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THE CONSTITUTION AND BYLAWS OF THE  
CONFERENCE OF THE CHURCH OF GOD  
(SEVENTH DAY) IN JAMAICA AND THE CAYMAN  
ISLANDS

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FOR CONSIDERATION

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**ENABLING MOTION ADOPTING  
THE RESOLUTION OF THE  
2015 COMMITTEE TO REWRITE THE BYLAWS  
OF THE CONFERENCE OF THE  
CHURCH OF GOD (SEVENTH DAY)  
IN JAMAICA AND THE CAYMAN ISLANDS**

**RESOLUTION No. 2019-01**

**WHEREAS**, the Chairman of the Conference of The Church of God (Seventh Day) in Jamaica and the Cayman Islands, in Business Session August 2, 2015, appointed a committee to rewrite the current constitution and bylaws of the Conference of the Church of God (Seventh Day) in Jamaica and the Cayman Islands.

**WHEREAS**, the Conference of the Church of God (Seventh Day) in Jamaica and the Cayman Islands deems it appropriate, as of this date, to adopt these Bylaws for the purposes of setting forth the operational structure of the Conference of the Church of God (Seventh Day) in Jamaica and the Cayman Islands, its Executive Board, and Agencies, and generally providing for the governance of its activities.

**NOW THEREFORE, BE IT RESOLVED**, that the Conference of the Church of God (Seventh Day) in Jamaica and the Cayman Islands, hereby adopt these Bylaws of the 2015 Committee to Rewrite the Bylaws of the Conference of the Church of God (Seventh Day) in Jamaica and the Cayman Islands, a copy of which is attached hereto as Exhibit A.

**BE IT FURTHER RESOLVED**, this Resolution shall be in full force and effect from "INSERT ADOPTION DATE".

**ADOPTED AND APPROVED** by the Conference of the Church of God (Seventh Day) in Jamaica and the Cayman Islands, at a regular public meeting held on the "INSERT DATE OF CONVENTION".

THE CONFERENCE OF THE  
CHURCH OF GOD (SEVENTH DAY)  
IN JAMAICA AND THE CAYMAN ISLANDS

By: \_\_\_\_\_  
"INSERT NAME",  
Amendments Committee Chair

**The Constitution and Bylaws of the  
Conference of  
The Church of God (Seventh Day)  
in Jamaica and the Cayman Islands**

**PREAMBLE**

The Conference of The Church of God (Seventh Day) in Jamaica and the Cayman Islands, herein called 'the Conference', consists of its members, ministers, ministries and congregations; and its other ecclesiastical entities or structures described in these Constitution and Bylaws along with the entities formed under the civil law to serve them.

With Christ as its head, the Conference exists to worship God, study the Scriptures, preach the Gospel of Jesus Christ, nurture believers, foster fellowship among its members, and serve humanity.

The Conference provides trained personnel, services, resources, and materials to its members, ministers, ministries and congregations.

The Conference extends ministerial recognition, conducts biblical studies, establishes doctrine, and develops pastoral and evangelistic programmes through its Ministerial Council, herein called 'the Council'. It offers assistance internationally through its membership in the International Ministerial Congress and missionary activity.

These Bylaws set forth the basic articles for the governance of the Conference and its related ecclesiastical and civil entities and structures.

**GENERAL NORMS**

**1. Scriptural Foundation**

The first source of the Conference's law, as contained in these Constitution and Bylaws, is the Old and New Testaments, including its doctrines derived from those Scriptures and expressed in its *Statement of Faith* established by the Council.

**2. Supremacy**

These Conference Constitution and Bylaws state organizing principles and law. They abrogate, amend, or supplement all contrary law, organizing documents, bylaws, and customs of ecclesiastical and civil entities and structures affiliated with the Conference regardless of whether they were developed by them earlier or later than these Bylaws.

**3. Applicability**

These Bylaws bind the Conference, its officers, employees, members and all ecclesiastical entities and structures described in these Bylaws along with all entities formed under the civil law to serve them, without limitation.

**4. Civil Law**

Civil law should be given effect so long as it is not inconsistent with the Scriptures and the *Statement of Faith*.

