



CHRIST IS THE
ANSWER MINISTRIES
[CITAM]

CITAM BY-LAWS

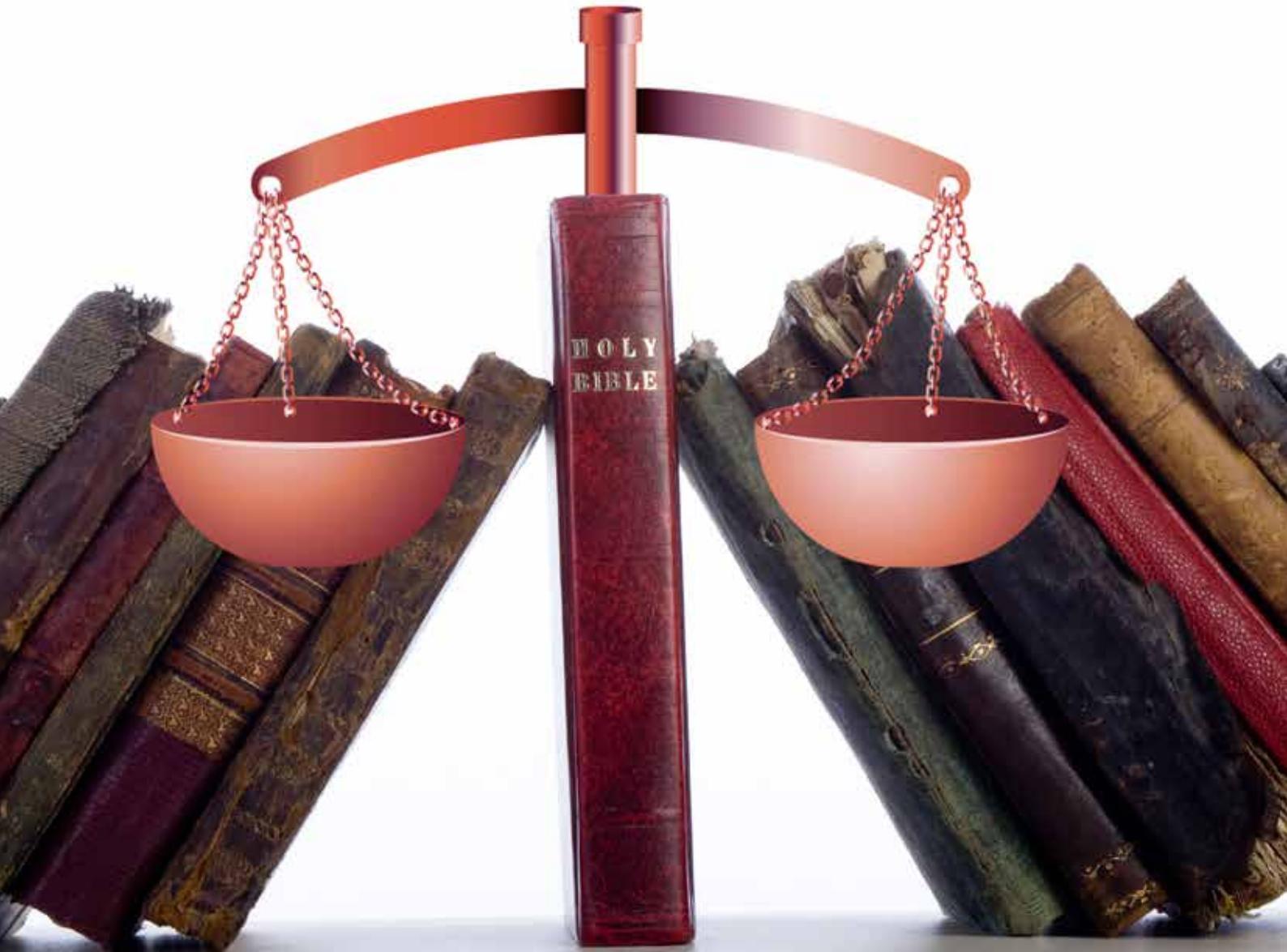


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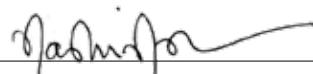


Rev. Calisto Odede - Presiding Bishop

Dated:

26th February 2021

Signed:



Mr. Martin Munyu - Church Secretary

Dated:

26th February 2021

BY-LAWS OF CHRIST IS THE ANSWER MINISTRIES (CITAM)

1. PREAMBLE

- 1.1. The Mission of the Church is to know God and to make Him known through evangelism and discipleship.
- 1.2. The vision of the Church is a community of believers impacting the world with the Gospel of our Lord Jesus Christ through the transforming power of the Holy Spirit.
- 1.3. The Church exists for the purpose of providing an opportunity for holistic ministry and fellowship for believers with the aim of equipping them to assume their share in the responsibility and the privileges of propagating the Gospel of the Lord Jesus Christ by every opportunity and by all means available in Kenya and other lands.

2. INTERPRETATION

In these by-laws unless where the context otherwise requires;

‘Assembly’ means branches of the Church opened in various locations locally and internationally.

“Founding Assemblies” shall mean CITAM Valley Road, CITAM Woodley and CITAM Karen.

‘Eligible Assembly’ shall mean an assembly that meets all the requirements as defined in these by-laws.

‘Church’ means Christ Is The Answer Ministries (CITAM) in its entirety including but not limited to, the church assemblies, mission stations, (local and international), the Head Office and the Business Units

‘CITAM’ means Christ Is The Answer Ministries

‘Ministry’ means Church as defined above.

‘Senior Pastor’ shall include Lead pastors.

3. MINISTRY

- 3.1. CITAM is a Pentecostal Church that is submitted totally to the one true God who eternally exists in three persons; the Father, the Son and the Holy Spirit.
- 3.2. Whilst the Church primarily targets the urban community, with English as its medium of communication, it is Missions-oriented with an outreach to the wider community within their context.
- 3.3. CITAM is a community of believers, open to people of all tribes, races and social strata. The Church has a Ministry approach that is holistic, and which seeks to reach out to the whole person with the life changing Gospel.

4. MEMBERSHIP

4.1. Application for membership

- 4.1.1. All applications for Church membership shall be made in writing on the official forms provided by the Church.
- 4.1.2. The forms shall be sent through the Senior Pastors of each Assembly to the Advisory Committee, which will interview the applicants and make the appropriate recommendations in accordance with the Membership Policy.

4.2. Rejection of Application

Where an application is rejected by the Advisory Committee, the applicant will be notified through the Senior Pastor.

