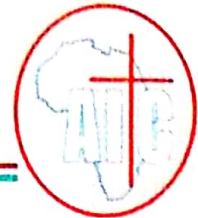


Africa Inland Church – Kenya



Founded in 1895

CONSTITUTION



AMENDED 2018

AFRICA INLAND CHURCH-KENYA

CONSTITUTION

Revised 2018

APPROVED DURING THE GENERAL
MEETING OF THE CENTRAL CHURCH
COUNCIL HELD ON 18TH JULY 2018
AT AIC MILIMANI-NAIROBI

AND

APPROVED BY THE REGISTRAR OF
SOCITIES AND REGISTERED ON
13TH AUGUST, 2018

AFRICA INLAND CHURCH-KENYA

CONSTITUTION REVISED 2018

PREAMBLE

God's Word is the authority for His Great Commission, which He has chosen to share with His people, the saints, and the universal church. The universal church is seen in concrete form, interacting with the community in the form of local congregations, the Churches of believers.

The Church is the salt and the light of the world. It has a responsibility to demonstrate God's love and judgment of to the world. The responsibility of the Church is based on the purpose of God as revealed in His Word. Its priority and primary focus are to proclaim the Word of God to all mankind of all ages, and in all parts of the world, persuading them to place their faith in Christ, who reconciles them to God. These believing men experience the indwelling of the Holy Spirit who assures them of peace and hope.

Local Churches are institutions, instruments and vessels for providing a true Christian community, which expresses itself in oneness of fellowship, corporately working together making disciples for Christ.

Africa Inland Church-Kenya believes that the world-wide united witness to the Gospel on the part of all believers, is the most essential need of a world torn by conflicting ideologies and philosophies, and as yet, unaware that Christ is the only solution to its grave problems. We in AIC-K, believe that all Christians are brothers and sisters in Christ, who is the head of the church.

Africa Inland Church-Kenya hereto, and those who shall subsequently qualify for membership, declare their purpose to join their hearts and hands honoring God and His Word, in the priority common tasks of: -

The Great Commission as stated in Matthew 28:19-20; and Mark 16:15-16.

The furtherance of the Gospel in its totality, Acts 20:27.

Defense and Confirmation of the Faith, Jude 3.

The Fellowship of the Gospel, Galatians 3:28

HISTORICAL BACKGROUND OF THE AFRICA INLAND CHURCH (AIC)

Africa Inland Church-Kenya is a result of the preaching of the Gospel of Jesus Christ. Initially, the work was carried out by Africa Inland Mission (AIM), under the leadership of the Rev. Peter Cameron Scott.

This work began in 1895 in Kamba land. As a result of the proclamation of the Gospel, many Kenyans responded and became believers. Bible-believing AIM missionaries, together with these new believers, actively evangelized and planted new churches. The Church multiplied and matured. As it grew, it assumed more and more responsibility in its ministry and administration. The early Church was known as the Church of the AIM, and then, in December 1940, the leaders of both the Church and Mission began to prepare a Constitution. In 1943, it was decided to use the name: Africa Inland Church (AIC). The first Constitution of the Church was completed and approved in 1952. It was at this time that AIC-K began to govern its affairs constitutionally.

On 21st October 1971, at a large congregation at Machakos mission station, properties formerly owned by AIM were officially handed over to AIC-K. From that moment, AIM began to operate under AIC-K.

At the end of December 1979, AIM-Kenya was dissolved. AIM Missionaries are now administratively responsible to AIC-Kenya.

AIC Ministries continued to expand into other neighboring countries such as Tanzania, Congo, South Sudan, Uganda, Rwanda and Burundi; hence the need to adopt the name AIC-Kenya.

CONSTITUTION

The Africa Inland Church-Kenya shall be governed by this Constitution and the operational guidelines shall be found in the By-Laws.

I: NAME: Africa Inland Church-Kenya in short **AIC-K**

Any reference to AIC and AIC-Kenya shall mean one and the same Church.

Registered as a society under the Societies Act; Certificate of Exemption from Registration Number 1152

Registered Office

The address of the principal office of this church shall be: **AIC Headquarters, Upper Hill Road, Nairobi.**

II: THE LOGO: The official registered Logo is:



... founded in 1895

The name and logo shall only be used for official AIC-K matters, by those departments and institutions authorized by the Central Church Council (CCC). No person or persons shall use the name or logo of AIC-K in order to acquire personal property, or to further personal interest.

III: THE AIM OF AIC-K:

- A. To fulfill the Great Commission of our Savior Jesus Christ, Matthew 28:19, 20.
- B. To glorify God in everything. ICor.10:31
- C. To instruct and to strengthen Church members in the faith and in holy living- Matt.28:20; I Pet. 1:15
- D. To help Christians so that they may stand firm on the Scriptures. Eph. 6:17; Col. 1:28

- E. To show and demonstrate Christ's love and concern for people by engaging in selected community development projects.
I Jn. 3:16-18; Jam. 2:15-16.