## **ARTICLE I Name**

This body shall be known as The Church of God (Seventh Day) in Jamaica and the Cayman Islands, with conference office at 65 Carawina Avenue, Kingston 20, Jamaica.

## **ARTICLE II Object**

The Object of the Conference shall be to:

- A. Promote the gospel of Jesus Christ; coordinate the work of preaching the gospel of the kingdom for the salvation of souls; teach principles of morality, benevolence, and charity;
- B. Receive as members those who believe the gospel and express faith in Jesus Christ as Saviour and Lord; and,
- C. Receive funds and hold real and personal property for the purpose of maintaining the Conference and supporting its objectives.

## **ARTICLE III Members**

### **Section 1. Qualification**

All those who have expressed faith in Jesus Christ and have been baptized, as well as uphold the doctrinal beliefs and principles of the Conference; are qualified to become members of the Conference.

### **Section 2. Admission**

Membership shall be issued by the Conference upon receipt of a completed Conference Registration form.

### **Section 3. Congregational Membership**

All members who attend and participate in a local church or mission shall be members of the Conference.

### **Section 4. Zone Membership and Members-at-Large**

- A. All members of the Conference shall normally be members of the zone in which they reside.
- B. The zone coordinator may admit as members-at-large those qualified persons who cannot participate in a congregation but support and participate in the Conference's programmes.
- C. A member of a congregation may become a member-at-large, with the written permission of his/her Pastor, congregation and zone coordinator.

### **Section 5. Discipline**

- A. It shall be the responsibility of a church committee to discipline the members of their congregation, and zone coordinators their members-at-large.

- B. Discipline may range from a reprimand to suspension of membership privileges for a specific period of time, to termination of membership.
- C. Discipline shall be administered in accordance with the New Testament and the Conference's parliamentary authority, with restoration as the primary object.
- D. Members who are disciplined may appeal to the Executive Board in writing for an acquittal or reduced penalty within fourteen days of their notification of discipline.
- E. Disciplinary matters involving members of the Ministerial Council shall be applied according to the Bylaws of the Ministerial Council.

#### **Section 6. Termination of Membership**

Membership in a zone, local church, or mission terminates upon:

- A. Revocation;
- B. The member's death;
- C. Transfer of membership to a non-affiliated ecclesiastical entity;
- D. Voluntary cessation of attendance of Sabbath services or financial support of the zone, local church or mission for a period of one year.

#### **Section 7. Reinstatement of Membership**

Those whose membership has been terminated may be reinstated by the Conference upon receipt of a completed Conference registration form.

### **ARTICLE IV Board of Directors**

#### **Section 1. Membership and Qualifications**

The Board of Directors of the Conference hereafter called the 'Executive Board' shall consist of seven male-from-birth members of the Conference and shall include at least four ministers holding valid license or credentials with the Conference of the Church of God (Seventh Day) in Jamaica and the Cayman Islands who:

1. possess the requisite qualifications for church leadership as cited in 1 Timothy 3:2-7 and Titus 1:6-9;
2. are at least thirty years old; and,
3. have been members of the Conference in good standing for at least five years prior to their nomination.

#### **Section 2. Term**

- A. The term of office shall be four years or until a successor has been elected.
- B. Members shall be elected during conference at each biennial convention and shall assume their duties immediately following their election.

C. Board members may succeed themselves.

### **Section 3. Vacancies**

The Executive Board may fill vacancies until the next meeting of the Conference, at which time a member shall be elected for the unexpired term.

### **Section 4. Duties**

- A. The Executive Board shall carry out the mandate of General Conference and shall exercise all the authority of the Conference when the Conference is not in session, except to amend the Constitution and these Bylaws.
- B. The Executive Board shall carry out the stated objectives of the Conference by:
  - 1. electing its officers;
  - 2. appointing committees and other personnel it deems necessary for the effective and efficient operation of the Conference and its Ministries;
  - 3. establishing intermediate administrative branches within geographic areas of Jamaica and the Cayman Islands known as zones and appointing zone representatives to supervise each zone;
  - 4. establishing Conference Ministries to provide programs and services and causing to be appointed or appointing directors to administer each Conference Ministry;
  - 5. setting a time and place for each annual conference;
  - 6. appointing a program committee to plan each annual conference;
  - 7. adopting budgets for the Conference and its ministries; and,
  - 8. bonding treasury personnel to insure the security of monies and properties that come under their jurisdiction.