4.3. Reception of new members

- 4.3.1. Reception of new members shall take place during a Church service, at least twice a year, when those whose applications have been accepted, shall have their names read out publicly, before receiving the right hand of fellowship into membership.
- 4.3.2. A membership card shall be issued subsequent to the formal admission.
- 4.3.3. Membership is not transferable but is individual to each member. Children and junior membership shall be received as members in their individual capacity.

4.4. Register of members

- 4.4.1. Application forms for membership shall be kept in safe custody, and from these, a register of names and addresses of received Church members shall be made.
- 4.4.2. This register shall be kept by the Senior Pastors on the Church premises for members admitted in the particular assembly and a Master Register which shall reside in the Head Office electronically through an App and system developed for the Church register of members. Names will be entered into the register only after the person has been publicly received into membership.
- 4.4.3. Senior Pastors shall annually update the register (at the assembly and the Master Register) to indicate, new members, change in status of existing members (transferred, deceased, termination or cessation) amongst others.

4.5. Transfer of members

- 4.5.1. Transfers of membership shall be done in accordance with the Membership Policy.

4.5.2. Members transferring from one Assembly to another shall be given a letter of transfer by the Senior Pastor of the Assembly that he/she is transferring from.

4.6. Suspension termination or cessation of Membership

4.6.1. Membership in the Church may be suspended or terminated on any or the following grounds:

- i. Voluntary resignation or withdrawal from membership.
- ii. Continuous absence from the regular services of the Church for three consecutive months without a valid reason.
- iii. Any proven immoral act or unchristian conduct after full investigation or evidence according to provisions of these By-Laws.
- iv. Transfer to another church.
- v. The propagation of doctrines and practices contrary to those set out in the CITAM Statement of Faith and Core Values, which cause serious discord, disunity and dissension as per Romans 16:17-18, and Proverbs 6:19.
- vi. Death of a member.

4.7. Dispute Resolution

4.7.1. Members involved in a dispute shall endeavour to resolve all disputes amongst themselves in good faith pursuant to Matthew 18:15-18.

4.7.2. In the event such dispute is not resolved, the parties involved at the Assembly level shall refer the dispute to the Elders of the Assembly. If any of the parties is still aggrieved, he/she shall have the right to appeal to the Council of Elders and the decision by the Council of Elders shall be final. (I Corinthians 6:1-6)

4.7.3. If the dispute is between members of different assemblies, the parties affected shall refer the dispute to a joint committee of the respective assembly Elders through the respective Senior Pastors. Any aggrieved parties shall have the right to appeal to the Council of Elders as in 4.7.2. above.

4.8. Disciplinary measures

4.8.1. Should a member be alleged to be guilty of misconduct or an act justifying suspension or termination of membership, the Advisory Committee shall mandate the Assembly Elders to proceed with the investigation.

4.8.2. Before any complaint or personal charge against a Church member is formally proceeded with, the Advisory Committee must satisfy itself that the matter has been dealt with privately and in a brotherly way, according to Matthew 18:15-17.

- 4.8.3. No charges of misconduct or improper act or an appeal shall be considered unless made in writing and duly signed by the person(s) bringing the charge(s).
- 4.8.4. When formal charges have been laid against a member and the Advisory Committee decides that disciplinary action must be taken, the member so charged shall be advised in writing and a date set for a hearing before them in the presence of the person or persons laying the charge at which time the evidence shall be considered and a verdict shall be issued through a simple majority vote.
- 4.8.5. If at the Assembly level culpability is established and the member is repentant, he/she may be warned, counselled and restored.
- 4.8.6. If the member is found culpable and he/she is not repentant or ready to be restored he/she shall be suspended and the matter referred to the Council of Elders for a decision as to whether or not he/she should be expelled in accordance with Article 12 of the Constitution.
- 4.8.7. The recommendation of the Council of Elders shall be forwarded to the Deacon Board for onward transmission to the ADC.
- 4.8.8. The decision of the ADC to suspend or expel the member shall be announced in the CITAM Assemblies.
- 4.8.9. Every effort shall be made to restore the offender in accordance with Matthew 18:1517 and Galatians 6:1 notwithstanding the above provisions.

4.9. Waiver of claim

- 4.9.1. In accepting membership in the Church, each member agrees that in the event of withdrawal of his or her certificate of membership, on suspension and/or expulsion for reasons ascertained by the Council of Elders, no member thus disciplined, suspended, expelled and publicly so announced shall take legal action against the Pastors, Advisory Committee, Assembly Elders, the Deacon Board, the Council of Elders, the Church or any other member taking part in the disciplinary proceedings.
- 4.9.2. Acceptance of the certificate of membership in the Church shall be evidence of a waiver by the member of all rights of action, causes of action and all claims and demands against the Church, or any officer of the Church, or against any member or its Pastors by virtue of disciplinary proceedings and withdrawal of certificate of membership from the Church and all disciplinary matters and proceedings shall be dealt with exclusively internally and by the members only.

4.10. Privilege of Full Membership

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

5. DEACON BOARD

5.1. Qualifications

The Deacon Board shall be composed of men and women with the necessary qualifications of Deacons as stipulated in Acts 6:3 and 1 Timothy 3: 8-13. Anyone who is 21 years of age and above and who is a member of the Church is eligible for election to the Board provided that he or she: -

- 5.1.1. Has been a member and a regular attendant of the Church for not less than three years.
- 5.1.2. Conforms to the qualifications of a deacon as set out in 1 Timothy 3:8 - 13 and Acts 6:3.
- 5.1.3. Does not drink intoxicating liquor or smoke or engage in substance abuse.
- 5.1.4. Has such professional qualifications and abilities and availability as to be able to participate and contribute to the business of the Board in the discharge of its functions.

5.2. Number of members

- 5.2.1. The Deacon Board shall consist of the Bishop, Deputy Bishop, not more than twelve (12) elected members and the Director For Administration who shall sit as an "ex officio" member.
- 5.2.2. Where necessary for the smooth and efficient running of the business of the Church, the Board may co-opt a maximum of three members who meet the qualifications of a Deacon as stipulated in 5.1 above. Such co-opted members shall have full voting rights.
- 5.2.3. The Board may on its volition include any member of staff to attend the Board meeting on invitation.

5.3. Elections and Tenure

- 5.3.1. An election to the Board shall take place annually.

- 5.3.2. A Deacon Board member shall serve for a term of three years renewable once for a further term of two years upon re-election.
- 5.3.3. Co-opted members shall serve for the duration of the current Board but may be coopted again by the newly elected Board, provided that such co-option shall not exceed two years.
- 5.3.4. A serving Deacon shall not lose his/her seat as a Deacon by virtue of moving to another Assembly and shall serve until the completion of his/her term.