IV: STATEMENT OF FAITH (DOCTRINAL BASIS)

Members of AIC-K believe in:-

- A. The Unity and Trinity of God, eternally existing in three co-equal Persons, the Father, the Son and the Holy Spirit.
- B. God, the Creator and Preserver of all things, who created man, male and female, in His own image and gave them dominion over the earthly creation.
- C. The deity and humanity of God the Son, the Lord Jesus Christ, who, being the very God, also became Man, being begotten of the Holy Spirit, born of the Virgin Mary, was crucified, died and was buried, was raised bodily from the dead and ascended to the right hand of the Father; whose two natures continue eternally and inseparably joined together in one Person.
- D. The deity and the Person of God, the Holy Spirit and the necessity of His work to make the death of Christ effective to the individual sinner who repents, granting him (the sinner) forgiveness from God and faith in the Lord Jesus Christ; and in His ministry dwelling permanently within and working through the believer for godly life and service.
- E. The divine verbal and plenary inspiration and infallibility of the Scriptures, both the Old and New Testaments as originally given, and their absolute and final authority in all matters of faith and conduct.
- F. The universal sinfulness and guilt of human nature since the fall, rendering man subject to God's wrath and condemnation.
- G. The sacrificial death of our representative and substitute, the Lord Jesus Christ, the incarnate Son of God, by the shedding of whose blood atonement was made for the sins of the whole world, and whereby alone, men are redeemed from the guilt, penalty and power of sin and death.
- H. The necessity of the new birth as the work of God, the Holy Spirit. Men being saved by grace through faith, not by works.
- I. The eternal security of the believer, based entirely on the atoning work of the Lord Jesus Christ, whereby, as a born-again child of God,

he has assurance of salvation and has the right to all privileges of the sons of God.

- J. The maintenance of good works and obedience to the revealed will of God in life and service, through which eternal rewards shall be received.
- K. The True Church, whose Head is the Lord Jesus Christ and whose members are all regenerate persons united to Christ and to one another by the baptism of the Holy Spirit.
- L. The observance of the ordinances of baptism and the Lord's Supper, as appointed by the Lord Jesus Christ.
- M. The supreme mission of the Church as being to glorify God and preach the Gospel to all mankind.
- N. The personal visible return of the Lord Jesus Christ:
 - 1. The rapture I Thessalonians 4:16-17.
 - 2. The Great Tribulation, Revelation 3:10; Matthew 24:29
 - 3. The millennial Reign of Christ, Revelation 20:6.
- O. The literal resurrection of all people.
- P. The eternal blessedness of the saved and the eternal punishment of the lost.

V: MEMBERSHIP OF AIC-K

A. Adherents: Persons become adherents upon confession of faith in the Lord Jesus Christ, and enrolment in the Catechism Class where they are taught biblical doctrines according to faith and practices of AIC-K.

B. Communicants

- 1. Adherents become communicants upon being baptized and declaring their purpose of becoming members of the Church (AIC-K).
- 2. Members of other denominations which are in fellowship (whose biblical and evangelical stand are compatible with the AIC-K doctrinal basis, e.g. Inspiration of the Scriptures, the deity of Christ, salvation in Christ, the sinful nature of man, the work of the Holy Spirit, and baptism by immersion), with AIC-K, may

be admitted as communicants provided they have proved in their lives that they have a faith that agrees with that of AIC-K.

VI: LEADERS

A. Spiritual Leaders: Chairmen and other leaders with responsibilities in Church Councils must be people who: -

1. Know the Word of God by their personal study and such training provided for by the Church to equip leaders e.g. T.E.E/BEE (at least 5 books), CED etc.
2. Live lives worthy of the whole counsel of God.
3. Are firm and honest Christians who demonstrate a desire to improve their effectiveness in ministry.
4. Demand no salary for what they do to help the Church to grow, unless the Church wants to use any Church Elder in a special way for which a salary is worth paying.
5. Have not been adversely mentioned in scandals.
6. To avoid conflict of interest, government administrators and politicians should not be elected as church leaders.

B. Deacons/Deaconesses: They shall be chosen from the communicants who are in continued fellowship of their Local Church, as recorded in 1 Timothy 3:8-13, and as arranged by the District Church Council (DCC). They shall assist their elders in caring for temporal matters of the Church in seeking to develop its spiritual life.

C. Elders: Elders will be elected from communicants who are in continued fellowship of their Local Church, every five years, in accordance with the instructions of Acts 14:23; 1 Timothy 3:1-7, and Titus 1:5-7, and as it will be arranged by the DCC. Their main task is to develop the spiritual life of the Church through evangelism, preaching of the Word of God, and visiting their Church members.

D. Evangelists: Evangelists will be appointed by the DCC from those who have had a definite call of God for reaching out to the lost, and should show evidence of possessing the gift of evangelism.

- E. Lady Pastors:** Lady Pastors are women who are called by God to His service, have graduated from a Bible and/or Theological Training Institution recognized by the AIC-K, and have been appointed and employed by a Church Council, or Board, for service within that body. They shall not be licensed or ordained. They shall be accountable to the respective employer. They may be seconded by the respective District Church Council to serve in other organizations.
- F. Pastors:** Pastors will be appointed and approved into Church work by the ACC after consultation with and support from their DCC. Pastors shall have graduated from Bible Institutions and/or Theological Colleges recognized by AIC-K. Pastors, therefore, will be responsible to the DCC.

Pastors shall be licensed and ordained by the Area Church Council as stipulated in the By-Laws. Pastors from other denominations may be appointed as per the By-Laws

- G. Licensed Pastors:** The qualifications and procedures for licensing Pastors shall be: -
1. They must be graduates of a Bible School and/or Theological College recognized by AIC-K, or elders who may be recommended as a special case by the DCC.
 2. They must have served as Pastors for a period of one year.
 3. They must be recommended by their DCCs.
 4. They must be examined by the Licensing Committee of the Regional Church Council (RCC) before they are licensed by the ACC and permitted to conduct services of baptism, dedication of children, and administration the Lord's Supper.
- H. Ordained Pastors:** The qualifications and procedures for ordaining Pastors shall be:
1. They must be graduates of Bible Schools and/or Theological Colleges recognized by AIC-K.
 2. They must have served as licensed Pastors for at least three years.