### **Section 5. Election**

#### **A. Nominations**

- 1. A Nominating Committee of three members of the Conference shall be selected as follows: two members shall be elected by the Conference in session and one shall be named by the Executive Board. This committee shall serve from the conclusion of the session in which it is selected until it makes its report to the next conference.
- 2. The nominations offered by the Nominating Committee shall comprise the slate of nominees for membership on the Executive Board.
- 3. The slate of nominees shall contain at a minimum, the number of vacancies to be filled on the Executive Board.
- 4. The final slate of nominees and a résumé for each nominee shall be presented to the Conference's membership at least 14 days prior to the Conference where elections are to be held.
- 5. Nominations may also be accepted from the floor.

6. Nominees at the Conference shall be permitted two minutes each to introduce themselves to the members and indicate their commitment to the Conference and intention to serve as elected.

## **B. Balloting**

1. The election shall be by approved paper ballots or electronic ballot.
2. On the first ballot, each member shall cast his or her ballot for the three or four nominees from the slate of nominees to fill the three or four four-year terms of membership on the Executive Board.
3. If the required three or four nominees are not elected on the first ballot, balloting shall continue as follows:
  - a. Balloting shall be from the full slate of nominees.
  - b. Each ballot shall contain the number of names required to fill the remaining four-year terms.
  - c. When only one four-year term remains to be filled, the vote shall be for one name from the full slate of nominees.
  - d. If no one receives a majority vote, the number of candidates for the next ballot shall be reduced to the two nominees who have received the highest number of votes cast.
4. After filling all four-year terms, abbreviated terms, if any, shall be filled.
  - a. Each ballot shall be cast for the number of candidates required to fill all vacancies.
  - b. When two or more nominees are elected on one ballot, those who receive the highest number of votes above the majority are elected to longer terms.
  - c. When only one term is to be filled, the procedures in 3.c and 3.d shall be followed.
5. A majority vote shall elect, but in the event more nominees receive a majority vote than there are offices to be filled, those receiving the highest number of votes shall be elected in descending order to fill remaining vacancies.

## **Section 6. Meetings**

- A. The Executive Board shall meet at least once per quarter.
- B. The Executive Board shall also choose the time and place for its annual retreat.
- C. The chairman may call special meetings with the approval of three Executive Board members, or at the request of a majority of the Executive Board.
- D. Outside of quarterly meetings, business may be conducted by mail, e-mail, telephone conference calls, or video conference calls between Executive Board members.
- E. The Executive Board may meet while the Conference is in session to select its officers.
- F. Five members of the Executive Board shall constitute a quorum.

## **Section 7. Discipline**

A member of the Executive Board may be reprimanded, suspended, or deposed from office provided the procedures for such action outlined in the parliamentary authority of the Conference and the New Testament are followed.

## **ARTICLE V**

### **Officers of the Conference**

#### **Section 1. Identification**

The officers of the Executive Board of the Conference shall be chairman, vice-chairman, secretary, and treasurer. The offices of secretary and treasurer may be combined.

#### **Section 2. Selection**

The Executive Board shall elect the chairman and vice-chairman from its membership and may elect a secretary and treasurer from its membership, or appoint a secretary and treasurer from the membership of the Conference.

#### **Section 3. Term**

- A. The officers shall serve for the biennium following the convention at which they are elected or until their successors have been elected.
- B. The officers may succeed themselves.

#### **Section 4. Duties**

- A. The Chairman shall:
  - 1. Preside at the business meetings of the Conference and Executive Board.
  - 2. Exercise the authority and perform the duties assigned to him by the Executive Board and act as the Chief Executive Officer of the Conference.
- B. The Vice-Chairman shall exercise the authority and perform the duties of the Chairman in his absence or disqualification.
- C. The Conference Secretary shall:
  - 1. Act as the recording secretary at the meetings of the Conference and Executive Board.
  - 2. Ensure the records of the Conference are kept and updated.
  - 3. Ensure reports are compiled, made, and filed as required by the Conference, its Executive Board, and its Ministries.
  - 4. Ensure that relevant information is disseminated to the Conference.
- D. The Treasurer shall:
  - 1. Ensure a faithful record of all funds and properties of the Conference and its Ministries is kept.