5.4. Method of election

- 5.4.1. The nomination and election of deacons shall be governed by Article 22 of the Constitution.
- 5.4.2. The election of a member of the Deacon board shall be preceded by nomination at the Assembly level.
- 5.4.3. An assembly shall be eligible to nominate a candidate to the Deacon Board if it has been officially launched and dedicated, does not have a member in the Deacon Board and meets all the requirements of an eligible Assembly as defined in these by-laws.
- 5.4.4. The founding Assemblies (Valley Road, Woodley and Karen) shall always have at least one seat each in the Deacon Board.
- 5.4.5. The Deacon Board shall ensure that the remaining seats are equitably distributed in all the Regions.
- 5.4.6. For each vacancy that needs to be filled, each eligible assembly shall be required to submit one nominee, whose name shall be submitted to the Annual Delegates Conference (ADC").
- 5.4.7. The Assembly Advisory Committee shall constitute the nomination committee (hereinafter referred to as the Committee) and the members shall select from among themselves a chairperson who shall not be the Senior Pastor. The said committee shall facilitate the nominations at the assemblies.
- 5.4.8. At least Twenty One (21) days prior to the elections, the Bishop shall cause a communication to be sent out to the Senior Pastor of the nominating assembly, informing him/her of the date by when the nominations shall take place.
- 5.4.9. The said nominations shall take place before the date of the Regional Annual General Meeting (RAGM) for the particular Region and at least 21 days before the elections at the ADC.
- 5.4.10. In the event of a member of the nomination committee being nominated, he/she shall be requested to stand down from the committee.

5.4.11. The role of the nomination committee shall be to:

- i. Ensure that the nominations take place as per the requisite policy;
- ii. Tabulate the ballots after the nomination;
- iii. Confirm that those who have been nominated have the qualifications for deacons as set out in the Constitution and these By-Laws

5.4.12. The nomination shall be carried out during a pre-announced church service.

5.4.13. Prior to the nominations, the Senior Pastor will announce the number of positions that are vacant, the names of the deacons who are due to retire and the names of the deacons that are eligible for re-election.

5.4.14. The deacons that are due to retire but are eligible for re-election for another term will be requested to indicate whether they wish to offer themselves for re-election.

5.4.15. The Committee will then take the members through a pre-nomination process. During this process, members will be requested to indicate names of candidates they would wish nominated.

5.4.16. The nomination process will then be carried out. The Senior Pastor will announce to the members, the names of the pre-qualified candidates who are willing to serve as deacons. Ballot papers will be passed to registered members and they will be requested to vote for those that have been pre-nominated through secret ballot.

5.4.17. Following the nomination, the Committee will tabulate the ballots and list the votes for each of the candidates. The Committee will then confirm the candidate who has been successfully nominated to be elected as a Deacon at the ADC in accordance with these By-Laws.

5.4.18. The Senior Pastor shall within two days of carrying out the nomination, forward the name of the candidate to the Regional Overseer who then presents to the Regional Committee for notification and input. Upon approval by the Regional Committee the names shall be submitted to the Bishop.

5.4.19. The Bishop shall upon receiving the names of candidates from the assemblies, compile a list of all the candidates to be tabled at the RAGM for notification and the ADC for election.

5.4.20. Before the elections are carried out, the candidates will be called upon to present themselves at the ADC, which will satisfy itself that all those nominated are qualified to be elected as deacons in accordance with these By-Laws.

- 5.4.21. The chairman of the ADC shall appoint a returning officer who will preside over the elections.
- 5.4.22. Election shall be done by secret ballot and the decision shall be made by simple majority. Following the elections, the results will be announced to the members at the same seating.
- 5.4.23. The elected members will be presented to the ADC for prayers and commissioning.

5.5. Functions of the Deacon Board

- 5.5.1. To serve and provide oversight to the Church in all matters pertaining to its administrative, financial and business affairs.
- 5.5.2. To provide oversight to the management, upkeep and maintenance of the property of the Church.
- 5.5.3. To implement the decisions of the Delegates Conference and General Meetings.
- 5.5.4. To provide oversight in the formulation and implementation of the Strategic Plan of the Church.
- 5.5.5. To assist in the ministry of Ordinances at the Assembly level.
- 5.5.6. Provide leadership in amendment of the Constitution and the By-Laws.

5.6. Meetings of the Board

- 5.6.1. The Bishop shall chair the meetings of the Deacon Board. In the absence of the Bishop, the Deputy Bishop shall chair the meetings and in the absence of the Deputy bishop, the members shall appoint a chair from amongst themselves.
- 5.6.2. In the absence of the Church Secretary the members shall appoint a recording secretary to record the minutes of meetings.
- 5.6.3. The meetings of the Board shall be held at least once every three months. Seven days' notice for such meetings shall be given to all the members of the Board.
- 5.6.4. On matters requiring urgent attention, a meeting may be held on one day's notice provided that a quorum of the Board is present.
- 5.6.5. The day-to-day business of the Church shall be overseen by the Executive Committee, which shall meet as often as necessary as need arises for the performance of its function.
- 5.6.6. For efficiency and effectiveness, the board shall constitute Committees, with clear terms of reference, thematic committees to deal with Finance, Human Resources, Building and Maintenance, among others.

5.6.7. The quorum of the Deacon Board shall be at least seven (7) of the elected members.

5.6.8. The Chair shall have a casting vote in the event of a tie.

5.7. Resignation of a Deacon Board member

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

5.7.1. Resigns from office by notice in writing to the Church Secretary;

5.7.2. becomes bankrupt;

5.7.3. becomes of unsound mind;

5.7.4. is requested to resign in writing by the majority of fellow members of the Board; and upon the vote taken by the Board the member shall vacate and cease to hold office.

5.7.5. ceases to be a member of the Church;

5.7.6. he or she no longer meets the qualifications of a deacon as set out in the bylaws;

5.7.7. fails to attend three consecutive Board meetings without apology and reasonable cause.

5.8. Executive Committee

5.8.1. The Deacon Board shall appoint from among its members the Secretary, and Treasurer and two other members to form the Executive Committee under the chairmanship and deputy chairmanship of the Presiding Bishop and Deputy Bishop respectively.

5.8.2. The Executive Committee shall be responsible for oversight of the day to day business affairs of the Church.

5.8.3. The Executive Committee shall meet as often as necessary as need arises for the performance of its function.

6. OFFICE BEARERS

6.1. Method of appointment

6.1.1. The chairman of the Deacon Board shall be the Bishop.

6.1.2. The Secretary and Treasurer shall be appointed by the members of the Board from amongst themselves, during the first Deacon Board meeting after the ADC.

6.1.3. For one to be appointed as the Secretary or Treasurer, he/she should have served as a Deacon for at least one year.

