



Upendo Gospel Community Church

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1. NAME

We are a local Church calling ourselves the **Upendo Gospel Community Church**.

2. DEFINITION OF A LOCAL CHURCH

A local church is an assembly of God's people who have joined themselves together in full purpose of heart under Christ, submitting themselves unquestionably to Him in His Word, the Bible.

3. PURPOSE OF THE LOCAL CHURCH

The sole purpose of our existence is to glorify God the Father, Son and Holy Spirit. This is done by pursuing the following objectives:

- 3.1. The united worship of God.
- 3.2. The edification of all the members through the preaching and teaching the whole counsel of God as revealed in the Bible.
- 3.3. The proclamation of the Gospel for the salvation of sinners and their incorporation into the church.
- 3.4. Fellowship amongst the members of the church.
- 3.5. The solemnization of marriages and motivation for building godly families.
- 3.6. The extension of the Gospel through planting of new churches and encouraging those local churches under our registration.
- 3.7. Theological training to equip the saints for gospel ministry work.
- 3.8. Undertaking projects aimed at enabling the church to achieve its objectives.

4. CONFESSION OF FAITH

We take the whole Bible, the 66 commonly received books of the Old and New Testaments, as our confession of faith. Although we accept no man-made confession as finally authoritative, we receive the 1689 Baptist Confession as true to the Bible, and adopt it as the fullest expression of our faith. We present below a summary of what we believe the Bible teaches to instruct and guide our members and to preserve us against false doctrine.

- 4.1. **Scripture:** The Scriptures of the Old and New Testaments are equally and in every part the Word of God, without any error, a sufficient and final revelation of all saving knowledge, faith and obedience. They must be received as the final authority in all matters of faith and practice. No other writings are accepted as Word of God or as having any such authority.
- 4.2. **God:** There is only one eternal God, who is Spirit, the Maker, Preserver and Ruler of all things. He is self-sufficient, having in and of Himself all perfections and being infinite in them all. He accomplishes all things according to His will and for His own glory, yet He is not the author or approver of sin, nor does He destroy the responsibility of His intelligent creatures. This God is revealed to us as Father, Son and Holy Spirit, one God in three equal and distinct persons.
- 4.3. **Man:** God created the first man and woman, Adam and Eve, by a definite creative act, after His own image. The historic fall from the original righteousness in which mankind was created is the source of all the evil in the world. The guilt of Adam's sin is reckoned to all his descendants, so that all men are conceived in a state of guilt, corruption, separation from God and condemnation to eternal death. This state is known as original sin, and from it proceeds all actual transgressions. Therefore, although completely responsible to God to perform what He has commanded, man is completely unable of himself to do any spiritual good, not even to repent of sin and believe on the Lord Jesus Christ.
- 4.4. **Salvation Planned:** From all eternity God has planned to save for Himself out of lost and fallen humanity an innumerable multitude, not because of any foreseen faith or merit on their part, but because of His mercy in Christ, who He appointed as the only Mediator, the prophet, priest and king of those whom the Father had given Him. All whom God has thus determined to save will certainly be called, justified and glorified.
- 4.5. **Salvation Accomplished:** According to the plan of God, Christ, the eternal second Person of the Godhead, united to Himself a real human nature through the womb of the Virgin Mary, being fully God and fully man in one Person, yet without sin. For the salvation of His people, He perfectly kept God's holy law, voluntarily suffered and died as a full and sufficient substitutionary sacrifice for them and thus making reconciliation to God for them. He was buried, rose bodily on the third day, ascended into heaven with the same body and sat down at the right hand of the Father. In heaven He now reigns over all things for the church and makes continual intercession for His people.

4.6. Salvation Applied: The exalted Christ sends forth the Holy Spirit to apply the fruits of His accomplished redemption to all His people, which application is essential unto salvation. The new birth, the giving of a new heart, by which the sinner is enabled to repent and believe, is not an act of man's free will and power, but the result of the effectual and gracious working of the Holy Spirit, who works when, where, and how and in whom He pleases. By this work, often referred to as regeneration, the Spirit enlightens their minds and renews their wills and affections, as God effectually calls them into fellowship with His Son through His Word. The immediate fruits of regeneration are:

4.6.1. Repentance - Repentance is a gift of God, whereby the Holy Spirit convinces a person of the wickedness of his sinfulness and his acts of rebellion against God, so that he turns to God in sorrow in order to walk in obedience before Him and to please Him. No one is saved without genuine repentance and unreserved submission to Christ as Lord.