2. Ensure funds are received and dispensed, and 'audited' reports are made as required by the Conference, its Executive Board, its Ministries and Zones.
3. Ensure that the requisite reports are prepared and filed at the relevant government offices as prescribed by law.

## **ARTICLE VI**

### **Conference and Conventions**

#### **Section 1. Types of Conferences**

##### **A. Biennial Conventions**

The Conference's biennial conventions are open to all members and friends of the Conference to attend and shall include business meetings, worship services, and biblical instruction as deemed appropriate by the Programme Committee.

##### **B. Annual Conferences**

The annual Conferences are open to all members of the Conference to attend and shall include business meetings worship services, and biblical instruction as deemed appropriate by the Programme Committee.

#### **Section 2. Time and Place of the Conventions and Conferences**

The Executive Board shall establish the time and place of the annual conferences and biennial conventions and announce the date and location to the membership no less than six months in advance.

#### **Section 3. Special Meetings**

- A. A special business meeting may be called by the adoption of a resolution setting forth the purpose of the meeting by a two-thirds vote of the:
  1. Executive Board; or,
  2. Membership of the Council as at the date of the resolution.
- B. The call for a special meeting shall be announced to the membership not less than ninety days prior to the conference.
- C. The business to be transacted in a special meeting shall be limited to those items contained in the announcement to the Conference.

#### **Section 4. Conduct of Conference Business Meeting**

The business meeting of the Conference shall be conducted by members of the Conference who are eighteen years or older and have registered with the registration committee to vote in the business session.

#### **Section 5. Content of Biennial Convention Business Meeting**

The Chairman shall submit for the Conference's approval at its call to order a list of rules and orders for each day of business. These rules and orders shall provide for:

A. Preliminary items:

1. Opening devotion conducted by the Chairman including Scripture reading and prayer.
2. Report of the Registration Committee to establish a quorum.
3. Call to Order.

B. Reports concerning the activities and the state of the Conference since the previous conference. These shall include reports by:

1. The Executive Board Chairman on the State of the Church
2. The Secretary of the Executive Board;
3. Treasurer;
4. Churches in the Zones (Coordinators);
5. Ministries' Director(s);
6. President of the Council;
7. Resolutions & Amendments Committee.

C. Elections of members to the Executive Board, the National Men's Ministry, the National Women's Ministry, the Faithful Youth Challengers' Department and the Nominations Committee;

D. Consideration of motions put forward by members;

E. Open Forum for Questions.

**Section 6. Voting**

A. Each member shall be entitled to one vote.

B. Proxy and absentee votes shall not be accepted.

**Section 7. Quorum**

A quorum shall be a majority of the registered members attending the conference at the opening of the first business session.

**ARTICLE VII  
Committees**

**Section 1. Programme Committee**

The Executive Board shall appoint a Programme Committee to arrange for the annual conference and biennial convention. This committee shall be appointed not less than ten months prior to the date of the conference/convention, and submit a final report within one month after the conference/convention. It shall be the responsibility of the Programme Committee to plan the agenda for the convention, arrange publicity, appoint appropriate sub-committees, submit rules, and notify principal participants.

## **Section 2. Amendments & Resolutions Committee**

An Amendments & Resolutions Committee of three shall be appointed by the Chairman to:

- A. Review proposed amendments to these Bylaws and prepare them for presentation to the Conference business meeting. The committee appointed during each convention shall begin to serve at its conclusion and continue to serve until it has completed its report to the succeeding convention; and
- B. Receive resolutions signed by at least two members. It shall report to the Conference business meeting all resolutions presented to it, except those considered out of order or otherwise in conflict with these Bylaws. Resolutions signed by fifteen members shall be reported to the business meeting even if deemed out of order or otherwise in conflict with these Bylaws.