6.2. Duties

6.2.1. The duties of the Secretary and Treasurer shall be as set down in Article 22 of the Constitution.

6.2.2. The Treasurer shall ensure that all Church cheques are signed by any two of the following authorized signatories, The Bishop, the Treasurer and the Secretary.

6.2.3. The Deacon Board may delegate and mandate such other persons to be account signatories at the Head Office, Regional level, Assembly and Business unit level as per the Constitution and Finance policy.

6.3. Resignation/ Termination

Should an office bearer resign or be called upon by the Board to resign, he/she will surrender to the Bishop all official documents and assets of the Church in connection with his/her office. Upon such resignation or request to resign, the office bearer shall vacate and cease to hold office.

7. LOCAL ASSEMBLY ELDERS

7.1. Criteria for appointment

The criteria for the appointment of Local Assembly Elders shall be as stipulated in Article 23 of the Constitution.

7.2. The appointing process

7.2.1. An eligible Assembly shall be qualified to appoint not more than seven (7) Assembly Elders from among the registered members.

7.2.2. The Pastoral team shall forward the names of proposed elders for available vacancies to the Local Assembly Advisory Committee for prayerful consideration and nomination of those who meet the criteria stipulated.

7.2.3. Such candidates must have been registered and active members of CITAM for at least three consecutive years and meet all the following qualifications:-

- Are of mature spiritual judgment;
- Proven leadership skills
- Have rendered valuable service in the assembly;
- Have been regular members in the assembly for at least three (3) years;

- v. Are highly respected within and without the congregations;
- vi. Meet the scriptural standards as outlined in 1 Timothy Chapter 3 and in Titus Chapter 1 vii. Do not drink intoxicating liquor, smoke or engage in substance abuse.

7.2.4. To facilitate the appointment process, the Senior Pastor shall procure and avail the profile of the proposed candidates at the meeting of the Advisory Committee.

7.2.5. The Senior Pastor shall present the proposed names to the members of the Local Assembly for information and feedback.

7.2.6. The Senior Pastor shall forward the names to the Regional Committee for information and input.

7.2.7. The Regional Overseer shall forward the names of the proposed Elders to the RAGM for notification and input. Upon approval the names shall be submitted to the ADC for ratification.

7.3. Functions of Assembly Elders

- 7.3.1. The duties of the Elders shall be as provided under Article 23.6 of the Constitution.
- 7.3.2. Assembly Elders may meet as and when necessary under the Chairmanship of the Senior Pastor in exercising their responsibility for safeguarding and articulating the doctrine of the Church in the local Assembly and assisting the Senior Pastor and the pastoral staff in the overall spiritual care and doctrine.
- 7.3.3. In special and exceptional circumstances, Assembly Elders may meet to address the needs of the Assembly but with prior information to the Senior Pastor.

7.4. End of tenure

- 7.4.1. The tenure of a Local Assembly Elder shall be a term of three years which may be renewable for a further three-year term.
- 7.4.2. An Assembly Elder may resign voluntarily before the expiry of his/her term. Such resignation shall be in writing to the Bishop through the Senior Pastor.
- 7.4.3. An Assembly Elder may be requested to step down on disciplinary grounds as stipulated in the Constitution. Upon such request and the requisite procedure, the Elder shall vacate and cease to hold office.

8. FELLOWSHIP OF ELDERS

8.1. Criteria for appointment

- 8.1.1. There shall be twenty-four (24) Elders who shall be appointed from among the Local Assembly Elders.
- 8.1.2. At least two (2) of the members shall be from the three founding assemblies (Valley Road, Karen and Woodley).
- 8.1.3. Persons appointed to the Fellowship of Elders must have served for two years as a Local Assembly Elder in the appointing Local Assembly or Region.

8.2. The appointing process

- 8.2.1. The advisory Committee of each eligible assembly shall nominate two (2) candidates to the Fellowship of Elders, who shall then appoint 24 elders from among themselves taking into account equitable distribution across the CITAM Regions.
- 8.2.2. For purposes of objectivity, the appointment of the 24 elders shall be by secret ballot.
- 8.2.3. The Bishop shall issue appointment letters to the appointed Elders.

8.3. End of tenure

- 8.3.1. Persons serving in the Fellowship of Elders shall serve for as long as they are Elders in their Local Assembly.
- 8.3.2. A member of the Fellowship of Elders may resign voluntarily before the expiry of his/her term. Such resignation shall be in writing to the Bishop.
- 8.3.3. A member of the Fellowship of Elders may be requested to step down on disciplinary grounds as stipulated in the CITAM Code of Ethics and Constitution.

9. COUNCIL OF ELDERS

9.1. Composition

- 9.1.1. The Council of Elders comprises of not more than seven (7) members appointed by the Fellowship of Elders.
- 9.1.2. At least two (2) of the members shall be from the three founding assemblies (Valley Road, Karen and Woodley).

9.1.3. The Council shall have the power to co-opt not more than two (2) persons into its membership as shall be deemed necessary to assist in special areas of skills or competencies who shall have full voting rights.

9.2. Criteria for appointment

9.2.1. Any Elder shall be eligible for appointment to the Council of Elders provided he/she has served for more than two (2) years as an Elder of a Local Assembly.

9.2.2. The appointment shall be made by members of the Fellowship of Elders.

9.2.3. The Bishop shall inform the members of the Fellowship the available slots and present the profile of all the eligible Elders to the Fellowship of Elders for prayerful consideration at least one week before the meeting at which the appointment is to be made.

9.2.4. For purposes of objectivity, appointment shall be by secret ballot.

9.2.5. The Bishop shall then issue the appointment letter to the Elders appointed.

9.3. End of tenure

9.3.1. The tenure of a member of the Council of Elders shall be a term of three (3) years renewable once for a further term of two (2) years which tenure shall not be subject to tenure service in the respective Local Assembly.

9.3.2. An Elder may resign voluntarily before the expiry of his/her term. Such resignation shall be in writing to the Bishop who shall thereafter notify the Council and Fellowship of Elders.

9.3.3. An Elder may be requested to step down on disciplinary grounds as stipulated in the CITAM Constitution and the Code of Ethics. Upon such request, the Elder shall vacate and cease to hold office.

10. THE PRESIDING BISHOP

10.1. Criteria for appointment

10.1.1. Must have a Christian testimony in line with the Biblical teachings of 1Tim 3:1-7; and Titus 1:7-9 in addition to the under-listed;

10.1.2. Shall not be older than 60 years;

10.1.3. Must have served previously with distinction in the leadership of CITAM for five (5) years either as a Senior Pastor or its equivalent or as a Deputy Bishop within CITAM;

- 10.1.4. Must have proven leadership skills and capabilities and meet the criterion developed by the Council of Elders which shall include but not limited to the following: -
 - i. Leadership experience;
 - ii. Be a transformational and strategic leader;
 - iii. Proven management skills;
 - iv. Prudent stewardship of resources;
 - v. Team leadership;
 - vi. Strong Communication skills;
 - vii. Networking and building strategic partnerships;
 - viii. Strong decision making skills;
 - ix. Strong interpersonal skills; and,
 - x. Strong multi-cultural orientation.