4.6.2. Faith - Faith is a gift of God by which a person receives and rests on Jesus Christ alone for salvation, as He is freely offered to sinners in the Gospel. Although a person is saved through faith alone, this faith never stands alone but is accompanied by all the other fruit of the Holy Spirit.

4.6.3. Justification and Adoption - Justification is an act of God's free grace by which He pardons all the sins of His people, past, present and future, and reckons them as righteous in His sight on account of the righteousness of Christ imputed to them and not because of anything done in them or by them. Faith in Christ is the only instrument of justification. All those who are justified in Christ receive the promised Holy Spirit of adoption, so that they are truly sons of God.

4.7. Sanctification and Perseverance:

Sanctification is two-fold –

(i) Definitive: at conversion believers are united to Christ in His death to sin and resurrection to new life. As a result the rule of sin in their lives is broken and they willingly seek to be ruled by the Word of God.

(ii) Progressive: sanctification, which is the process of being entirely conformed to the image of Christ, will be perfectly completed only on the last day. It is the work of the Holy Spirit in us through our mortifying sin and obeying the commands of God. Because of indwelling sin, all believers experience a constant warfare between the flesh and the Spirit. However, the indwelling of the Spirit is the seal and guarantee that every true believer will persevere in the faith until the end.

4.8. The Church:

4.8.1. The Lord Jesus Christ is the only head of the universal church, His body, which is made up of all the people of God of all ages. Christians ought to gather together in local churches, to each of which Christ has given the necessary authority to administer order, discipline and worship. A true local church is recognized by the true preaching of the Word of God, proper administration of the ordinances, and the exercise of spiritual discipline. The only officers of a local church are its elders and deacons.

4.8.2. Ordinances: Christ has instituted and given to His church two ordinances, Baptism and the Lord's Supper:

4.8.2.1. Baptism is an ordinance of Christ in which a believer is immersed in water upon profession of faith as a sign of his union with the Father, the Son and the Holy Spirit. Baptism does not make a person a Christian, nor is it essential to salvation, but it is a means of grace to believers who are being baptized. It is a sin to neglect this ordinance because Christ has commanded that believers be baptized.

4.8.2.2. The Lord's Supper is an ordinance of Christ in which the assembled believers eat bread and drink the cup. These are signs of the broken body and shed blood of Christ. This ordinance should be observed repeatedly by the Church until Christ returns. It is in no sense a sacrifice but is designed as a memorial of Christ's death, and it is a means of grace by which believers draw near to Him in faith. It is also an affirmation of the unity of all true believers.

4.8.3. Government: The office of eldership has alone been appointed by Christ. Such elders are given spiritual authority to oversee the local church in accordance with Christ's Word. Biblically qualified men are specifically assigned the responsibility of pastoring/shepherding/exercising oversight in the church and other leadership roles like preaching/teaching, public reading of Scriptures and corporate prayer.

4.8.4. Evangelism and Missions: It is the duty of every church and every Christian to extend the Gospel to all men everywhere, in recognition of the insufficiency of natural revelation unto salvation and that there is salvation only in the Name of Christ. Faith comes by hearing and hearing by the Word of God, and so the principal means for discipling the nations is the preaching and teaching of the Word of God. The goal of such work is the establishing of other local churches, under the headship of Christ, with their own officers directly responsible to Christ.

4.9. The Christian Life:

4.9.1. The Law of God - God's revealed will is summarised in the Ten Commandments which, although they cannot justify the sinner, are binding on all men and form the continuing rule of life for every believer. This includes a regard for the sanctity of the Lord's Day, Sunday, which is the day set apart by believers unto the Lord in the New Testament in fulfilment of the fourth commandment.

4.9.2. The State - Civil government is ordained of God, and it is the duty of every Christian to submit to the civil authorities in all matters consistent with the teaching of Scripture. Christians are especially commanded to pray for their rulers.

4.9.3. Christian Liberty - The Christian must always seek to have a conscience void of offence towards God and man. God alone is the Lord of the conscience, and the believer is not held subject to the doctrines and commandments of men which are in any way contrary to or not contained in His Word.

4.9.4. Marriage: Marriage is only between one man and one woman of legal age and is to be considered honourable and desirable. Christians must not marry unbelievers, and must do nothing to promote such marriages. Those who become Christians when they are married must remain with their partner. Adultery and desertion of a believer by an unbeliever because of the believer's Christianity are the only possible grounds for dissolving the marriage union. Monogamy is the Scriptural standard although those converted within a polygamous relationship may be baptized and received into full membership. However, each individual case must be investigated and approved by the Elders.