3. They must be married.
4. They must be recommended by their DCC to the RCC for further recommendation to the Area Church Council (ACC).
5. They must be approved by the ACC.
6. They must be examined by the Ordination Committee and recommended to the ACC, who shall approve the ordination and inform their RCC.

The authority of ordaining all Pastors in AIC-Kenya is vested in the Area Church Council. After ordination, the candidates' names shall be forwarded to the Central Church Council (CCC) for registration. It is the responsibility of the RCC and ACC to plan together the ceremonies of ordination. After ordination, a Pastor shall be authorized to perform marriages, in accordance with government law, and church policies.

- I. **Other Leaders:** These include CED leaders such as leaders of women groups; Sunday School teachers, Choir Directors, Camp leaders, Youth leaders, Adult Bible Study leaders, Family Counselors etc. Through teaching of the Word of God in regard to the ministry of the Holy Spirit in the life of a believer, the believer should recognize the gifts of the Holy Spirit that he/she possesses and volunteer to serve the body of Christ in the above mentioned programs. Those volunteering to serve in those programs must be approved by the LCC, Ephesians 4:11-16; Romans 12:1-3; 1 Corinthians 12:1-31.
- J. **Youth:** AIC-K recognizes the role of youth in the church and will accommodate the identified ones as leaders at LCC, DCC, RCC and Area levels, and place the same in leadership positions as youth leaders. Also, in appreciation of importance of the youth, together with the potential they have, the church will equip them through apprenticeship in order to make them more productive in the work of building the Body of Christ.

VII: ORGANIZATIONAL STRUCTURE AND FUNCTION

A. LEADERSHIP AND GOVERNANCE

1. AIC has been organized into five administrative councils: The Local Church Council, the District Church Council, the Regional Church Council, the Area Church Council and the Central Church Council (in order of ascendance). The supreme Council shall be the Central Church Council.
2. Members may exercise their authority only through their representatives in legitimately elected Councils, Committees and Boards. Such authority shall be exercised in accordance with the Scriptures and this Constitution.
3. Each Church Council has an obligation to respect and uphold this constitution and shall not enact Church governance structures contrary to the provisions of this constitution.
4. The Councils may constitute departmental boards and committees within their jurisdiction and in accordance with this Constitution.

B. CONGREGATION

A group of people gathering to worship God forms a congregation. One of their members may be selected by the LCC of the mother church as a leader or preacher. This shall be ratified by the District Church Council – (DCC).

C. LOCAL CHURCH

As a congregation develops and becomes established, the DCC authorizes the formation of a Local Church on recommendation of the mother LCC, with a pastor or Elder in charge, assisted by an LCC. No group of people shall declare themselves a local church without recommendation of the LCC of a particular place.

D. LOCAL CHURCH COUNCIL (LCC)

1. The Local Church Council shall be created as the foundational Council of the Congregation.
2. Members of the LCC shall be elected from among the members of the Local Church who shall be communicants. The number of

elected Elders shall be 3 to 15 depending on the membership of a Church.

3. **Officers of the LCC:** a) Chairman (Pastor in charge).
b) Vice Chairman (Assistant pastor or Teaching Elder).
c) Secretary.
d) Vice Secretary.
e) Treasurer.

Where there is no pastor, a teaching elder may be elected chairman.

4. The LCC shall work with the Pastor in formulating the agenda and convening Church Councils. It shall constantly consult with the Pastor on matters of Church leadership and administration.
5. No Local Church Council shall employ a pastor or associate pastor.
6. The Pastor shall be the spiritual overseer, the executive officer and Chairman of the Local Church Council. However, in the absence of a pastor in a local church, a teaching elder may be elected.
7. The Local Church Council shall submit its annual budget to the Area Church Council for approval through the District Church Council.
8. The Chairman of the District Church Council shall be an Ex-Officio of all his local Church Councils.
9. The Local Church Council shall, in consultation with the DCC and ACC, have power to establish a new Local Church or churches.
10. The DCC shall, in consultation with the office of the Area Bishop, dissolve any LCC that does not meet its financial and reporting obligations to the DCC, RCC and ACC.
11. No local church shall be allowed to operate autonomously without reporting to the DCC, RCC and ACC.
12. **Executive Committee**
13. The LCC Executive Committee shall consist of the 5 officers and at least 2 other members. It shall meet as deemed necessary, and all their deliberations shall be ratified by the full LCC.

E. DISTRICT CHURCH COUNCIL (DCC)

1. Establishment

DCCs shall be formed by the Regional Church Councils (RCCs) of each Area Church Council (ACC). The size of a DCC should be manageable. In urban areas a DCC shall have 3 to 5 Local Churches while in rural areas it shall have 5 to 12 Churches. The District Church Council shall provide spiritual and administrative supervision and direction for the local churches within its jurisdiction in accordance with this Constitution. Before any DCC is authorized to function, the following conditions must be fulfilled:

- a) A building which provides offices for executing the functions therein charged to the DCC.
- b) Provision made for essential office equipment.
- c) There should be at least three ordained Pastors.
- d) No Local Church or group of churches shall declare themselves a DCC without the authority of the RCC.

