

**COMMITTED BELIEVERS**

**EVANGELICAL**

**MINISTRY OF AFRICA**

**CONSTITUTION**

**AMMENDMENT 2024**

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## **1.CHAPTER ONE**

### **1.1. SECTION I: PREAMBLE**

#### **1.1.1. NAME**

The name of this Ministry is **COMMITTED BELIEVERS EVANGELICAL MINISTRY OF AFRICA**, abbreviated as “C.B.E.M – AFRICA”. The headquarters of this Ministry is at Chafisi Baptist Church compound, situated in Kilifi County, Malindi Sub- County, Gede location in the coastal region of Kenya. Registered on 16<sup>th</sup> August,2011.

#### **1.1.2. ADDRESS:**

**Postal Address: - P.O BOX 13-80208 GEDE  
MALINDI-KENYA**

#### **1.1.3. MISSION**

Reaching the un evangelized people groups of Africa, with the gospel and love of our Lord Jesus Christ, planting mission minded churches, providing opportunities for Ministry to exercise their spiritual gifts, training Ministers for effective Ministry in thefield, mobilizing believers to serve God at all cost, reviving churches to be purpose driven and performing Priestly functions.

#### **1.1.4. VISSION**

To be an effective Christian Organization that reaches the unevangelized people groups of Africa with the Gospel and love of our Lord Jesus Christ, plant mission minded churches, and to develop missionaries.

#### **1.1.5. MOTTO**

“C.B.E.M.” Dedicated for the going business! (1 Peter 2:9, Matthew 28:19-20)

#### **1.1.6. CORE VALUES**

Committed for fulfilling the great commission (Matthew 28:19-20)

Committed for fulfilling the great commandment (Mark 12:29-31)

Committed for maintaining Christian and missionary integrity (1Cor 9:19-23)

Committed for holding in reputation all ministers serving within CBEM and honoring all sacrifices offered towards CBEM work (Philippians 2:29-30)

#### **1.1.7. MOTIVE**

To be an association of Churches globally, focused on missions

### **1.1.8. OUR COLOURS**

C.B.E.M – AFRICA as a reaching ministry have adopted the Christian flag colors

## **1.2. SECTION II**

### **1.2.1 STATEMENT OF FAITH**

2. One God, eternally existent in trinity: – Father, Son and the Holy Spirit.
  
3. The Holy Scriptures, as originally given by God, Divine, Inspired, Infallible, entirely trustworthy and the Supreme authority in all matters of faith and conduct.
  
4. The Lord Jesus Christ, God Manifest in the flesh, His virgin birth, His sinless human life, His miracles, His vicarious and atoning death, His resurrection, His ascension, His Mediatory Work and His personal return in power and Glory.
  
5. The Salvation of the lost and sinful Man through the shed blood of the Lord Jesus Christ by faith apart from works and regeneration by the Holy Spirit
  
6. The Baptism of believers by emersion in the name of the Father, Son and Holy Spirit
  
7. The Holy Spirit by whose in dwelling the believer enables him to live a holy life, to witness and work for the Lord Jesus Christ
  
8. The priesthood of all believers

- 9 The personal existence of Satan, whose intent is to oppose God and frustrate His purpose and whose ultimate end is consignment to eternal punishment
10. The bodily resurrection of all the dead, of the believers unto everlasting blessedness and of the unbelievers unto judgment and everlasting punishment

## **CHAPTER TWO**

### **2.1. SECTION I**

#### **2.1.1 OBJECTIVES**

1. To reach the evangelized people groups of Africa with the Gospel and love of our Lord Jesus Christ, beginning with the people groups of the Kenyan Coastal region (Mathew 28:19-20, Mark 16:15, Acts 1:8, Acts 10:38)
3. To Plant mission minded Churches (Mathew 16:18)
4. To provide opportunities for Ministers to exercise their spiritual gifts (Romans12:4-5)
5. To train Ministers for effective Ministry in the field (2 Tim 2:2)
6. To mobilize Ministers to serve God at all cost (Philippians 2:5-8)
7. To revive Churches to be purpose driven (Proverbs 27:17)
8. To perform church priestly functions such as ordaining ministers, burial, baptismal and to officiate marriage ceremonies.

## **2.2. SECTION II**

### **2.2.1. ACTIVITIES**

**1. To reach the unevangelized people groups of Africa with the Gospel and love of our Lord Jesus Christ, beginning with the people groups of the Coastal region of Kenya through: -**

- a). Searching the un evangelized people groups of Africa starting with the people groups of the Kenyan coastal region by teams of missionary surveyors and targeting them with the Gospel through love of our Lord Jesus Christ.
- b). Necessary mission strategies such as orphan children and People Living with Disabilities centers.
- c). Mission projects such as, water, health, educational and other charity projects.
- d). Mission ministries such as VBS, Youth, Men, and Women ministries.
- e). Giving social services such as, medicine, food, clothes etc.
- f). Planting a church that suit with the people.
- g). Identifying and training a pastor of that particular people group