## **Section 3. Registration Committee**

A registration committee of three shall be appointed by the Chairman prior to the business session of the conference to:

- A. register all members present for participation in the business of the conference. It shall report the number of registrants and determine the presence of a quorum when requested to do so; and,
- B. determine the eligibility of each registrant to participate in the business of the conference. If the committee is unable to determine the eligibility of a registrant, the name may be submitted to the Executive Board for determination.

# **ARTICLE VIII**

## **Local Church and Mission**

### **Section 1. Local Churches**

- A. **Definition.** A local church is a congregation of members who support the *Statement of Faith*, participate in the financial programme of the Conference, and gather under the spiritual oversight of one Pastor who serves on the Committee. Ideally, local churches should be served by a Pastor who is financially compensated, enabling him to devote full-time to the pastoral ministry of preaching, teaching, praying and equipping of the saints.
- B. **Recognition.** The Conference recognizes a local church upon the passing of a resolution at General Conference indicating that the congregation qualifies as a local church. The resolution shall be sponsored by either:
  - 1. the Executive Board; or,
  - 2. a Pastor and/or the zone coordinator of the zone in which the congregation assembles.
- C. **Assignment.** Each local church is assigned to:
  - 1. preach the Gospel and make disciples of Jesus Christ who gather on the Sabbath for prayer and worship;
  - 2. foster community, train and inspire members to serve others;
  - 3. acquire, hold, and maintain real and personal property on behalf of the Conference;

4. cooperate with the Conference and its leaders; and,
5. support Conference departments and ministries.

#### D. Administration

##### 1. Pastor

- a. **Requirements.** The pastor shall hold a Ministerial Licence or Ministerial Credential with the Council, and attend development sessions arranged from time to time.
- b. **Assignment.** The assignment of the Pastor shall be done by the Executive Board after consultation with the zone coordinator and the Church Committee.
- c. **Duties.** The pastor shall serve, direct and care for the local church consistent with its purposes. He shall have the freedom of the pulpit and be accountable to the Committee and the congregation. He shall consult and cooperate with the zone coordinator in support of Conference ministries and initiatives.

##### 2. Evangelist/Missionary

- a. **Requirements.** Evangelists/Missionaries shall hold Ministerial Documentation from the Ministerial Council.
- b. **Roving Evangelist/Missionary.** An Evangelist/Missionary who is not assigned to a Local Church will be required to serve the Conference in a general way as directed by the Executive Board from time to time.
- c. **Assigned Evangelist/Missionary.** Evangelists/Missionaries may be assigned by the Executive Board to a Local church and will assist the Pastor.
  - i. **Duties.** Under the direction of the pastor, the assigned Evangelist/Missionary shall serve, direct and care for the local church, consistent with its purposes, with a special focus on evangelism. He/she shall have the freedom of the pulpit and be responsible to the Committee and the congregation. He/she shall consult and cooperate with the Zone Representative in support of Conference Ministries and initiatives.

##### 3. Deacons

- a. **Qualifications.** A deacon is a spiritually mature individual who meets the biblical qualifications stated in 1 Timothy 3:8-13 and who is willing to fulfil the responsibilities of the office. A deacon must have been a member of the local church for at least two years prior to selection.
- b. **Duties.** Deacons shall assist the pastor by providing services that facilitate time for the Pastor to give attention to prayer and the ministry of God's Word. The Deacons shall work to build up the local church and the Conference.

##### 4. Church Committee

- a. **Qualifications.** Members of the Church Committee are spiritually mature individuals in good standing who are willing to fulfil the responsibilities of the office. A member of the Church Committee must have been a member of the local church for at least two years prior to selection.