- 10.1.5. Must have attained a master's degree as a minimum academic qualification.

10.2. The Appointing Process

- 10.2.1. The Fellowship of Elders and the Deacon Board (hereinafter referred to as the "Selection Board"), shall prayerfully select and recommend candidates to the Council of Elders.
- 10.2.2. The quorum of the Selection Board shall be two thirds of the expected membership.
- 10.2.3. For purposes of objectivity, the selection by the Selection Board shall be by secret ballot.
- 10.2.4. The Selection Board through the Joint Secretaries for the Council of Elders and Deacon Board shall invite qualified persons to express interest.
- 10.2.5. The qualified persons who have expressed interest shall present their profiles to confirm their eligibility for appointment.
- 10.2.6. A meeting of the Selection Board shall be held to consider the applications presented to them and require all the candidates to present themselves before the Selection Board for election.
- 10.2.7. The Selection Board shall elect not more than three qualified candidates.
- 10.2.8. The Selection Board shall take a separate vote to arrive at each of the three candidates and to accord each candidate an equal chance.

- 10.2.9. Each of the three candidates should obtain at least 70% of the vote to proceed to the interviews by the Council of Elders.
- 10.2.10. In the event however that only one person qualifies for the position, the name shall be forwarded to the Council of Elders with an explanation for the exception.
- 10.2.11. The recommended candidates shall be interviewed by the Council of Elders following which the successful person shall be appointed.
- 10.2.12. Council of Elders shall present the appointed person (hereinafter referred to as the “Presiding Bishop-Designate”) for ratification by the ADC.
- 10.2.13. In the event that there is no scheduled ADC within two months of the appointment of a Bishop, a Special Delegates Conference shall be convened for the purpose of ratifying the appointment.
- 10.2.14. Following the ratification, the Presiding Bishop-Designate shall be consecrated in a duly convened public ceremony, within two months of the ratification by the Delegates Conference.
- 10.2.15. There shall be a transition period not exceeding two months after ratification by the ADC during which period the presiding Bishop shall continue in office until the Consecration ceremony after which the Presiding Bishop-Designate shall assume office.
- 10.2.16. The Consecration of the Bishop shall be carried out in accordance with the Ordination Policy.

10.3. Duties of the Bishop

- 10.3.1. The Bishop is the Chief Executive Officer of the Church and shall preside over all the affairs of the Church.
- 10.3.2. He shall chair the ADC, RAGM, the Deacon Board, the Council of Elders, the Fellowship of Elders and the Regional Overseers’ Forum meetings.
- 10.3.3. He shall be the Church spokesman and represent the Church in National and International fora.

10.4. End of tenure

- 10.4.1. The Bishop shall serve for a maximum of two contract terms of five years each, or until attainment of the age of sixty-five (65) years, whichever comes earlier.
- 10.4.2. The Presiding Bishop, who has served the full two terms of five years contract and has not reached the retirement age, may be redeployed to other duties.
- 10.4.3. The Bishop may resign voluntarily before the expiry of his/her term. In such instances, he/she should give at least six months’ notice.

10.4.4. The Bishop may have his/her services terminated on disciplinary grounds in accordance with the Constitution as well as under the provisions of the Human Resources policy.

10.5. Contract Renewal Procedure

Pursuant to Article 19.6.2 of the Constitution, the contract of the Presiding Bishop shall be renewed as follows: -

- 10.5.1. The Council of Elders and Deacon Board shall develop an evaluation tool to evaluate the performance of the Presiding Bishop.
- 10.5.2. Six months before the expiry of the first term, the Council of Elders and the Deacon Board shall evaluate the performance of the Presiding Bishop.
- 10.5.3. The contract renewal of the presiding Bishop shall be pegged on the outcome of the evaluation.

11. THE DEPUTY BISHOP

11.1. Qualifications

The Deputy Bishop:

- 11.1.1. Shall have a consistent Christian testimony in line with the Biblical position of 1Tim 3 and Titus 1: 7-9
- 11.1.2. Shall have served as a Senior Pastor or equivalent capacity within CITAM for a period of not less than five years;
- 11.1.3. Shall have served as a Senior Pastor or equivalent capacity within CITAM for a period of not less than five years;
- 11.1.4. Shall have proven leadership skills and capabilities.

11.2. Process of appointing a Deputy Bishop

- 11.2.1. The recommendation shall emanate from the Fellowship of Elders and the Deacon Board, hereinafter referred to as the Selection Board.
- 11.2.2. The quorum of the Selection Board shall be two thirds of the expected membership.
- 11.2.3. For purposes of objectivity, the selection by the Selection Board shall be by secret ballot.
- 11.2.4. The Selection Board through the Joint Secretaries for the Council of Elders and Deacon Board shall invite qualified persons to express interest.

- 11.2.5. The qualified persons who have expressed interest shall present their profiles to confirm their eligibility for appointment.
- 11.2.6. A meeting of the Selection Board shall be held to consider the applications presented to them and require all the candidates to present themselves before the Selection Board for election.
- 11.2.7. The Selection Board shall elect not more than three qualified candidates.
- 11.2.8. The Selection Board shall take a separate vote to arrive at each of the three candidates and to accord each candidate an equal chance.
- 11.2.9. In the event however that only one person qualifies for the position, the name shall be forwarded to the Council of Elders with an explanation for the exception.
- 11.2.10. The recommended candidates shall be interviewed by the Council of Elders and the successful person shall be appointed.
- 11.2.11. The decision of the Council of Elders shall be final.

11.3. Tenure

- 11.3.1. The Deputy Bishop shall serve for a term of three years, renewable once, for a further term of three years or retire at the age of sixty-five (65) years, whichever comes first. The Deputy Bishop may resign voluntarily before the expiry of his/her term.
- 11.3.2. The Deputy Bishop may have his/her services terminated on disciplinary grounds in accordance with this Constitution as well as under the provisions of the Human Resources policy.
- 11.3.3. The contract renewal procedure shall be similar to that provided for the presiding Bishop in these By-laws.

12. REGIONS AND REGIONAL OVERSEERS

12.1. Composition

- 12.1.1. All Church Assemblies shall be grouped into Regions and overseen by a Regional Overseer and a Deputy.
- 12.1.2. A Region shall be comprised of seven (7) to ten (10) Assemblies or such number as the Deacon Board and the Council of Elders shall determine.
- 12.1.3. The Regional Overseer shall be appointed by the Council of Elders, upon the recommendations of the Presiding Bishop, from among serving Senior Pastors.