**2. To Plant mission minded Churches through: -**

- a) Searching the needy areas of Africa through teams of missionary surveyors and mobilize churches to send teams of pastors and evangelists to go and do: -
  - I. Door to door evangelism
  - II. One to one through giving medicine or other social services

- III. Open air Crusades
  - IV. Jesus' inspiration film
- b) Starting a church under our missionary and organized it to be focused on missions through: -
- I. Taking the new church through systematic discipleship Programme facilitated by CBEM full-time missionaries.
  - II. Giving the church the CBEM constitution.
  - III. Compiling a yearly calendar of activities that focuses on the five purposes of the church.
- c) Identifying a gifted called minister from the ministry who will be appointed by the ministry and who is ready to serve full-time as a pastor and give him a theological training.
- d) Involving the new church to participate in CBEM mission trip schedule

**3. To provide opportunities for Ministers to exercise their spiritual gifts through:-**

- a) Sharing ministry opportunities within CBEM to all evangelical churches worldwide through social media
- b) Sharing ministry opportunities to all short-term missionaries both national and international by visiting their churches and countries, sharing to them and inviting them to join the team
- c) Sharing ministry opportunities to all the visiting teams and honor them by ordaining them to be recognized ministers of CBEM

- d) Involving ministers in ministerial activities suited to their gifts during mission trips
- e) CBEM leadership to identify and recognize special gifts that will come up during mission camps and honoring it by ordaining the minister
- f) Inviting short term missionaries through their churches by writing CBEM official invitation letter to the church recommending the needed services and the ministers who are willing to offer their service.

**4. To train Ministers for effective Ministry in the field through: -**

- a) C.B.E.M. Theological Training Center (a School of Ministry).
- b) Holding training session for short-term courses and offering certificate of completion and participation
- c) Mentorship
- d) Holding annual Mission Conferences

**5. To mobilize Ministers to serve God at all cost through: -**

- a) Challenging them for service during mission camps
- b) Recognizing and Acknowledging Ministers gifts and ordaining them publicly for service
- c) Encouraging Ministers to utilize their resources for mission work
- d) Recognizing and reserving the history of each minister's sacrifice towards CBEM mission work

- e) Motivating them by giving of appreciation certificates
- f) Supporting ministers serving full-time in CBEM work with basic needs
- g) Motivating Pastors and wives of CBEM churches with annual Pastors and wives' retreats

**6. To revive Churches to be purpose driven though: -**

- a) Ministry Promoters (CBEM affiliates church pastors)
- b) Holding Church Centered Mission Seminars
- c) Initiating Church prayer schedule
- d) Initiating CBEM churches fellowship Programme

**7. To perform church priestly functions such as ordaining ministers, burial, baptismal and to officiate marriage ceremonies through: -.**

- a) The Bishop, Overseers, missionaries and ordained pastors shall be the ordaining council of the ministry.
- b) The executive committee shall be the board for recommending ordained ministers for licensing

## **CHAPTER THREE**

### **3.1. SECTION I: MEMBERSHIP**

This Ministry is comprised of members of Inter-denominational Evangelical Churches who have received the Lord Jesus Christ as their Lord and personal Saviour, have been baptized by emersion in the name of the Father, the Son and the Holy Spirit and have caught the vision of this Ministry.

One must be an active member of the live body of our Lord Jesus Christ who will represent Jesus in living holy life and who will be committed to support the mission of this ministry.

#### **3.1.1. MEMBERS**

This Ministry has four types of memberships namely -

- a) Corporate membership (Churches)
- b) Individual membership
- c) Partnership
- d) Affiliates

#### **3.1.2. MEMBERSHIP REQUIREMENTS**

##### **3.1.2.1. Churches**

- An official application letter from the concerned Church

- A copy of the Church's official statement of faith, if not affiliated with Southern Baptist Convention
- The pastor of the concerned Church and two other Church representatives to be interviewed by the C.B.E.M. executive committee
- No admission entrance fee required to be a member of CBEM Africa
- Caught this Ministry's vision and willing to participate in CBEM mission outreaches as scheduled in CBEM calendar.
- Willing to support the mission work with a quarterly mission offering done by fundraising in all CBEM churches in the month of April, August and December.
- A church shall be considered a fully member of CBEM – AFRICA when it mobilizes its members to participate a minimum of three mission outreaches and support mission work for three quarters
- To be received officially by the Executive Committee

### **3.1.2.2 Individual Membership**

- a. Must be a born-again Christian
- b. If married must have one spouse
- c. Knows his/her gifts and has positively responded to God's calling to serve
- d. Ready to serve God at all cost
- e. Caught this Ministry's vision and willing to participate in CBEM mission outreaches as scheduled in CBEM calendar