2. DCC Membership

Members of the DCC shall be: -

- a) The 5 Officers of the DCC who include the Chairman, Vice chairman, Secretary, Vice Secretary and Treasurer.
- b) Departmental heads within the area of the DCC.
- c) Representatives from LCC to the DCC shall normally include the Chairman, Secretary and Treasurer.

3. Duties of the DCC

- a) The general supervision of churches and congregations in the DCC. Pending the establishment of LCCs, the responsibilities of such councils shall be exercised by the DCC through the already-existing LCCs.
- b) Overall planning of the DCC work, and co-ordination of its activities and ministries including the annual budget as shall be approved by the ACC.
- c) Implementation of the activities and ministries of AIC-K in the DCC.

- d) Receiving terms of service and responsibilities of Pastors and other church workers in the DCC from the ACC Human Recourses Committee.
- e) Overall oversight and administration of finances of the Churches in the DCC through its Finance Committee.
- f) Collection of budgetary funds from Local Churches and administration of such funds for the ministries and work of the DCC.
- g) Supporting the RCC budget by remittance of budgetary allocation on a monthly basis without delay.
- h) Collection and transmission of all designated funds such as AICMD Sunday collections etc.
- i) Submitting to the RCC candidates deemed suitable for licensing or ordination as Pastors.
- j) Establishment of various Committees with ACC concurrence to carry out the activities and ministries of AIC-K in the DCC.
- k) Provision of pastoral care for all Pastors, other Church workers and Church members in the DCC, by means of Bible conferences, conventions, seminars and prayer meetings and counseling, etc.
- l) Receiving policy direction and procedures from the Central Church Council through the ACC and RCC.
- m) Preparing and forwarding to RCC and ACC written general operational reports and financial statements.
- n) Any other duties and responsibilities as may be provided under the By-Laws.

4. DCC Meetings

The full District Church Council shall meet at least 3 times a year. The quorum shall be not less than half of the delegates of the full membership of the Council. The Chairman may convene a special DCC meeting whenever need arises.

5. The Executive Committee

6. An Executive Committee shall serve and carry out the functions and activities of the DCC as necessary, between the regular

meetings of the Council. It shall be composed of DCC Officers and two other members appointed by the Council. Their deliberations shall be ratified by the full DCC.

7. The ACC jointly with RCC shall dissolve any DCC that does not meet its financial obligations to the ACC and RCC.

F. REGIONAL CHURCH COUNCIL (RCC)

1. Establishment

Regional Church Councils (RCCs) shall be established by the Area Church Council. Before any RCC is authorized to function, the following conditions must be fulfilled:

- a) A building which provides offices for executing the functions therein charged to the RCC.
- b) Provision made for essential office equipment.
- c) The size of an RCC should be manageable.
- d) No DCC or group of DCCs shall declare themselves an RCC without approval of the ACC.

2. RCC Members

RCC members shall include:

- a) The 4 RCC Officers including the Chairman, Vice chairman, Treasurer and Administrative secretary.
- b) Three representatives from each DCC including the Chairman, Secretary and Treasurer.
- c) Departmental Heads within the RCC.
- d) Not more than two co-opted members if need be.

3. RCC Meetings

- a) The full RCC shall meet at least two times a year.
- b) The quorum shall be not less than half of the full membership of the RCC.
- c) The Chairman may convene a special meeting when need arises.

4. Duties of the RCC

- a) Coordination of all Church work, activities and ministries in the Region.
- b) Establishment of DCCs and determination of their boundaries and in case of any dispute, the ACC will make the final decision.
- c) Advising the DCCs.
- d) Determining recommendations for licensing and ordination of Pastors and arranging for the ceremonies.
- e) Implementation of the activities and ministries of AIC-K in the RCC.
- f) Auditing and ensuring proper keeping of finances of the DCCs by its Finance Committee, through the RCC Treasurer.
- g) Receiving and forwarding funds raised from the DCCs to the Area Church Council and Central Church Council and also other needs and projects related to Africa Inland Church-Kenya.
- h) Establishment of various Committees and Boards to carry out the activities and ministries of Africa Inland Church-Kenya in the Region.
- i) Providing pastoral care of all Pastors, other Church workers and Church members in the RCC, through such means as Conferences, Conventions, Seminars, Prayer meetings, and Counseling.
- j) Providing for evangelization, mission outreach and Church planting in the Region and beyond, provided that there is agreement between the sending and receiving DCCs or RCCs.
- k) To be responsible for the overall management of properties of Africa Inland Church-Kenya in the RCC. The RCC shall be responsible to the ACC which is the caretaker on behalf of the Board of Trustees.
- l) Any other duties and responsibilities as may be provided under the By-Laws.

5. RCC Executive Committee

The Executive Committee shall serve and carry out the functions and activities of the RCC between regular meetings. It shall be composed of the four RCC Officers and all DCC chairmen. Its decisions shall be ratified by the full RCC.

G. AREA CHURCH COUNCIL (ACC)

1. Establishment

- a) An ACC shall be inaugurated by the Central Church Council (CCC).
- b) The size of an ACC shall be determined by the concentration of churches and vastness of an Area as guided by the By-Laws.
- c) An ACC shall have permanent buildings for its Head Office.
- d) ACC boundaries, their jurisdiction and review powers are hereby vested in the CCC.
- e) No RCC or group of RCCs shall declare themselves an ACC without approval of the CCC.