12.1.4. The Regional Overseers and their Deputies shall serve for a term of three (3) years renewable once for two (2) years based on performance.

13. OVERSEERS FORUM

13.1. Composition

The Overseers Forum shall comprise of the following:

- 13.1.1. The Presiding Bishop
- 13.1.2. Deputy Bishop
- 13.1.3. Regional Overseers
- 13.1.4. Deputy Regional Overseers
- 13.1.5. Head of Missions
- 13.1.6. Head of Christian Education
- 13.1.7. Director For Administration
- 13.1.8. Head of any other Church Ministry as may be established by the Council of Elders

13.2. Duties of the Overseers Forum

- 13.2.1. Implement the Overall Strategic plans through the development of annual plans with specific and measurable annual targets.
- 13.2.2. Develop holistic programmes in the ministries of the church in line with the vision and mission of the Church
- 13.2.3. Put into place systems of mutual accountability aimed at enabling the pastoral staff to offer maximum pastoral care and quality ministry in the various assemblies and ministries.
- 13.2.4. Implement the decisions of the Deacon Board and the Council of Elders as appropriate.
- 13.2.5. Identify and designate from among the Pastors the coordinators for the various Pillar ministries
- 13.2.6. Identify and designate from among themselves Overseers of the various pillar ministries
- 13.2.7. Develop and recommend Annual Pastoral and other staffing and resource needs for the approval of the Deacon Board and Council of Elders as per policy,

- 13.2.8. Deployment of Deputy Senior Pastors and Pastors.
- 13.2.9. Provide quality leadership through clear direction, strong pastoral care and effective performance management so that staff motivation will be sustained, and the performance level of the church will continue to rise.
- 13.2.10. Develop a forum for benchmarking and learning from one another best practices that would enhance the ministry of the various Regions and assemblies.
- 13.2.11. Establish and manage important networks and relationships with other churches and other organisations locally and internationally in order to continue to expand the impact of the ministry of the church.

14. REGIONAL COMMITTEE

14.1. Composition

Every Region shall have a Regional Committee whose composition shall be as follows;

- 14.1.1. The Regional Overseer who shall chair the Committee
- 14.1.2. Deputy Regional Overseer
- 14.1.3. Two (2) Elders. Members of the fellowship of Elders from within the Region shall select two members from among themselves.
- 14.1.4. Two (2) Deacons. Members of the Deacon Board from within the Region shall select two members from among themselves.
- 14.1.5. 1 person from the Advisory Committee of each Assembly excluding members already sitting in the Deacon Board and Fellowship of Elders
- 14.1.6. Such other member as may be co-opted.

14.2. Functions of the Regional Committee

- 14.2.1. To convene the Regional Annual General Meeting
- 14.2.2. In consultation with the CITAM Deacon Board, serve and provide oversight to CITAM in all matters pertaining to its administrative, financial and business affairs within the Region.
- 14.2.3. Implement the decisions of the CITAM Deacon Board and CITAM Council of Elders with regard to the functions and activities of CITAM.
- 14.2.4. Provide oversight in the implementation of the Strategic Plan of the CITAM.

- 14.2.5. Provide oversight to the management, upkeep and maintenance of all property of CITAM.
- 14.2.6. Set up such committees in line with pillar ministries as may be necessary to carry out specific ministry functions.
- 14.2.7. Safeguard and articulate CITAM doctrines and practice of faith within their region.
- 14.2.8. Identify and propose to the Overseers Forum places of worship, church planting and mission's engagement in keeping with CITAM's church planting policy.
- 14.2.9. Fill the Regional Committee members as and when such vacancies arise.

15. REGIONAL FORUM

15.1. Composition

The Composition of this Forum shall be;

- 15.1.1. The Regional Overseer who shall chair the Forum
- 15.1.2. Deputy Regional Overseer
- 15.1.3. Senior Pastors from the Region
- 15.1.4. Deputy Senior Pastors from the Region

15.2. Functions of the Regional Forum

- 15.2.1. Coordinate all Pastoral and Ministry affairs of the Region
- 15.2.2. Organise and run joint activities of the Region – including Women Ministry; Prayer; Missions; children and youth Camps .
- 15.2.3. Ensure the implementation of the CITAM Strategic Plan in the Region
- 15.2.4. Review and recommend Pastoral needs in the assemblies within the region
- 15.2.5. Review and approve Wedding applications.
- 15.2.6. Review and evaluate ministry impact in the Assemblies and the Region
- 15.2.7. Receive reports and updates from the Assemblies.

16. THE PASTORS

16.1. Appointment

- 16.1.1. Pastors shall be appointed by the Council of Elders subject to meeting the criteria for appointment as contained in the Human Resource Policy.
- 16.1.2. Every Church Assembly with a minimum of three (3) pastoral staff shall be led by a Senior Pastor. Assemblies with less than three Pastors shall be led by a Lead Pastor.
- 16.1.3. The Senior Pastor shall be appointed by the Council of Elders upon the recommendations of the Bishop from among serving Pastors in the church, with five (5) distinguished years of service in the ministry of the gospel.
- 16.1.4. The Church shall appoint men and women with at least a degree in theological training to be deployed to serve at Assembly and in respective ministries as need arises.
- 16.1.5. Such pastors will serve under the leadership of the Senior Pastors or Lead Pastors.

16.2. Dispute Resolution

Should any dispute arise between a Pastor and the Church regarding his/her position as a pastor, the said dispute shall be referred to the Senior Pastor and, in the event, it is not resolved, it shall be referred to the Regional Overseer. In the event it is not resolved, it shall be referred to the Bishop. In the event it is not resolved by the Bishop, the same shall be referred to the Council of Elders whose decision shall be final.

16.3. Separation

The following shall constitute circumstances under which a Pastor may separate from CITAM:

- 16.3.1. Voluntary resignation
- 16.3.2. Termination of services by the Council of Elders in accordance with the Constitution, Code of Ethics and Human Resource Policy. In such an eventuality, the Council of Elders may consult with the Local Assembly leadership where this is deemed necessary.
- 16.3.3. Any other reasons as provided under the Labour Laws of Kenya.

17. ASSEMBLY ADVISORY COMMITTEE

17.1. Role of the Assembly Advisory Committee

The Assembly Advisory Committee shall provide oversight to the administrative and ministry functions at the Assembly.