- f. Support CBEM mission efforts with a quarterly mission offering.
- g. An Individual member shall be considered as a fully member of CBEM – AFRICA when he/she participates a minimum of three mission outreaches and having supported mission efforts for three quarters.
- h. One who is loyal to Christ as a soldier and expects heavenly rewards knowing that this Ministry bears no responsibility to compensate anyone for any injury, loss of life, property or damage incurred during any mission trip.
- i. An official application letter from the concerned person
- j. A copy of the statement of faith from his/her Church if not affiliated to Southern Baptist Convention.
- k. An official confirmation letter from his/her Church
- l. The concerned member to be interviewed by the C.B.E.M. executive committee
- m. To be received officially by the Ministry Committee

### **3.1.3. Termination of Membership**

One can lose membership of this ministry when: -

- a) Fails to participate in CBEM mission outreaches as scheduled in CBEM calendar for a minimum of three mission outreaches.
- b) Fails to support CBEM mission efforts with a quarterly mission offering for a minimum of three quarters.

### **3.1.4. Dismissal of Members**

One can be dismissed from this ministry when: -

- a) Commits gross Christian misconduct and refuses to repent.
- b) Fails to comply with the faith, customs and fellowship of this ministry.

### **3.1.5. Ministry Discipline to Members**

CBEM – AFRICA believes and practices God's divine punishment to his children (believers of the Lord Jesus Christ) through the church. (1 Corinthians 11:32, 2 Corinthians 6:9, Hebrews 12:6, Revelation 3:19)

This ministry practices four types of disciplines to its members: -

- a) Step down (1 Corinthians 5:1-2)

This is only practiced when a member is charged with a great scandal which is not yet proved but still a rumor, such as heresy, Incest, Rape, Defilement, Homosexual practices, Adultery practices in and outside the ministry, Murder, Idolatry etc.

The board of Overseers and Missionaries shall take a hastily action to be informed about the case and assess the seriousness of the rumor and if the rumor may destroy the testimony of the ministry, then the Bishop or any representative will call the victim member to office and practice this discipline so as to allow investigations to take place and if not proved guilty, then the Bishop will call the member back to membership and give him chance to give a testimony so as to clear other members' consciences towards him before he is welcomed back to resume his or her office, in case he/she was a leader.

b) Exclude (1 Corinthians 5:1-5, Matthew 18:15-20)

This is only practiced during a severe unrepented sin and which may destroy completely the testimony of the ministry or affect the attitude of the entire Christian community toward sin by working its way such as heresy, Incest, Rape, Defilement, Homosexual practices, Adultery practices among ministry members, Murder, Idolatry, LGBTQ etc.

The board of Overseers and Missionaries must get rid of the sinner from its fellowship until proved by the legal boards and the ministry that he/she has repented and applies to be restored back to fellowship, the ministry may welcome him or her back to its fellowship (1 Corinthians 2:6-7, 7:9-

c) Probation (Galatians 6:1).

This is practiced when one believer unexpectedly learns that another believer is trapped in

sin.

The spiritual led Christian because of love must not overlook the sin or should not expose the sin openly but the spiritual person should gently restore back the fallen person through counseling by the word of God for the purpose of correcting the person (2 Timothy 3:16). And warning the person the dangers of such behaviors (1 Thessalonians 5:14). And if he or she continues then the ministry must suspend the believer from any ministry duties and giving the offender freedom during good behavior under supervision of the board of Overseers and Missionaries

d) Silence (Psalms 19:9).

This is practiced when one is accused of sin but lacks enough or no evidence or the Bible is not clear about it. The church must not judge the accused hastily of sin (1 Timothy 5:19-20) but must seek God's wisdom by waiting God's righteous judgment through prayer while putting the accused under suspension from ministry duties.

### **3.1.6. Ministry responsibilities to Members**

- a) To encourage them to be Committed for fulfilling the great commission (Matthew 28:19-20)
- b) To encourage them to be Committed for fulfilling the great commandment (Mark 12:29-31)
- c) To encourage them to be Committed for maintaining Christian and missionary

integrity (1Cor 9:19-23)

- d) Holding in reputation all ministers serving within CBEM and honoring all sacrifices offered towards CBEM work (Philippians 2:29-30)

### **3.1.7. Member responsibility to the ministry**

- a) To catch the ministry's vision.
- b) Adhere and respect the ministry constitution and decisions made by the ministry leadership.
- c) Participate in CBEM mission outreaches as scheduled in CBEM calendar
- d) Support CBEM mission efforts with a quarterly mission offering
- e) Serve the ministry voluntarily through Holy Spirit gifts.