2. Members of the ACC

- a) Officers of the ACC including the Bishop, Assistant Bishop, Treasurer and Administrative secretary.
- b) Representatives from RCCs – Chairman, Administrative Secretary and Treasurer
- c) Heads of Departments **within the ACC**
- d) Not more than 2 co-opted members if need be.

3. The Bishop

- a) He shall be the Chairman of the ACC.
- b) He shall be elected by the ACC from the RCC Chairmen and the affected RCC shall elect another Chairman.
- c) He shall be not less than 50 years of age and shall have been in church councils for not less than 5 years.
- d) He shall be a full-time salaried Officer of the ACC but shall also be pastor in charge of a local church with an assistant pastor working under him.

4. Tenure of office of the Bishop

The Bishop shall be elected as per the By-Laws.

Once elected, a Bishop shall remain in office to serve for two consecutive terms of five years each. The Bishop may seek re-election for a final term of five years if he shall not have attained the mandatory retirement age of Seventy years. His term may be cut short under Church discipline.

5. Tenure of office of the Assistant Bishop

The Assistant Bishop shall be elected and assigned duties as per the By-Laws.

6. Meetings of the ACC

- a) The full Council shall meet twice a year, but the Bishop may call a special meeting if deemed necessary.
- b) The quorum for meetings of the ACC shall not be less than half of its members.

7. Duties and Responsibilities of the ACC

- a) To provide spiritual and pastoral care within the ACC.
- b) To provide initial and further training for Pastors and other church workers.
- c) To receive quarterly reports from Chairmen of the RCCs, RCC Departmental Heads, and Chairmen of Committees; discuss them and make observations.
- d) To license and ordain Pastors in the Area in accordance with the regulations of the CCC.
- e) To employ, assign, second, transfer and terminate workers and determine their terms of service within the ACC.
- f) To establish RCC boundaries and dissolve an RCC, if and when need arises.
- g) To safeguard doctrines and practices of AIC-K within the ACC, and ensure that the policies of the CCC are implemented.
- h) To establish and dissolve projects and committees within the ACC, if necessary.

- i) To make sure accounts are audited and accounting policy is followed by all lower councils.
- j) To oversee the management of properties, schools and any other institutions within the ACC and act accordingly on behalf of the Board of Trustees.
- k) Nomination of sponsor's representatives in sponsored school boards.
- l) When a Bible/Theological Institution is established by an RCC, the ACC shall be responsible for its management and running.
- m) Any other duties and responsibilities as may be provided under the By-Laws.

8. ACC Committees

- a) The ACC Executive Committee
 - i) It shall be composed of the 4 Officers of the ACC, and Chairmen of the RCCs.
 - ii) It shall meet as need arises, between full council meetings.
 - iii) Its actions and deliberations must be ratified by the ACC.
 - b) ACC Finance Committee
 - c) ACC Ordination Committee
 - d) CED Board and Programme Committees
 - e) ACC Human Resource Committee
- The ACC may form other committees as need arises.

9. List of ACC Departments and their Administration

- a) Missions – AICMD (Coordinator).
- b) Christian Education –CED (Director).
- c) Theological/BEE (Coordinator).
- d) General Education (Education Secretary).
- e) Health Care Ministries (Coordinator).
- f) Child care (coordinator)

Heads of Departments shall be responsible to the Administrative Secretary and accountable to the Bishop. Qualifications, salary, terms of reference and responsibilities shall be given from time to time by the ACC.

The ACC may establish any department when need arises. Each Department shall have a Board that shall be appointed by the ACC.

H. THE CENTRAL CHURCH COUNCIL (CCC)

This is the supreme administrative council of the AIC-K. It shall meet once a year. It shall be chaired by the Presiding Bishop. Other meetings may be convened as determined by the Central Church Council.

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

1. Members of the Central Church Council

- a) The Officers of the CCC – Presiding Bishop, Deputy Presiding Bishop, Treasurer and Administrative secretary.
- b) Area Bishops, Secretaries, and Treasurers.
- c) Principal and Chairman, Governing Council Scott Christian University.
- d) Chairman and Director, Biblia Husema Broadcasting,
- e) Chairman and General Manager, Kijabe Printing Press.
- f) Chairman and Principal, AIC Missionary College.
- g) Chairman and Director, AIC Health Ministries.
- h) Chairman and Director, AIC Child Care Department.
- i) Chairman and Director, AIC Missions Department.
- j) Central Office Accountant.
- k) Mission Agencies and Affiliates – on invitation.
- l) **(The membership of the CCC shall comprise of not less than 80 persons. The number may be subject to change with any additional ACCs etc.)**

2. Responsibilities of the CCC

- a. Establishing policies and strategies for the ministries and activities of AIC-K.
- b. Receiving and discussing written reports from the Presiding Bishop, the Director of each department and company, and from ACCs.
- c. Reviewing and amending the constitution and By-Laws as may be necessary.
- d. Under guidance of the Presiding Bishop, establishing multi-level dispute Resolution Tribunals(CDRTs) within the church hierarchy for resolving disputes that emanate within the church among its members and staff.
- e. Assisting the Presiding Bishop develop and promulgate rules of procedure of the dispute resolution tribunals (CDRTs).
- f. Assisting the Presiding Bishop determine the persons qualified to be members of the Church Dispute Resolution Appeals Tribunal (CDRAT).
- g. Reviewing the performance of ACCs.
- h. Establishing and dissolving Area Church Councils.
- i. Cooperating with other evangelical groups in spreading the Gospel.
- j. Setting policies on the relationships of AIC-K with the Government of Kenya and other organizations.
- k. Establishing and dissolving Departments, Institutions and Companies as may be necessary.
- l. Through the Board of Trustees, establishing policies concerning assets and properties of AIC-K.
- m. Approving the annual budget for the Central Office.
- n. Receiving an annual financial report from the Treasurer.
- o. Setting policies for auditing and proper administration of finances.
- p. Arranging for the installation of Bishops.
- q. Any other duties and responsibilities as may be provided under the By-Laws.

