Bishop as need arises but not less than four (4) times a year.

- 23.16.1. The Presiding Bishop shall, in consultations with the Secretary, convene and chair the Council meetings. In the absence of the Presiding Bishop, the Deputy Bishop shall chair the meetings and in the absence of the Deputy Bishop the Council shall appoint one from among them as the Chair.
- 23.16.2. The Secretary of the Council shall, in consultations with the Presiding Bishop, set the agenda, issue notices of meetings, and keep a record of the proceedings at all meetings of the Council. In the absence of the secretary, the

Council Members shall appoint a recording secretary to record the minutes of meetings.

**23.16.3.** The meetings of the Council shall be held at least once every quarter. A minimum of Seven days' notice for such meetings shall be given to all the members of the Council.

**23.16.4.** On matters requiring urgent attention, a meeting may be held on one day's notice provided that a quorum of the Council is present.

**23.16.5.** For efficiency and effectiveness, the Council shall establish, with clear terms of reference, committees to deal with Christian education, Missions and Outreach, Church planting, Scholarship Support, Youth, Women, Men, Family Care, and such other committees as may be determined from time to time by the Council.

**24.0. The Overseers Forum:**

**24.1.** There is established the Overseers Forum.

**24.1.1.** The Forum shall comprise of:

- i. The Presiding Bishop
- ii. Deputy Bishop
- iii. Regional Overseers
- iv. Deputy Regional Overseers
- v. Head of Missions
- vi. Head of Christian Education
- vii. Chief Operating Officer or such other designation as may be determined by the Deacon Board from time to time.
- viii. Head of any other Church Ministry as may be established by the Council of Elders

**24.1.2.** The Forum shall meet at least once a month

24.1.3. The Forum shall be chaired by the Presiding Bishop or in his absence, the Deputy Bishop.

**24.2. Duties of the Overseers Forum:**

24.2.1. To Implement the Overall Strategic plan through development of annual plans with specific and measurable annual targets.

24.2.2. To develop holistic programmes in the ministries of the church in line with the vision and mission of the Church,

24.2.3. To put into place systems of mutual accountability aimed at enabling the pastoral staff to offer maximum pastoral care and quality ministry in the various assemblies and ministries.

24.2.4. To implement the decisions of the Deacon Board and the Elders Council as appropriate.

24.2.5. To develop annual staffing and resource needs for the approval of the Deacon Board and Elders Council as per policy,

24.2.6. To establish and manage important networks and relationships with other churches and other organisations locally and internationally in order to continue to expand the impact of the ministry of the church.

24.2.7. To provide quality leadership through clear direction, strong pastoral care and effective performance management so that staff motivation will be sustained and the performance level of the church will continue to rise.

24.2.8. To create a forum for benchmarking and learning from one another best practices that would enhance the ministry of the various assemblies.

**25.0. CITAM Leadership Summit (CLS)**

**25.1.** There is established the CITAM Leadership Summit (CLS). The Summit shall be a Consultative and Fellowship forum for the Leadership of the Church,

**25.2.** The Summit shall be chaired by the Presiding Bishop, and composed of the following: -

- a) The Presiding Bishop
- b) The Deputy Bishop
- c) The Deacon Board
- d) The Council of Elders
- e) Regional Overseers
- f) Senior Pastors' Representatives.
- g) The Trustees

**25.3. Mandate of the Leadership Summit**

- a) The Summit shall provide a forum for consultation,
- b) The Summit shall deal with such other matters as shall be brought to its attention by the Presiding Bishop,
- c) The Summit shall provide a forum for prayers and fellowship.
- d) The Summit shall meet at least twice in a year,

**26.0. Funds**

The funds of the Church shall be used for such purposes as shall be determined by the Deacon Board which shall have authority to disburse the funds of the Church for, among others the following purposes:

**26.1.** General expenses;

**26.2.** Evangelistic activities;

- 26.3.** Benevolence;
- 26.4.** Upkeep of buildings and necessary contents.
- 26.5.** Capital Development
- 26.6.** Tithe to other institutions outside of the Church.
- 26.7.** All monies and funds shall be received by and paid to the Treasurer and shall be deposited by him/her or by a person to whom he has delegated responsibility, in the name of the Church in any bank or banks approved by the Board.
- 26.8.** No payment shall be made out of the Church bank account without the authority of the Church Treasurer.
- 26.9.** All cheques drawn on the Church bank account shall be signed by any two of the authorized signatories who shall be the Chairperson of the Deacon Board, the Church Treasurer and the Church Secretary. The Deacon Board may delegate and mandate such other persons as shall be specified to be account signatories pursuant to the Bylaws.
- 26.10.** A sum to be determined from time to time by the Deacon Board may be kept in petty cash and/or bank accounts to be operated by persons appointed by the Deacon Board for petty disbursements for Head Office, assemblies, business units and ministries for which proper accounts shall be kept.
- 26.11.** No funds of the Church shall be distributed among the members of the Church for personal gain.
- 26.12.** No part of the income or assets of the Church shall be paid, transferred, or applied directly or indirectly by way of dividend, bonus, or otherwise to any person, except:
- (a) as reasonable remuneration for services actually rendered; or
  - (b) as reimbursement of expenses properly incurred in furtherance of the Church's objectives and activities.
- 26.13.** All assets, property and income of the Church shall be applied solely towards the furtherance of its objectives and activities.