### **3.1.2.3. Partnership**

#### **I. Partners**

- a) Churches – (Both Local and International)
- b) Christian Organization – (Both Local and International)
- c) Individual partners (Both Local and International)
- d) Government Agencies
- e) Other organizations recommended by ministry coordinators

## II. Partnership Requirements

- a) Should have similar vision
- b) Co-workers under C.B.E.M. Executive Committee supervision
- c) Caught Ministry's vision, ready to support, participate and facilitate this Ministry's proposals
- d) Must sign the partnership agreement before legal officer where necessary

## III. Individual partner's mandate

CBEM individual partners shall exercise the following mandate in CBEM -Africa

- a) An ordained individual partner shall receive official ordination certificate from CBEM-AFRICA.
- b) An ordained individual partner shall have full mandate to exercise his or her spiritual gifts or skills towards His/her CBEM identified ministry.
- c) Shall have mandate to connect his or her ministry with other relevant ministry for the success of CBEM work.
- d) Shall have mandate to co-ordinate their described ministries to other relevant ministries, Church organizations or individual ministers within their reach.
- e) Shall have the mandate to receive donations on behalf of CBEM and channel them directly to CBEM Account or seek help from the overseas or African Coordinators.
- f) Shall come up with his or her described work plan to the CBEM executive for approval.
- g) Shall serve freely in CBEM under the leadership of the Holy Spirit as per the

recommended and approved ministry plans under CBEM Executive supervision.

- h) Shall sign and adhere to CBEM MEMORANDUM OF UNDERSTANDING.
- i) Shall receive a yearly CBEM calendar of activities and involve him or herself where necessary.
- j) Shall have mandate to attend CBEM council meetings and A.G.M. where necessary

#### **IV. Termination of Membership/Partnership**

- a) One can cease to be a member of this Ministry when: -
  - b) Fails to comply with the Membership/partnership requirements of this Ministry
  - c) The partnership agreement ends or phases out
  - d) Three months' notification letter to be served to this Ministry before phasing out
  - e) Fails to maintain the membership qualifications
  - f) Willingly resigns through official letter to the executive committee
  - g) Commits gross Christian misconduct

#### **3.1.2.4 Affiliates**

CBEM - AFRICA shall approve and admit institutions and organizations as affiliate members on fulfilling stipulated requirements.

#### **I. Christian Organizations: -**

- a) Schools
- b) Colleges
- c) Universities
- d) Other institution of learning,
- e) Non-government
- f) Para-church organization or charitable organization.

## **II. Affiliation Requirements**

- a) Each affiliate member must adhere to the foundational believe of CBEM - AFRICA as set forth in this constitution, statement of faith.
- b) Affiliated member must actively cooperate with the work of CBEM - AFRICA through regular participation, fellowship, quarterly financial support and donations.
- c) CBEM - AFRICA will not consider for affiliation or continued affiliation with any organization that has taken action affirming, approval , or endorsing , sexual immorality, which shall include but not limited to homosexuality and licensure or ordination of homosexual, gay marriage, marriage or blessing of homosexual relationship; incest, LGBTQ, child prostitution, bestiality, polygamy and polyandry, drug abuse and trafficking as acceptable lifestyle, human trafficking and illegal sale of human body parts, affiliation to terrorist groups or actions, and any unethical conduct that does not fit the conservative evangelical Baptist Christian values will lead to discontinuity of fellowship and membership.

### **III. Process of becoming an affiliated member**

- a) Any organization or institution desiring to be affiliated to CBEM - AFRICA shall complete a prescribed affiliation form affirming its adherence with this constitution and statement of faith and belief.
- b) Must sign the affiliation agreement before legal officer where necessary
- c) Affiliation application form shall be evaluated and if the Executive Committee deems the applicant to have complied with all requirements, shall approval it.
- d) An affiliation member whose application has been approved by the Executive Committee shall be issued with an affiliation member certificate and the Executive Committee shall present its name to the Ministry Council for celebration.