At expiration of the five - year term, the CCC shall dissolve all councils, committees and Boards, and arrange for new elections.

3. CCC Leadership

- a. There shall be the office of the Presiding Bishop.
- b. There shall be the position of the Deputy Presiding Bishop who shall perform duties as assigned by the Presiding Bishop, or the CCC and shall act when the Presiding Bishop will be on leave, on assignment abroad, or incapacitated.
- c. Other office bearers of the Central Church Council shall include the Treasurer and the Administrative Secretary.
- d. **The Presiding Bishop:**
 - i. He shall be the spiritual leader of AIC-K
 - ii. He shall chair the CCC and the Executive Committee.
 - iii. He shall chair the Board of Trustees meetings.
 - iv. He shall prepare written reports to be read by the Administrative Secretary at the CCC meetings. The reports will focus on: general policies, vision, mission, principles, plans, budget, projects, goals, and objectives of AIC-K.
 - v. He shall be responsible for guiding the CCC in all legal matters.
 - vi. From time to time he shall publish or cause to be published employment guidelines to be followed by all the ACC Human Resources Committees;
 - vii. He shall publish or cause to be published the rules of procedure to be followed by the Church Dispute Resolution Tribunals (CDRT) established under this constitution.
 - viii. He shall appoint or cause the appointment of persons to serve as members of The Church Disputes Resolution Appeals Tribunals(CDRAT).

4. Tenure of office of the Presiding Bishop

To qualify for election as Presiding Bishop, one must have attained the age of 55 years.

The Presiding Bishop shall be elected by the Central Church Council from among the Bishops. The affected ACC will elect another Bishop.

The Presiding Bishop shall be a full-time officer of the Central Church Council.

Once elected, the Presiding Bishop shall remain in office to serve for two consecutive terms of five years each. The Presiding Bishop may be re-elected for a final term of five years if he shall not have attained the mandatory retirement age of Seventy years.

In the event the Presiding Bishop attains retirement age before expiry of his term, is incapacitated, suspended or dies, the Deputy Presiding Bishop shall act for not more than 90 days. On expiry of ninety days, an election must be held within 14 days thereof. In the event that the Office of Deputy Presiding Bishop is vacant and/or becomes vacant during this 90-day period, the Central Church Council shall convene immediately to elect a Presiding and Deputy Presiding Bishop.

5. Tenure of office of the Deputy Presiding Bishop

To qualify for election as Deputy Presiding Bishop, one must have attained the age of 55 years.

The Deputy Presiding Bishop shall be elected by the Central Church Council from among the Bishops.

The Deputy Presiding Bishop shall not be a full-time officer of the Central Church Council but shall perform duties as assigned by the Presiding Bishop. He shall be entitled to responsibility allowance.

The Deputy Presiding Bishop shall be a full-time officer at his Area Church Council. He shall act in the Office of the Presiding Bishop when the Presiding Bishop will be on leave, on assignment abroad, or incapacitated.

The Deputy Presiding Bishop may be re-elected but may not hold office for more than three terms.

6. Committees of CCC

- a) Executive Committee
- b) Finance Committee
- c) Planning Committee

- d) Scholarship Committee
- e) Governing Council - Scott Christian University
- f) The CCC may appoint other committees as need arises

7. Departments of the CCC

- a) Health Ministries Department:
- b) Child Care Department:
- c) Missions Department:
- d) Kijabe Printing Press (KPP)
- e) Biblia Husema Broadcasting (BHB)

Each department shall have a Board and Board Chairman appointed by the CCC.

8. Meetings of the Central Church Council (*Baraza Kuu*)

- a) There shall be two classes of general meetings – the Full Council Meeting and Special Council Meeting.
- b) The Full Council (CCC) shall meet once a year but not later than 31st October.
- c) The financial year of the AIC-K shall run from 1st October to 30th September of the succeeding year.
- d) The Presiding Bishop may convene a Special Council should a need arise.
- e) A notice of the Annual Full Council Meeting shall be given at least 30 days before the date of the meeting and shall be communicated by the Administrative Secretary to all ACC Administrative Secretaries through the appropriate church channel.
- f) The quorum shall be not less than half of the members of the CCC.
- g) A statement of accounts shall be made available for inspection on request.
- h) The agenda for Annual Full Council Meeting shall consist of the following; -
 - i. Prayer and Devotion.
 - ii. Confirmation of the Minutes of the previous Annual Full Council Meeting.

- iii. Matters arising:
- iv. New Business

1. Chairman's Report and its Adoption
2. Consideration of the Statement of Accounts
3. Appointment of the Auditor.
4. Such other matters as the Council may decide on as to which notice shall have been given in writing by a member or members to the Administrative Secretary at least seven days before the date of the meeting.

- v. Any other business with the approval of the Council.