17.2. Composition

The committee shall comprise the following:-

- 17.2.1. Senior Pastor who shall also be the Chair of the committee.
- 17.2.2. The Deputy Senior pastor.
- 17.2.3. All Elders in the assembly.
- 17.2.4. Deacon Board members in the Assembly.
- 17.2.5. Men's ministry leader.
- 17.2.6. Women's ministry leader.
- 17.2.7. Youth ministry leader.
- 17.2.8. Children ministry leader.

17.3. Functions of the Assembly

The Advisory Committee shall have the following key functions:

- 17.3.1. Ensure adherence to the Deacon Board and Council of Elders policies and guidelines.
- 17.3.2. Participate in the formation of the assembly budget and review the financial performance of the assembly.
- 17.3.3. Oversee the development plans at the assembly level.
- 17.3.4. Provide spiritual support for pastors and their nuclear families.
- 17.3.5. Refer matters from the advisory committee to the Bishop for direction where necessary.
- 17.3.6. Provide input for teaching and training of membership for service.
- 17.3.7. Participate in the appointments of leaders in the various ministries.
- 17.3.8. Participate in the nomination of Deacons and appointments of Elders.
- 17.3.9. Ensure adherence of the Code of Ethics for leadership and provide oversight to the discipline of members.

- 17.3.10. Provide support to the pastoral team in the running of the various Ministries including the main services.
- 17.3.11. Provide oversight on the use and maintenance of church assets and facilities.
- 17.3.12. Provide oversight for safety and security at the assembly.
- 17.3.13. Participate in the interviewing of prospective CITAM church members.
- 17.3.14. Provide oversight of the Strategic Plan at the Assembly level
- 17.3.15. Participating in shaping the Assemblies church growth strategy.
- 17.3.16. Approve the disbursement of relief at the local assembly level in accordance with the Relief and Benevolence policy.
- 17.3.17. Give input to the development of the annual theme and calendar of events for the local assembly.
- 17.3.18. The Advisory Committee members shall serve in the Committee as long as they are serving in their respective capacity as Elders, members of Deacon Board and ministry leaders. They shall cease to be members of the Committee as soon as their term in the respective offices expire.
- 17.3.19. The quorum for meetings shall be at least 40% of the membership, one of whom shall be either a Deacon (where there is one) or an Elder excluding the Senior Pastor and the Deputy Senior Pastor.
- 17.3.20. The committee shall hold meetings at least once per month.

18. ASSEMBLIES

- 18.1. CITAM shall progressively establish CITAM Assemblies in major cities and towns in Kenya and internationally in keeping with the Church planting strategy.
- 18.2. Approval for establishment of new assemblies by the Council of Elders and the Deacon Board shall be done pursuant to credible feasibility studies and the CITAM Church Planting Policy.
- 18.3. Upon the establishment of a new Assembly, the Lead Pastor shall appoint an oversight committee which shall play the role of the Advisory Committee. The members of this committee shall be members attending the new Assembly.
- 18.4. The new assembly shall only be eligible to nominate a Deacon, appoint Assembly Elders or establish an Advisory Committee, after the official launch and dedication.
- 18.5. All CITAM International branches shall be fully part of CITAM Kenya but shall

be managed in accordance with the laws of the respective countries. The international assemblies shall hold a Single Assembly General Members Meeting annually.

18.6. An assembly shall be officially launched and dedicated and thereby become an Eligible Assembly after meeting the following criteria:

- 18.6.1. where the said assembly has been in existence for at least three years;
- 18.6.2. the assembly is financially self-sustaining;
- 18.6.3. the assembly is compliant with the CITAM Standards of Operations and is so certified following an internal audit;
- 18.6.4. the said Assembly complies with the “Healthy Church Checklist” as prepared by the Council of Elders in consultation with the Deacon Board;
- 18.6.5. The Checklist in 18.6.4 above shall include but not limited to the following:
 - i. Vibrant ministries and fellowships;
 - ii. Vibrant Safari Groups;
 - iii. Evident discipleship;
 - iv. Membership growth;
 - v. Salvation.

19. ASSEMBLY MINISTRIES

19.1. Ministry Departments

- 19.1.1. Ministry leaders shall be appointed by the Advisory Committee in consultation with the Senior Pastor.
- 19.1.2. All such leaders shall be registered members of the Church.
- 19.1.3. Ministry leaders shall serve for a maximum term of three (3) years renewable once for a term of (2) two years.

19.2. Ministry Committees

The Pastoral team shall set up Ministry departments and their committees.

20. ASSEMBLY SERVICES AND MEETINGS

- 20.1. The time of the regular Church services shall be determined by the Advisory Committee.

20.2. The Advisory may recommend the place of worship.

20.3. No member or group of members shall call any meeting in or out of the church premises, whether private, secret or public, in the name of the Church for any reason whatsoever, without the knowledge and consent of the Senior Pastor.

20.4. No visiting speaker shall be invited to any meeting of any Ministry of the Church without the knowledge and consent of the Senior Pastor.

20.5. The Ministry platform shall not be used to advertise businesses or otherwise take advantage of the CITAM members to propagate businesses or used for non-CITAM activities.

21. OFFERINGS AND ATTENDANCE RECORDS

21.1. Records

Correct and accurate records shall be kept of all offerings and attendance in the church services.

21.2. Tithes and offerings

- 21.2.1. An offering may be taken at all meetings in the church services and Ministry meetings.
- 21.2.2. The Head Ushers will be responsible for the prompt collection, accounting and remittance of tithes and offerings during church services and other church functions.
- 21.2.3. No fundraising whether within or outside CITAM shall be carried out by the Church and /or Church Ministries without the consent of the Deacon Board.
- 21.2.4. Cash collections shall be counted by a minimum of three responsible persons appointed by the Head Ushers and/or the Ministry departmental heads.
- 21.2.5. The collection forms shall be filled in ink and signed by the persons counting.
- 21.2.6. Under no circumstances whatsoever is one person to count the offerings alone.

21.3. Attendance

For record purposes, the Head Ushers shall count the numbers of persons attending the services. This number will then be recorded in the designated forms.

22. REGIONAL ANNUAL GENERAL MEETING (RAGM)

- 22.1. The RAGM shall be open to all registered members from all Assemblies in the Region.
- 22.2. The quorum for the RAGM shall be Two Hundred (200) members drawn from at least Five (5) of the Church assemblies in the respective Region and shall include the Assembly Delegates to the ADC.
- 22.3. All Regions shall hold their respective RAGMs at least fourteen (14) days before the ADC.
- 22.4. The agenda for the RAGM shall be as provided for in the Constitution.
- 22.5. International Assemblies shall be included in the Northern Region and shall have representation from the international members during the Northern Region General Meetings.