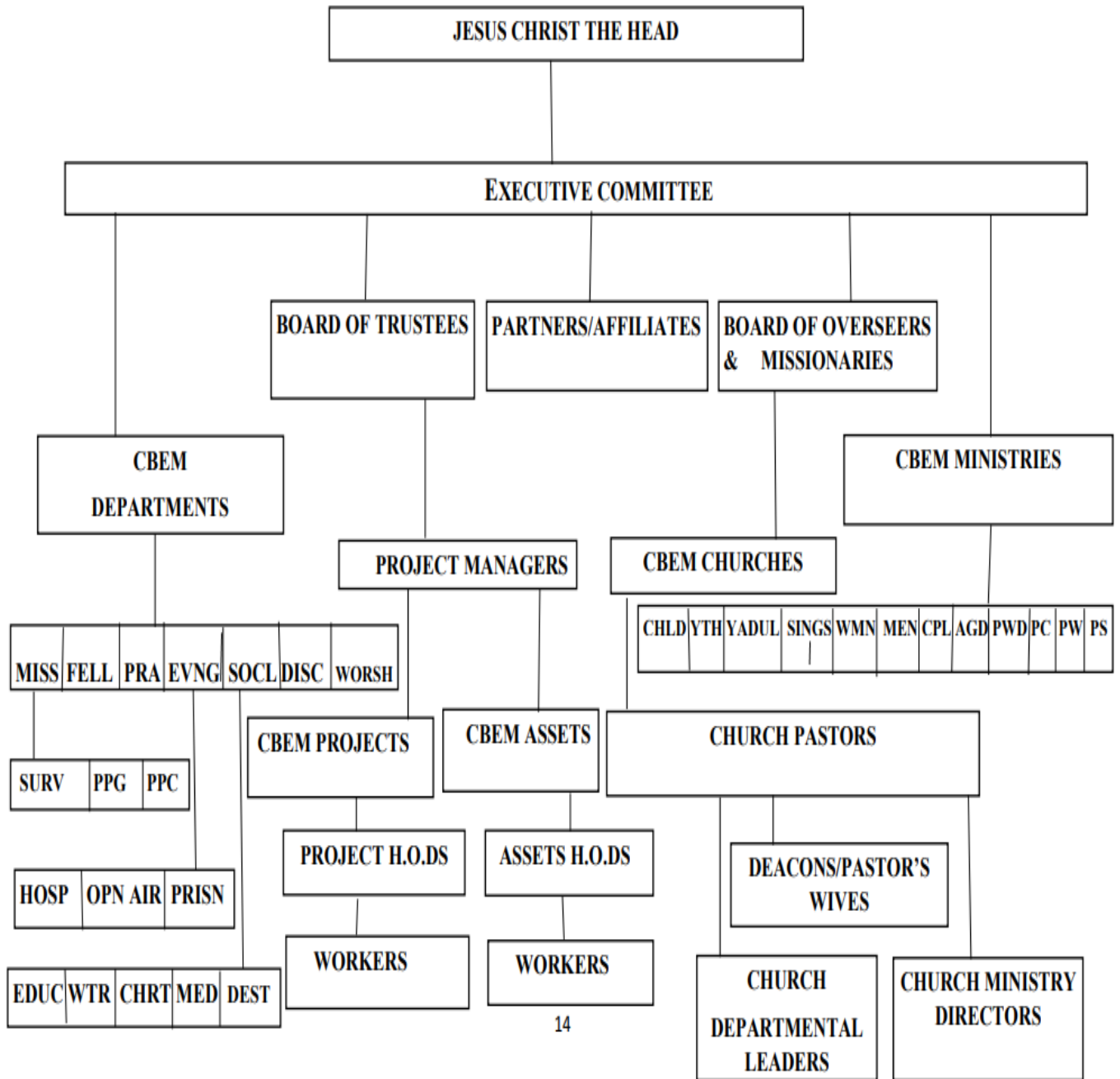
## **CHAPTER FOUR: GOVERNANCE**

### **4.1. SECTION I**

#### **4.1.1. ORGANIZATIONAL STRUCTURE**

CBEM –AFRICA invests the mandate of managing the general spiritual, development and investments affairs of the ministry to the EXECUTIVE COMMITTEE which comprises of the thirteen board of stakeholders representatives and the Overseers and missionaries Board serving as the cabinet ministers in the office of the Bishop to help him execute the Spiritual affairs of the ministry while the board of Trustees holding the resources of the ministry in trust, with the ministry Council facilitating the implementation of policies and strategies of the ministry.

## CBEM – AFRICA ORGANIZATIONAL CHART



## **4.2 SECTION II**

### **4.2.1 ORGANS**

**CBEM - FRICA will exercise its governance through the following organs:**

- a) Executive Committee**
- b) Overseers and missionaries' Board**
- c) Trustees Board**
- d) Departmental heads Board**
- e) Ministry Directors Board**
- f) Partners and Affiliates Board**
- g) Pastors' Board**
- h) Ministry Council**

#### **4.2.1.1 Descriptions of the organs.**

##### **a) Executive Committee**

This organ provides management of the general spiritual, development and investments affairs of the ministry. It provides spiritual leadership and direction to the ministry and mobilizes the ministry to move into God's mandate and mission for the ministry. This organ holds the assets and resources of the ministry in trust and enters contractual and all legal arrangements on behalf of the ministry. It also ensures that all CBEM assets and resources are properly taken care of and focus all resources towards fulfilling CBEM objectives and CBEM work in general.

### **b) Trustees Board**

This organ is composed of the members of the Executive committee which focuses on holding the assets and resources of the ministry in trust and enters contractual and all legal arrangements on behalf of the ministry. It also ensures that all CBEM assets and resources are properly taken care of and focus all resources towards fulfilling CBEM objectives and CBEM work in general.

This board is also in charge of employing and firing CBEM workers

### **c) Overseers and missionaries' Board**

This organ is composed of senior, experienced, well trained public ordained ministers of CBEM churches and partner churches.

This organ assists the bishop in the oversight roles of fulfilling CBEM mission work and the general spiritual growth of CBEM young pastors and churches. Overseers and missionaries Board also serves as the cabinet ministers in the office of the Bishop to help him execute the Spiritual affairs of the ministry.

This organ also assists the bishop in the shepherding of the young churches, surveying new areas for new church plant, holding seminars and conferences in CBEM churches, teaching in the Bible institute, officiating marriages and other Priestly functions, Supervising the growth of young churches in a given geographical area and the advisory board for the bishop and the CBEM church pastors

#### **d) Departmental heads Board**

This organ is composed of outstanding mature gifted ministers from CBEM churches and partners who will be accountable to the Bishop in helping the ministry in accomplishing its mission.