I. SPECIAL GENERAL MEETING

- a. This may be called for any special purpose by the Presiding Bishop. An announcement of such special general meeting shall be given at least fourteen days prior to the date of the meeting.
- b. A Special General meeting may also be requisitioned for a specific purpose by request in writing to the Administrative Secretary signed by not less than the number required for quorum by this constitution with representation from the councils and such meetings shall be held within twenty-one days of the date of the requisition. The notice for such meeting shall be as per the "Announcement of Meeting" above and no other matter shall be discussed other than that stated in the request.

B. Procedure at Meetings

- a. The Presiding Bishop shall preside over the Annual Full Council Meeting of the CCC. In the absence of the Presiding Bishop, the

Deputy Presiding Bishop shall preside over the meeting.

- b. The chairman may at his discretion limit the number of persons permitted to speak in favour of or against any motion.
- c. Resolutions, other than resolutions to alter the constitution 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.

9. Auditor

- a. An auditor shall be appointed for the following year by the Annual Full Council meeting.
- b. All the Church accounts, records and documents shall be open for inspection by the Auditor at any time.
- c. 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 Full Central Church Council meeting.
- d. The Auditor shall examine such annual accounts and statements and either clarify that they are correct, duly vouched and in accordance with the law or report to the Central Church Council in what respect they are found to be incorrect, unvouched or not in accordance with the law.
- e. A copy of the auditor's report on the accounts and statements together with such accounts and statements shall be furnished to all members at the Central Church Council meeting at the same time as the notice convening the annual Central Church Council is sent out. An auditor may be paid such honorarium for his duties as may be resolved by the annual Central Church Council meeting appointing him.
- f. No member of the Church shall be appointed as the Auditor unless an external Christian Auditor cannot be identified.

2.FUNDS

a. Sources of funds:

a. The funds of the Church shall come from:

- Church Offerings
- Tithes
- Harvest and Thanksgiving
- Gifts
- Good-will donations
- Support from partners.
- Endowment interests.
- Project and investment share returns.
- Special appeals as approved by CCC.

b. The funds of the Church may only be used for the following purposes:

- i. The funds of the Church shall be used for such purposes as shall be determined by the policies and guidelines of the CCC which shall have authority to disburse the funds of the Church for, among others the following purposes:
 - a. General expenses;
 - b. Evangelistic activities;
 - c. Benevolence;
 - d. Upkeep of buildings and necessary contents.
 - e. Capital Development
- ii. 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 CCC.
- iii. No payment shall be made out of the Church bank account without the approval of the Church Treasurer.

- iv. 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 CCC, the Church Treasurer and the Administrative Secretary.
- v. A sum to be determined from time to time by the CCC may be kept in petty cash and/or bank accounts to be operated by persons appointed by the CCC for petty disbursements for Head Office, Councils, business units and ministries for which proper accounts shall be kept.
- vi. No funds of the Church shall be distributed among the members of the Church for personal gain.

VIII: BOARD OF TRUSTEES

A. Membership

A Board of Trustees composed of not more than 15 members, including the Presiding Bishop, Deputy Presiding Bishop, and ACC Bishops shall be appointed by the CCC.

Once appointed, a member may serve in the Board until he attains age of 70 years provided he remains of sound mind and in good standing with the church.

The Administrative Secretary and the Accountant may attend the meetings by invitation and without a voting right.

A Central Church Council meeting shall have the power to remove any of the trustees and all vacancies occurring by removal, resignation or death, shall be filled at the same or next general meeting.

The Board of Trustees is responsible to the CCC for all its actions.

B. Name

The Board of Trustees shall be called the "*Africa Inland Church-Kenya Trustees Registered*".

It shall be established under the Trustees (Perpetual Succession) Act of the Republic of Kenya and/or the applicable establishing law. The CCC shall empower the Executive Council with the right at any time to remove any Trustee from office in case of church discipline and to appoint a replacement for such as may be considered and deemed necessary.

C. Meetings

It shall meet once a year, or when necessary. The Chairman shall be the Presiding Bishop, and the Secretary shall be appointed by the members.

Quorum for any meeting will be not less than half of the full membership of the Board.

D. Seal

The Seal of the Board of Trustees shall be such as is approved by the CCC, and shall be encircled with the words the "*Africa Inland Church - Kenya Trustees Registered*". Such a seal shall be kept in the custody of the Central Office in such a manner as they shall decide, and no unauthorized person, or persons, may use it.

E. Church Property

ALL property of the Church, whether movable or immovable, shall be vested in trust in the Board of Trustees. No member and/or local church shall claim ownership of any church property within their custody.

The Board of Trustees shall hold title to, manage and control or cause to be managed and controlled pursuant to, and in accordance with the direction of the CCC, all real estate which the Church holds or in which the Church has a right or interest. The Board shall use the said properties for the sole and exclusive benefit of the AIC-K.

As directed by the CCC, the Board of Trustees shall have the right to sell, lease, transfer, and convey, or to borrow money and pledge the property (and/or authorize any of the foregoing) to secure the repayment of the same.

All Property within an ACC shall be managed by the ACC on behalf of the Board of Trustees. Before any ACC, RCC or DCC is subdivided, a signed agreement shall be made to address the issue of movable and immovable property and how it would be shared or managed.

The Board of Trustees shall receive and keep in a bank, or in a safe at the Head Office, all documents relating to properties belonging to AIC-K. No individual or council is authorized to keep custody of any original document relating to church property.