- b. **Composition.** The Church Committee shall be comprised of no fewer than three members, including the Pastor, assigned Evangelist /Missionary, and Deacon(s), with the total number of committee members determined by the local church. As far as is possible only one member of the same family shall be on the Church Committee.
- c. **Term.** The term of office shall be staggered, and last for two years, with no more than two-thirds of the Church Committee members elected biennially. Church Committee members may succeed themselves.
- d. **Duties.** Subject to other provisions within these Bylaws, the church committee shall govern the local church. The church committee shall:
- i. Determine programmes;
  - ii. Approve budgets;
  - iii. Arrange for a financial audit;
  - iv. Evaluate the pastor; and,
  - v. Elect officers and appoint other positions; the positions of treasurer and secretary may be combined.
- e. **Election.** Church Committee members shall be elected to terms biennially except when a vacancy is being filled. Committee members may succeed themselves.
- f. **Meetings.** The Church Committee shall meet at regularly scheduled times, but not less than quarterly. Special meetings may be called by the Pastor provided the meeting and its agenda is announced to the church committee members at least one week before the meeting; or, at the request of a majority of members of the Church Committee.
- g. **Nominating Committee.** The Church Committee shall appoint a nominating committee no less than thirty days before the biennial meeting where elections will be held. The church committee may serve as the nominating committee. Ideally, it should nominate at least two candidates for each position to be filled. Nominations shall also be taken from the floor, when available.
- h. **Vacancies.** The Church Committee may fill vacancies by appointment for the unexpired term of the vacant Church Committee member, providing a majority of the original Church Committee members remain. All appointed Church Committee members shall serve until the next congregational business meeting.
- i. **Officers**
- i. **Chairman:** The pastor will serve as the chairman of the committee. The chairman shall preside at Church Committee and congregational business meetings.
  - ii. **Vice-Chairman:** The committee shall elect a vice-chairman from among the members of the committee. The vice-chairman shall execute the duties of the chairman in his absence.
  - iii. **Treasurer:** The local church shall have a treasurer appointed by the church committee or elected biennially. The treasurer shall keep a timely record of receipts and disbursements; present financial reports, to the church committee and congregation on a quarterly basis; and to the Conference Treasurer on a monthly basis. The treasurer may be a member of the church committee.
  - iv. **Secretary:** The local church shall have a secretary appointed by the church committee or elected biennially. The secretary shall prepare and keep a copy of the minutes of all business

meetings of the members of the congregation and of the meetings of the church committee. The secretary shall maintain a local church registry and forward notices of new members, transferred members, and former members to the Conference Secretary on a timely basis. The secretary may be a member of the church committee.

- v. The offices of secretary and treasurer may be combined.
- E. **Business Meetings.** Local churches are required to hold business meetings at least twice annually; one of which must be for the purpose of receiving the pastor's (or presiding officer's) State of the Church Report, secretary's report and the treasurer's financial report, electing and appointing officers to church committees as necessary, and conducting other business as necessary. Notice of the meetings shall be given to the members at least four weeks in advance. Members who are eighteen years of age and older are eligible for voting in the meeting.
- F. **Change in Local Church Status.**
- 1. The Executive Board may, after consultation with the pastor and the church committee, change the status of a local church.
  - 2. The reasons for such change of local church status may include:
    - a. circumstances when the local church is no longer viable;
    - b. the local church, for a period of twenty-four consecutive months, did not have the requisite number of members to qualify as a local church;
    - c. the local church or its leaders are engaging in conduct contrary to the Conference's mission and Bylaws; and,
    - d. the local church or its leaders are engaging in conduct, teaching, or worship contrary to the *Statement of Faith*.
  - 3. Any change in local church status based on doctrinal concerns shall require the consultation of the officers of the Ministerial Council.

## Section 2. Mission

- A. **Definition.** A mission is a congregation of members who support the *Statement of Faith*, participate in the financial programme of the Conference, and gather under the leadership of a Mission leader, but is not qualified to organize as a local church. Each mission is an ecclesiastical entity and is responsible for its debts.
- B. **Recognition.** The Conference recognizes a mission upon the passing of a resolution indicating that the congregation qualifies as a mission. The resolution shall be sponsored by either:
- 1. the Executive Board; or,
  - 2. a pastor and the zone coordinator of the zone in which the congregation assembles.
- C. **Assignment.** Each mission is assigned to:

1. preach the Gospel and make disciples of Jesus Christ who gather on the Sabbath for prayer and worship;
2. foster community, train and inspire members to serve others;
3. acquire, hold, and maintain real and personal property as their possessions on behalf of the Conference;
4. cooperate with the Conference and its leaders; and,
5. support Conference ministries.