Departmental heads will Coordinate CBEM mission work to CBEM churches through CBEM churches heads of departments who will form CBEM departmental committees

#### **e) Ministry Directors Board**

This organ is composed of outstanding mature gifted church leaders from CBEM churches and partners who will be accountable to the Bishop in helping the ministry in mobilizing its membership to accomplish its mission through the membership social groups.

Ministry Directors Will Coordinate CBEM mission work to CBEM churches through CBEM churches Ministry Directors who will form CBEM Ministry Directors committees

#### **f) Partners and Affiliates Board**

This organ is composed of partners and affiliates organizations leaders working with CBEM ministry as one team in supporting and promoting its vision, mission and objectives.

#### **g) Pastors/Deacons and Pastors Wives' Board**

This organ is composed of all Pastors and Deacons of CBEM – AFRICA churches and pastor's wives

This organ provides spiritual leadership to the local CBEM planted churches.

The Pastors/wives board serves as the CBEM mission work promoters of the ministry and

serves as a steering wheel for CBEM churches to be focused in missions

#### **h) Ministry Council**

This organ brings together all key arms of the ministry for facilitating the implementation of policies and strategies of the ministry made in the Annual General Meetings and the ministry Business Meetings.

### **4.3 SECTION III**

#### **4.3.1. OFFICE BEARERS**

1. Chairman
2. Vice-Chairman
3. Secretary
4. Vice-Secretary
5. Treasurer
6. Coordinator
7. Organizing Secretary

The members of the executive committee will serve the ministry for a period of five years as volunteers. Their election shall be done after every five years in an annual General meeting held in every December of the fifth year. In case of any replacement of an executive member, the executive committee will recommend the officer's name and appoint by considering the following qualifications: -

- a) Must be born again and baptized by immersion
- b) If married must have one spouse

- c) Must have positively responded to God's calling to Ministry
- d) Must have had God's preparation for Ministry to the level of at least Diploma in Theology or its equivalent.
- e) Should be committed to the vision of this Ministry and be available for Ministry.
- f) Should have experience of at least five years in Ministry.

## **4.3.2 OFFICES AND FUNCTIONS**

### **4.3.2.1 Chairman**

- a) Calling for meetings through the secretary
- b) Officiating meetings
- c) Drafting agendas together with the other committee members.
- d) Acting spokesperson of this Ministry.
- e) Representing this ministry to their relevant partners and agencies
- f) Coordinating the work of the departments within this ministry.
- g) Signing the approved departmental proposals
- h) Being the final approver of all Ministry funds.
- i) Being the approver of all usage of all Ministry properties and equipments.
- j) Acting as mandatory signatory for the financial withdraws

#### **4.3.2.2. Vice – Chairman**

Shall whenever possibly deputize for the chairman as well as undertaking those duties; delegated to him by the chairman or the General Meeting or the management committee.

#### **4.3.2.3. Secretary**

- a) Taking and keeping a record of the minutes in every meeting.
- b) Reading previous minutes during meetings
- c) Informing relevant members of impending meetings through correspondence
- d) Keeping record of the activities of the ministry.
- e) Informing departmental heads and promoters of the decisions made by the executive committee where necessary.
- f) Acting signatory for financial withdrawals

#### **4.3.2.4. Vice-Secretary**

Shall assume the responsibilities of the General Secretary in his/her absence perform any other duties assigned to him/her from time to time.

#### **4.3.2.5. Treasurer**

- a) Receiving and keeping finances on behalf of this Ministry.
- b) Keeping record of all finances of the ministry..
- c) Reading the mandatory reports during AGM or when needed.
- d) Acting signatory for financial withdraws

#### **4.3.2.6. Coordinator**

- a) Linking this ministry with other relevant partners and government agencies.
- b) Acting signatory for financial withdraws
- c) Coordinating C.B.E.M-AFRICA's activities

#### **4.3.2.7. Organizing Secretary**

- a) Following-up of the decision during meetings
- b) Reporting follow-up findings during the executive committee meetings
- c) Keeping records of the approved departmental proposals for follows-up and actions.

## **CHAPTER FIVE**

### **5.1. SECTION I**

#### **5.1.1 MEETINGS**

This Ministry has eleven types of meetings -

1. Annual general meeting
2. Executive committee meeting
3. Ministry business meeting
4. Overseers and Missionaries meeting
5. Trustees meeting

6. Partners and Affiliates meeting
7. Departmental leaders meeting
8. Ministry Directors meeting
9. Pastors meeting
10. Special committee meeting
11. Emergency meeting

#### **5.1.1.1. Annual General Meeting**

This meeting will be held annually in the month of December each year, comprised of representative of all eight C.B.E.M governing organs with 21 days' written notice before the annual general meeting date with the meeting agendas:-

- a) Sharing fellowship meals
- b) Giving annual report of all seven Ministry objectives progress.
- c) Election of office bearers
- d) Giving yearly Calendar of activities to members

Quorum for the annual General meeting (AGM) shall be not less than two thirds of the total representatives of the eight governing organs.