No Property may be transferred, loaned, borrowed or leased from or by AIC-K, except by specific decision and action of the Trustees as stated above.

The Board of Trustees shall give a written report to the CCC once a year.

IX: ELECTION TO OFFICES

1. The procedure for all elections shall be by secret ballot. Candidates to be elected must be nominated and seconded before any election is done. Only elected members of the council shall vote and be voted for. For any member to be elected as DCC Chairman he must be an employee in that particular DCC. At all levels, for anyone to qualify for election as Chairman/Bishop/Presiding Bishop, he must have served as Chairman at the Lower Council for not less than five years. The same shall apply for the positions of Vice-chairman/Assist Bishop/Deputy Presiding Bishop. The results must be recorded and announced to all members clearly. The declaration of all elections must be circulated to all councils at least six months before the elections for the purpose of preparation and prayer. The CCC may cut short the term of office of elected leaders as a result of church discipline.

2. All members elected, or appointed as representatives to various Councils, committees and Boards must make an effort to attend all their meetings.
3. Any representative failing to attend three (3) successive meetings with no valid reason shall lose his/her membership and a letter shall be sent to those who elected the member to elect another representative. If any official of any council falls sick such that he cannot function, his position shall be filled.
4. When an election dispute or petition arises, the higher Council shall appoint a tribunal to resolve it. Such a tribunal shall be composed of two retired pastors and two elders who shall be in good standing with the church.
5. Any financial responsibilities for members attending meetings shall be met by those being represented, and they can only meet the cost that is duly expended for.
6. CED elections shall be held not more than two weeks after council elections at all levels.

X: DISCIPLINE

Goal of Discipline

The goal of discipline is to restore a person to fellowship with the Lord and other believers. Discipline shall be carried out in accordance with Biblical principles. These are found in such scriptures as: Matthew 18:15-20, Galatians 6:1-5, 1 Corinthians 5:11-13. The detailed reasons for discipline and its administration are found in the By-Laws.

XI: DISPUTE RESOLUTION

No member of AIC-K shall take the church or church officials to court. There shall be a Church Disputes Resolution Tribunal appointed in every ACC and Church Disputes Resolution Appeals Tribunal at CCC level. Their Rules of Procedure are stipulated in the By-Laws.

If serious differences occur between members of a Church or Council at LCC, DCC or RCC level, the affected persons shall endeavor to reconcile their differences. The LCC, DCC and RCC shall each appoint an AD-HOC tribunal of spiritually mature members to settle such disputes within their respective jurisdiction. If a party or member is

dissatisfied with the decision made by a Tribunal, they may refer the matter to the higher Council up to RCC.

Tribunals appointed by DCCs and RCCs shall seek advice of the ACC if they are appointed to discuss church officials. If a tribunal is appointed to discuss a dispute or case affecting an official of the church, the higher council shall send a representative to sit in the tribunal.

Every Tribunal shall make recommendations and/or findings to the appointing authority.

If reconciliation cannot be effected by these Tribunals, they shall refer the dispute to the respective Area Church Disputes Resolution Tribunal (CDRT).

If a party or member is dissatisfied with the decision made by a CDRT, they may lodge an appeal to the Church Disputes Resolution Appeals Tribunal (CDRAT) established by the Central Church Council. The decision of the Church Disputes Resolution Appeals Tribunal (CDRAT) shall be final.

XII: AUTHORITY OF BISHOPS

Bishops shall be representatives of the CCC and Board of Trustees in their respective Areas. They shall have authority to sue and be sued on behalf of the church.

DISSOLUTION

The church shall not be dissolved except on the recommendation of the Central Church Council and at least 75% of the total membership. Before any action is taken, prior permission in writing must be obtained from the Registrar of Societies by a written application signed by the Presiding Bishop.

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 Board of Trustees shall get in and liquidate for cash all the assets of the Church.

If there are debts, assets shall be liquidated for cash, all debts paid, and the balance distributed to other churches or causes as the church sees

fit, this decision to be made at the meeting where approval was made for dissolution.

XIII: CONSTITUTIONAL AMENDMENTS

The Statement of Faith shall not be amended.

Other sections of the constitution may be amended as necessity arises.

A Constitutional Review Committee, appointed by the Executive Committee, and approved by the CCC, shall be established for reviewing the Constitution and the By-Laws as need arises.

Amendments may be proposed in any ACC at any of its Full Council meetings by a minute which shall be approved by the Council on a two-thirds ($\frac{2}{3}$) majority vote. It shall then communicate such proposal to the CCC through the Central Office for the agenda of the annual CCC meeting.

Time must be allowed for the Central Office to circulate the same proposal to all the CCC members.

Amendments may also be proposed by the CCC and Executive Committee, at any full Council meeting approved by a two-thirds ($\frac{2}{3}$) majority vote, and recorded in their minutes. Such proposals shall be communicated to all the ACCs, for their study and recommendations within one month, following the Central Church Council meeting. Recommendations and suggestions from the ACCs should be sent to the Central Office 3 months before the next CCC meeting. The proposals shall then be on notice for agenda, 1 month before the CCC meeting.

Any proposed amendment shall be considered accepted and approved if there is a two-third ($\frac{2}{3}$) majority vote by the voting members (representatives) of the CCC present at its full annual or special meeting. Approved amendments shall be forwarded to the Registrar of Societies for incorporation into the Constitution.

The exercise of reviewing the Constitution and By-Laws shall normally be carried out at least after every ten (10) years.