**D. Administration**

**1. Mission Leader**

- a. **Appointment.** Every Mission shall have a Mission leader. The zone representative or Licensed or Credentialed Minister of an affiliated local church shall appoint a mission leader. The initial term of the Mission leader shall be not less than six months or more than two years. Mission leaders may succeed themselves.
- b. **Duties.** The mission leader shall direct the mission and preside over the weekly mission program in consultation and cooperation with the zone representative or Licensed or Credentialed Minister involved in the establishment of the mission.

**E. Transition to Local Church Status.** Whenever a mission qualifies to become a local church, it may petition the zone coordinator for such status.

**F. Dissolution and Merger.** The zone coordinator, in consultation with the mission leader and with the approval of the Executive Board, may dissolve a mission that has become nonviable, or merge it into another mission or a local church when, in their opinion, it is in the best interests of the members.

**Section 3. Appeal**

If a local church or mission is unable to resolve an internal dispute it may appeal to the Executive Board through the zone coordinator, for resolution or arbitration.

**ARTICLE IX  
Zones**

**Section 1. Definition**

- A. A zone is an intermediate administrative branch in a designated geographic area of the Conference under the leadership of the Executive Board and a zone coordinator.
- B. The Executive Board authorizes a zone and defines its boundaries.

## **Section 2. Assignment**

The zone exists to implement Conference vision, programmes and ministries by:

- A. facilitating communication between the Executive Board and membership;
- B. assisting with the placement of congregational leaders;
- C. encouraging and supervising congregational leaders;
- D. facilitating inter-congregational activities;
- E. assisting in the planting and nurturing of missions and local churches;
- F. seeking to fund activities of the zone; and,
- G. carrying out other activities as assigned by the Executive Board.

## **Section 3. Zone Coordinators**

The Executive Board shall appoint the zone coordinators whose duties shall be to exercise authority and oversight in the zone consistent with its assignment, these Bylaws, and directions from the Executive Board.

# **ARTICLE X Ministerial Council**

## **Section 1. Identification**

The organization of the ministers of the Conference shall be known as the Ministerial Council, herein called the Council.

## **Section 2. Authorization**

The Conference authorizes the Council to operate in accordance with its own bylaws, provided those bylaws do not contradict these Conference bylaws.

## **Section 3. Assignment**

The Council exists to:

- A. set forth the doctrinal teachings and principles of the Conference;
- B. interpret doctrine;
- C. establish standards and qualifications for Ministers of the Conference;
- D. issue ministerial documents;
- E. apply disciplinary procedures;
- F. refer doctrinal studies to the International Ministerial Congress; and,



G. select delegates to the International Ministerial Congress.

## **ARTICLE XI**

### **Ministries and Departments**

#### **Section 1. Preface:**

National Ministries and Departments are established in the Church to provide opportunities for the utilization of gifts, for the well-being of the Body. The ministries promote the objectives of the Church through the development and implementation of evangelistic, pastoral, educational, and benevolent programmes. The Executive Board is responsible for the supervision and development of the work of the ministries and departments through its Ministries Coordinator as liaison. They are tasked with carrying out specific assignments of the Executive Board. Established ministries or departments of the Conference include but are not limited to:

- i. National Men's Ministry
- ii. National Women's Ministry
- iii. Faithful Youth Challengers' Department
- iv. Children's Ministry
- v. Wellness and Wholeness Ministry
- vi. National Prayer Ministry
- vii. Evangelism Department
- viii. Music Ministry
- ix. Welfare Ministry
- x. Church Communication Department

#### **Section 2. Structure:**

The administrative committee of each ministry and department shall comprise odd numbers primarily to facilitate planning and implementation of decisions and effective operations. The officers of each committee shall be director or president, deputy director or vice president, secretary, and treasurer. The offices of secretary and treasurer may be combined.

#### **Section 3. Selection of officers:**

The Executive Board shall see to the selection of members to serve on the administrative committee for each department by appointment or election. For these elections, the rules outlined in *Article IV, Section 2 and 5* apply.