23. ANNUAL DELEGATES CONFERENCE (ADC)

- 23.1. The Annual Delegates Conference is the supreme decision-making organ of CITAM.
- 23.2. Composition of the ADC shall be as follows:
 - 23.2.1. Assembly delegates not exceeding 1200.
 - 23.2.2. The Senior Pastors, Deputy Senior Pastors and Lead Pastors.
 - 23.2.3. The Fellowship of Elders
 - 23.2.4. The Deacon Board
 - 23.2.5. Regional Overseers
 - 23.2.6. Church Trustees
 - 23.2.7. Delegates representing International Assemblies
 - 23.2.8. Special Delegates including former CITAM Leaders.
- 23.3. Election of Assembly Delegates
 - 23.3.1. Each assembly shall be allocated a specific number of delegates prorated to the registered number of members in each assembly.
 - 23.3.2. Each Assembly shall elect Delegates from among active members which should be representative of the whole spectrum of the Assembly including Men, Women and Youth.

- 23.3.3. The Advisory Committee shall nominate active members who are eligible for election and present the names to the Assembly for election of delegates.
- 23.3.4. Assembly delegates shall be elected at least fourteen (14) days before the RAGM.
- 23.3.5. Elected Assembly delegates shall serve as such delegates for two years following their election.
- 23.3.6. Assembly delegates may be re-elected once for a further term of two (2) years after which they are not eligible until after a break of two years.
- 23.3.7. The elected assembly delegates shall also attend any Special ADC held during their term after their election.
- 23.3.8. Replacement of ineligible delegates or delegates whose status has changed shall be done pursuant to clause 4.4 of these By-Laws.
- 23.3.9. Each Assembly shall maintain and annually update the register of its delegates to take into account any change of status in the year.

24. THE PROPERTIES OF THE CHURCH

- 24.1. The Church properties shall be registered in the name/s of the Registered Trustees of the Church.
- 24.2. The properties of the Church shall only be acquired or disposed with the approval of the Deacon Board.
- 24.3. Requests from other persons, Churches or organisations to use or hire the Church properties shall be made in writing and shall be considered by the assembly Administrator and the Senior Pastor.
- 24.4. A specified charge, payable in advance, will be made by outside persons or groups for use of the Church facilities as per the appropriate policy taking into account the nature of the proposed event

25. TRUSTEES

There shall be a minimum of three (3) Trustees and a maximum of five (5) Trustees in accordance with Article 27 of the Constitution.

25.1. Qualification

A person shall be eligible to be nominated as a Trustee of the Church on meeting the following criteria:-

- 25.1.1. Be a registered member of the Church;

- 25.1.2. Has previously served at senior leadership level in CITAM and rendered valuable service;
- 25.1.3. Is of mature, spiritual and administrative judgment;
- 25.1.4. Is highly respected and of honourable character within and outside CITAM;
- 25.1.5. Meets the scriptural standards espoused in 1st Timothy 3 and Titus 1

25.2. Appointment

- 25.2.1. The Board shall nominate a person(s) qualified to be Trustee whenever there is a vacancy;
- 25.2.2. The Nominee shall be notified of the said nomination by the Presiding Bishop and requested to confirm their willingness to serve the Ministry in the said capacity;
- 25.2.3. The Trustee Nominee(s) shall thereafter be presented to the ADC for ratification;
- 25.2.4. Upon ratification by a resolution of the ADC, the nominee shall be appointed as a Trustee and shall be commissioned at the ADC.
- 25.2.5. The appointed Trustee shall be duly registered under the constitutive law for the time being the Land Act (Perpetual Succession).

25.3. Tenure

- 25.3.1. A Trustee shall serve for a period of 5 years renewable once for a further term of 5 years.
- 25.3.2. A Trustee shall serve a maximum term of 10 years in any event.

25.4. Functions

- 25.4.1. The Trustees shall appoint a Convenor from amongst themselves to serve on rotational basis as the trustees shall decide.
- 25.4.2. The Trustees shall meet at least twice a year to consider the status of the Church properties and recommend action as necessary to be implemented by the Deacon Board.
- 25.4.3. A minimum of three (3) Trustee shall sign for any given legal transaction involving Church properties.
- 25.4.4. The trustees shall pay to the Treasurer all income from property vested in the Trustees.

- 25.4.5. The Trustees shall report to the Board on any expenditure from property which is in their opinion necessary and desirable. Discretionary usage shall remain with the Board.
- 25.4.6. The Trustees shall act in accordance with any direction given to them by the ADC concerning any assets held by them on behalf of the Church.
- 25.4.7. The Trustees shall prepare an annual report on the status of the Church properties to be included in the ADC presentation booklet.

26. BORROWING

The Church shall only borrow funds or incur liabilities on a purchase plan or any building operation upon the approval of the Deacon Board.

27. EXTERNAL PARTNERSHIPS AND NETWORKS

The Church shall only enter into Partnerships and create networks with other organizations, Ministries or fellowships with the written approval of the Deacon Board and Council of Elders.

28. MISCELLANEOUS

28.1. Weddings, Funerals and Dedications

Standard charges and arrangements for these services will be determined by the Deacon Board.

28.2. Notices and Advertisements

Announcements, hand bills, notices, advertisements and posters, relating to any meeting or matter whatsoever, shall only be given out in the Assemblies with the consent of the Senior Pastor . 28.3. Visitors

First time visitors to the Church will be welcomed briefly by the Pastors from the pulpit. No visiting persons shall be allowed to address the congregation without the consent of the Senior Pastor.

28.4. Visiting groups

Any visiting group or individual from within or outside Kenya shall only be given an opportunity to minister in the Assemblies with the consent of the Senior Pastor of the respective Assembly.

29. AMENDMENTS TO THE CONSTITUTION

- 29.1. Amendments to the CITAM Constitution shall be as provided in Article 31 of the Constitution following the final vote of two-third majority of delegates at the ADC.
- 29.2. Amendments to the Constitution may be proposed by the Deacon Board or members.
- 29.3. Amendments introduced by the Deacon Board shall be discussed and passed by two thirds majority of each RAGM and thereafter by two thirds majority at the ADC.
- 29.4. Amendments introduced by a member shall first be moved and discussed at an RAGM and passed with a simple majority vote. After such vote, the particular motion shall be taken over and adopted by the Deacon Board and presented for discussion and approval in the following year's RAGMs by least a two-third majority of members present and thereafter two-third majority of delegates at the ADC.
- 29.5. Amendments shall not be implemented without the prior consent in writing of the Registrar of Societies obtained upon application made in writing and signed by two of the office-bearers of which one shall be the Church Secretary.

30. AMENDMENTS TO THESE BY-LAWS

Amendments to these By-Laws shall be made by the Deacon Board in consultation with the Council of Elders.



CHRIST IS THE
ANSWER MINISTRIES
[CITAM]