#### **5.1.1.2. Executive committee Meeting**

- a) The meeting comprises of representative of C.B.E.M stakeholders
- b) The executive committee will meet once a month
- c) The executive committee shall proceed with a meeting by a quorum of seven

members

d) In the event that the chairperson is absent, the Assistant shall chair the meeting

The Executive committee shall meet for the following agendas: -

1. Receiving spiritual activities progress report from prime overseer
2. Receiving investments affairs activities progress report from the Administrator
3. Receiving on going work progress reports from all CBEM organs from the Associate Bishop
4. Evaluating CBEM spiritual development and investments affairs of the ministry.
5. Receiving financial report from the treasure
6. Receiving Donors and partners report
7. Receiving, reviewing and approving ministry budget
8. Constitutional review and amendment
9. Election or appointment of leader
10. Receiving, reviewing and approving the Calendar of activities
11. Receiving and approving departmental and ministry proposals
12. Receiving mission work and special events report from the secretary
13. Discuss issues concerning ministry development and harmonizing policies and strategies of the ministry.
14. Planning, coordinating, conducting, and evaluating the ministries and programs of the ministry and its organizations.
15. To review and coordinate ministry and program plans recommended by ministry officers, departmental leaders and ministry Directors.

16. To evaluate achievements in terms of ministry objectives and goals.
17. Generating the agendas for the church business meeting and the AGM

### **5.1.1.3. Church Business Meeting**

This meeting is only conducted or called to consider matters of special nature and significance: -

- a) One-week notice must be given for the called meeting unless extreme urgency renders such notice impractical.
- b) The notice for the meeting must include the subject, date, time and place.
- c) The meeting should be in a manner that all resident members have opportunity to know of the meeting

### **5.1.1.4. Overseers and Missionaries meeting**

- a) This meeting comprises of the ministry Overseers and Missionaries
- b) The Overseers, Missionary meeting will meet once every
- c) This meeting shall be called and chaired by the Bishop
- d) The Overseers and Missionaries shall meet for the following agendas: -
  1. Receiving report on CBEM mission work and the general spiritual growth of CBEM young churches and pastors
  2. Receiving report on new areas for new church plant surveyed
  3. Receiving report on new un evangelized people groups targeted

4. Receiving report on seminars and conferences in CBEM churches held
5. Receiving report on Bible institute teaching held
6. Receiving report on PWD church services attended
7. Receiving report on marriages Officiated and other Priestly functions
8. Receiving report on new believers saved
9. Receiving report on members Baptized

#### **5.1.1.5. Trustees Meeting**

- a) The Ministry Trustees meeting will comprise of the ministry officers (Chairman, Vice-Chairman, Secretary, Vice-Secretary, Treasurer, and Coordinator, Organizing secretary)
- b) This meeting will be called by the Chairman after three and a half months.
- c) This meeting shall discuss issues concerning assets, projects and ministry staff administration.

#### **5.1.1.6. Partners and affiliates meeting**

- a) This meeting comprises of the representative of the Executive committee and Partners and affiliates
- b) The committee will meet when receiving new Partners and affiliates
- c) This meeting shall be called and chaired by the Bishop
- d) To share CBEM vision, mission, statement of faith, Core values, objectives and activities
- e) To receive report from CBEM partners on ongoing mission work

- f) To officially welcome them to join the blessed team

#### **5.1.1.7. Departmental leaders Meeting**

- a) This meeting comprises of the seven departmental leaders of CBEM department
- b) The committee will meet once every month
- c) This meeting shall be called and chaired by the Bishop
- d) To plan departments activities and follow up departmental programs

#### **5.1.1.8. Ministry Directors Meeting**

- a) This meeting comprises of the twelve Ministry Directors of CBEM ministries
- b) The committee will meet once every month
- c) This meeting shall be called and chaired by the Bishop
- d) To plan ministry activities and follow up ministry programs

#### **5.1.1.9. Pastors Board Meeting**

- a) This meeting comprises of all Pastors of new planted churches and Pastors of member churches
- b) This meeting will be called by the Bishop monthly.
- c) This meeting will seat to discuss issues concerning the general shepherding roles for the membership and the spiritual oversight of the flock.
- d) Discuss issues concerning mobilizing the churches to be focused on missions
- e) Discuss issues concerning Promoting CBEM mission work activities in CBEM

member churches

- f) Access the ongoing ministry programs and recommend some changes where necessary.

#### **5.1.1.10. Special committee meeting**

- a) This meeting comprises of all CBEM ministry Directors, fellowship departmental leader and representative of the office of the Bishop
- b) This meeting will be called by the Associate Bishop situational when need arises
- c) This meeting will seat to discuss issues concerning the welfare of all CBEM membership.
- d) This meeting will be called in a situation where a member of CBEM is dead or need help that draws attention to the CBEM leadership.