#### **Section 4. Major roles of officers:**

- A. **Director/President:** Responsible for the overall running of the department or ministry and reports to the Executive Board and the Conference as required. He/she receives direction from the Executive Board and effects them through sub-officers. The main duties include:
1. chairing committee meetings;
  2. ensuring that the committee is in touch and works closely with the Executive Board, local churches, and other ministries or departments; and,
  3. providing leadership, direction and motivation for members of the committee, members of the Department or Ministry and the Conference as a whole.
- B. **Secretary:** Responsible for the recording and preparation of minutes of meetings, the receipt, reply and safe keeping of correspondence and the general sharing of information. The main duties include:
1. facilitating the coordination of activities, meetings and other programmes;
  2. informing and reminding committee members of the date, time and venue for meetings;
  3. producing minutes of meeting in good time before meetings;
  4. carrying out other duties that may be considered appropriate; and,
  5. submitting quarterly reports to the Executive Board through the Ministries' Coordinator.
- C. **Treasurer:** Accountable for the income and expenditure that occurs in the ministry or department. The main duties include:
1. preparing income and expenditure statements as required from time to time;
  2. exercise proper control of funds as directed; and,
  3. administer accounts in accordance with approved rules and regulations.

## **Section 5. Mode of Operation**

- A. The administrative committee of each ministry or department shall seek to establish programmes nationally in accordance with its mandate.
- B. The Executive Board will support and facilitate the programmes, projects and promotion of the ministries or departments nationally.
- C. The administrative committee of the ministries or departments will work closely with local Pastors, Church officers and relevant representatives in the planning and implementation of programmes, projects and other activities.
- D. Each ministry or department shall submit quarterly reports of plans, proposals achievements and activities to the Executive Board through the secretary or coordinator of ministries.
- E. Ministries or departments shall collaborate and work closely with each other to facilitate support and involvement in as many activities as possible.
- F. There will be a department/ministry established in each Church, with officers appointed according to approved procedures and criteria.

- G. Pastors are expected to ensure that at a minimum, there are representatives for each ministry or department and will be accountable for the appropriate functioning of each.

## **ARTICLE XII**

### **Financial Policy**

The financial policy of the Conference shall be based upon the giving of tithes and offerings by the Conference membership.

#### **Section 1. Identification**

- A. Tithe: a tenth of one's earnings.
- B. Offerings: contributions in addition to one's tithes.

#### **Section 2. Treasury**

- A. Local churches and missions shall have treasurers who shall receive tithes and offerings from their membership for the support of their local work, and the Conference's ministries.
- B. The Conference office shall receive a percentage of the total tithes and offerings from local churches and missions for the purpose of fulfilling its assignment. This percentage shall be established by the Executive Board, but shall not exceed forty per cent (40%).

#### **Section 3. Financial Partnership**

The plan for the support of the work of the Conference shall be to allow local churches and missions to manage their financial affairs provided they:

1. remit monthly, the portion of tithe and offerings receipts equal to the percentage set by the Executive Board;
2. forward all offerings designated for Conference use to the Conference treasury within fourteen days after the end of the month in which they were received;
3. assume full responsibility for all other expenses, including the payment of salary, benefits, and expenses for its pastor and other employees; and,
4. submit a copy of its monthly financial report to the Executive Board detailing receipts and disbursements.

## **ARTICLE XIII**

### **Parliamentary Authority**

The parliamentary authority of the Conference and all affiliated entities shall be the most recent version of *Robert's Rules of Order Newly Revised*.

**ARTICLE XIV**  
**Amendment of Bylaws**

**Section 1.      Qualification**

One or more of the following may propose an amendment to these bylaws:

- A. the Executive Board;
- B. the Ministerial Council;
- C. the Amendments & Resolutions Committee; or,
- D. twenty or more members of the Conference who have signed a typed petition bearing the full text of the proposed amendment and each member's name and local church or mission.

**Section 2.      Prior Notice**

- A. Proposed amendments shall be submitted in writing to the Amendments & Resolutions Committee no less than 120 days prior to the business session at General Conference. The Committee may modify the form, but not the content, of the amendment.
- B. The Amendments & Resolutions Committee shall distribute proposed amendments to the members no less than sixty days prior to the business session.

**Section 3.      Adoption**

The Conference members in session adopt an amendment by a two-thirds vote.