- 26.14.** Any Trustee, Deacon, Elder, Officer or Employee who has a direct or indirect personal or financial interest in a matter before the Church shall disclose that interest and shall not participate in deliberation or decision-making on the matter.
- 26.15.** The Church shall maintain a register of declared interests for Trustees, Deacons, Elders, Officers and Employees, which shall be updated annually and whenever a material interest arises.
- 26.16.** Transactions between the Church and Trustees, Officers, Members or related parties shall only be permitted where they are demonstrably in the best interests of the Church, conducted on arm's length terms, and approved by persons without a conflict of interest.
- 26.17.** Any remuneration and reimbursement permitted under clause 26.12 shall be reasonable and shall bear a demonstrable relationship to the service rendered, taking into account the amount generally charged for such services in the relevant sector.

**27.0. Trustees**

- 27.1.** All land, buildings and other immovable property and all investments and securities acquired by the Church shall be vested in a Trust of the Church. The Trustees shall hold, manage, invest, and apply all trust property exclusively for the objectives and activities of the Church.
- 27.2.** Trustees shall be appointed under the Trust as per the Trust Deed.
- 27.3.** The Trustees shall pay to the Treasurer all income from property vested in the Trustees. Any expenditure in respect of such property which is, in the opinion of the Trustees, necessary or desirable shall be reported by the Trustees to the Deacon Board. The Deacon Board shall authorize the expenditure of such money as they think fit.
- 27.4.** The Trustees shall be registered under the Trustees (Perpetual Succession) Act as may change from time to time or as may be applicable.

## **28.0. Branch Assemblies**

Branch Assemblies may be established with the approval of the joint approval of the Council of Elder and the Deacon Board.

- 28.1.** For efficiency and effective ministry, the church shall progressively decentralize management and administration roles to cater for growth of the Ministry in Kenya and Internationally.
- 28.2.** CITAM shall progressively establish CITAM Assemblies in major cities and towns in Kenya.
- 28.3.** The advisory committees shall have oversight role over the CITAM assemblies in line with CITAM By-laws.
- 28.4.** CITAM International branches shall be fully part of CITAM but shall be managed in accordance with the laws of the respective countries.

## **29.0. Relationships**

Christ is the Answer Ministries hereby recognizes itself to be a Church in fellowship with the Pentecostal Assemblies of God in Kenya.

- 29.1.** Whilst accepting the inherent rights to independence in the conduct of its own affairs, this Church agrees to voluntarily continue in partnership with all other Churches of like faith in the Pentecostal Assemblies of God in Kenya in its local, Regional and national conference and shall share in the privileges, and assume the responsibilities enjoined by such affiliation.
- 29.2.** The Church agrees also to continue in partnership with The Pentecostal Assemblies of Canada, with Head Offices in Nairobi, Kenya, and in Ontario, Canada.
- 29.3.** The partnership with the above two fellowships shall be mainly and exclusively for the advancement of the Kingdom of God and not to govern the affairs of the Church.

## **30.0. By-Laws**

For efficient administration and operation of the day-to-day affairs of the Church and its related ministries, the Deacon Board and the Council of Elders shall approve the By-laws and working arrangements as are necessary.

### **31.0. Amendments to Constitution**

**31.1.** Amendments to the Constitution of the Church shall be approved by at least a two-third majority of the delegate members present at a Delegates Conference of the Church but they shall not be implemented without the prior consent in writing of the Registrar of Societies obtained upon application to him/her made in writing and signed by the three (3) office bearers which one shall be the Church Secretary.

**31.2.** Amendments to this Constitution may be introduced in the following ways:

#### **31.2.1. By the Deacon Board**

The Deacon Board shall table the proposed amendments and the rationale for notification to all the Regional General Meetings.

a) The proposed amendments shall be presented for discussion and approval by two-third majority of delegates present at the Annual Delegates Conference.

b) In the case where RAGM members recommend adjustments to the proposals, the Board shall review the proposals in line with any recommendations received from the RAGMs.

Thereafter the revised proposal shall be tabled in the following year for discussion and approval by at least a two-third majority of delegates present at the Annual Delegates Conference.

#### **31.2.2. By a member's proposal at the RAGM in the first instance**

The members' proposal shall be discussed at the RAGM for onward transmission to the Deacon Board for due process. As the Deacon Board deems fit, the proposed amendments and rationale shall thereafter be tabled in the following year for notification the Regional General Meetings and for discussion and approval by two-third majority of delegates present at the Annual Delegates Conference.

### **32.0. Dissolution**

**32.1.** The Church may be dissolved by a resolution passed at a Special Delegates Meeting where such motion for dissolution is the sole agenda.

The resolution to dissolve shall first be approved by at least a two-third majority of all registered members in each Region and present at each Regional Annual General Meeting and thereafter two-third majority of delegates at the Special Delegates Conference of the Church. Notice of the Special Delegates Conference shall be displayed on the Church noticeboards and advertised in one local newspaper at least fourteen (14) days before the date of the meeting.

- 32.2.** Provided, however, that no dissolution shall be effected without prior permission in writing from the Registrar of Societies obtained upon application to him/her made in writing and signed by three of the office bearers of which one shall be the Church Secretary.
- 32.3.** When the dissolution of the Church has been approved by the Registrar of Societies, no further action shall be taken by the Office Bearers of the Church in connection with the objects of the Church. The office bearers and trustees shall get in and liquidate for cash all the assets of the Church.
- 32.4.** Subject to the payment of all the debts of the Church, the balance of the moneys of the Church and the immovable buildings and land shall be distributed only for purposes consistent with the Vision and Mission of the Church to such similar entities and objectives as shall be identified in the meeting at which the resolution for dissolution is passed.