#### **5.1.1.11 Emergency Meeting**

- a) Its composition will depend on the matter at hand and the group officials concerned
- b) Emergency meetings will be called promptly as the need arises

## **5.2. SECTION II**

### **5.2.1. PROCEDURE OF MEETINGS**

1. A simple majority of the members will determine quorum for all meetings.
2. At all meetings of this ministry, the chairman (Bishop) will chair the meetings or in his absence, the Assistant Chairman (Associate Bishop) shall take the chair.
3. Resolution shall be decided by simple voting by a show of hands. In the case of

equality of votes, the chairman (Bishop) will have a second or casting vote

## **CHAPTER SIX: TRUSTEE**

1. The executive committee is the board of trustee of this Ministry.
2. All properties and assets will be invested under any three of the officers of the executive committee, however the Chairman's signature is mandatory.

## **CHAPTER SEVEN: AUDITOR**

An auditor shall be appointed for the following year by the annual general meeting. All the Ministry's accounts, records and documents shall be opened to the inspection of the auditor at any time. The treasurer shall produce an account of his receipts and payments and a statement of assets and liabilities made up to a date which shall not be less than six(6) weeks and not more than three (3) months before the date of the annual general meeting. 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 Ministry in what respects they are found to be incorrect, unvouched or not in accordance with the law.

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 same time as the notice convening the annual general meeting is sent out. An auditor may be paid such honorarium for his duties as may be resolved by the annual general meeting appointing him.

No auditor shall be an office bearer or a member of the executive committee of the Ministry.

## **CHAPTER EIGHT: MINISTRY RESOURCES**

1. The funds of the Ministry shall consist of contributions from members, donations, grants, loans, proceeds from activities and any other lawful and morally acceptable sources.
2. All moneys and funds shall be received by and paid to the treasurer.
3. The funds of the Ministry may only be used for the advancement of the objectives of the Ministry as outlined in Chapter 2 above and for administrative purposes. All expenditures shall be made in compliance with approved budgets.
4. This ministry will have four signatories who are the chairman, the treasurer, the secretary and coordinator.
5. Any two of the mentioned above can withdraw, however the Chairman's signature is mandatory.
6. A sum not exceeding kshs. 10,000 may be kept by the treasurer for petty

disbursements of which proper account shall be kept.

7. The executive committee shall have power to suspend any office bearers who has reasonable cause to believe is not properly accounting for any of the funds or property of the Ministry and shall have power to appoint another person in his place. Such suspension shall be reported to a general meeting to be convened on a date not later than two months from the date of such suspension and the general meeting shall have full power to decide what further action should be taken in the matter.
8. The financial year of the ministry shall be from 1<sup>st</sup> January to 31<sup>st</sup> December.

## **CHAPTER NINE: INSPECTION OF ACCOUNTS AND LIST OF MEMBERS**

The books of accounts and all documents relating thereto and a list of members of the Ministry shall be available for inspection at the registered office of the Ministry by any officer or member of the Ministry on giving not less than seven (7) days' notice in writing to the Ministry.

## **CHAPTER TEN: BRANCHES**

- a) New planted churches and member churches of CBEM – AFRICA shall be the branches of this ministry and will adopt the purpose driven church constitution as for all CBEM – AFRICA member churches.

- b) All CBEM – AFRICA branch churches shall be organized and function according to the purpose driven church constitution
- c) All CBEM – AFRICA New planted churches and member churches shall be given a copy of the purpose driven church constitution and a Bible by the ministry on the office church planting ceremony and on official membership celebration day.
- d) Will be allowed to open bank accounts with their local leadership as signatories to accounts but with endorsement from the chairman and the secretary of the ministry.

## **CHAPTER ELEVEN: CONSTITUTIONAL AMENDMENT**

- a) This constitution will be reviewed by the executive committee and any note anomalies will be forwarded to the annual general meeting for the necessary review.
- b) Any valid amendment done on this constitution must be passed by two-thirds vote.
- c) Amendment of the constitution shall be made at the Ministry's headquarters
- d) A copy of the constitutional document copy to be forwarded to the registrar signed by three of the office bearers.

## **CHAPTER TWELVE: DISSOLUTION**

### **12.1. Cessation of Ministry**

This Ministry shall cease to exist if it fails to meet the stipulated objectives; however, it aims

at the time of Jesus' victorious second coming and it should be passed at a General meeting of members through votes of two thirds of the members present. The quorum of the meeting shall determine the ministry to cease and if not, the meetings should be fixed to another meeting.

The dissolution of this ministry shall be officiated by an official letter to the register from the Executive board signed by the three-office bearer. The office of registrar shall have a mandate to distribute every resource (cash or properties) to the members if any and make sure there is no debt the ministry has after the cessation of this ministry.

### **12.2. Property Security**

Any property offered as donation to facilitate this Ministry, shall remain the property of this Ministry even after cessation of the partnership.