4.9.5. Family: The husband is the head of the wife and he is commanded to love her; likewise the wife is commanded to submit to her husband in everything. Children should be recognized as a gift from the Lord, but inability to have children (for whatever reason) should not be considered a ground for separation or divorce. Parents must bring up their children in the nurture and admonition of the Lord. Children must obey and honour their parents in the Lord for this is right.

4.9.6. Exercise of Gifts and graces: The Spirit of God has given diverse gifts to both men and women which are to be exercised for the edification of the church. Each should use their gifts to serve one another as stewards of God's varied grace in order that in everything God may be glorified through Jesus Christ. No one today has been given gifts peculiar to the early church such as apostolic or prophetic offices which were foundational and revelatory, since we now have the full canon of Scripture, to which we will do well to pay attention, until Christ returns.

4.10. The Last Things:

4.10.1. Death - The bodies of men at death return to dust, but the souls of the righteous to rest with God, and the souls of the wicked to be reserved under darkness until the judgement.

- 4.10.2. Return of Christ** - At a day and hour which no man knows, Christ will return to this earth personally, bodily and in glory.
- 4.10.3. Resurrection and Judgment** - On that appointed Day, God will judge all men by Christ Jesus. The bodies of all who have died, both the just and the unjust, will be raised and united with their souls. The resurrected dead together with all those who are alive at His coming will be publicly judged according to their works. The wicked will go into conscious and everlasting punishment, and the righteous into everlasting life.

5. MEMBERSHIP

5.1. Eligibility:

- The following are the requirements for all who seek membership in this local church: **5.1.1.** A profession of repentance towards God and faith in our Lord Jesus Christ. **5.1.2.** Evidence that this profession is genuine by Scriptural experience of conversion, a belief in the truths of Scripture as summarised in the confession above, and a practice of consistent Christian living. (Where there is any definite disagreement with the confession of faith, assurance must be given that active denial will not occur.)
- 5.1.3.** Baptism following repentance and faith. (Any believer who wishes to join the church but who conscientiously believes in the Scriptural validity of his baptism as an infant will have his application sympathetically considered.)
- 5.1.4.** Willingness to submit to the teaching and government of the church.

- 5.2. Procedure for Acceptance:** Each applicant shall be interviewed by at least one of the Elders and must fulfil the requirements under 5.1. At a congregational meeting (see 15.2.3), the Elders shall recommend to the church for their approval those they consider to be qualified for membership, having circulated the names of the proposed members at least one week previous to the meeting. At the meeting, those proposed shall give orally or have read a short account of their faith. After a month, another congregational meeting shall consider and approve the application (as under 15.3.3.) and the applicant received into membership at the following celebration of the Lord's Supper, by the right hand of fellowship of the church.

5.3. Responsibilities of Each Member:

- 5.3.1.** Attendance at the regular worship services, prayer meetings, the Lord's Supper and congregational meetings.
- 5.3.2.** Mutual care for every member, according to clear Scriptural principles (for example: loving, praying for, caring for, admonishing, one another).
- 5.3.3.** Regular and proportionate giving for the support of the work of the church, according to how God has prospered.
- 5.3.4.** The Scriptural use of spiritual gift(s) in order to edify the whole church.
- 5.3.5.** Scriptural honour and submission to those in spiritual authority in the church, including necessary financial support, and prayer for them.
- 5.3.6.** Service for the extension of the kingdom of God throughout the world (for example, by witnessing and prayer). Such service must be carried on in the context of the local church.
- 5.3.7.** Cultivation of personal holiness through regular reading of the Bible and prayer, the right use of the Lord's Day, as well as through public worship and the ordinance of the Lord's Supper.
- 5.3.8. Marriage, Gender & Chastity:** Contentment with the God-given gender/sex from conception and committing to only pursue godly marriage with a Christian of opposite God-given gender. Abstinence from all forms of sexual immorality, and pursuit of godliness and contentment, mortifying the deeds of the flesh.
- 5.3.9.** Commitment to Godly Relations: Striving for peace with all people and holiness. Where aggrieved with the conduct of others to follow the biblical pattern of forgiveness and

reconciliation.

- 5.3.10.** Any member who is compelled to live at a distance from the church for periods of more than two months at a time must keep regular personal contact with at least one of the Elders.

5.4. Privileges of Each Member:

- 5.4.1.** Participation in the Lord's Supper with other believers.
- 5.4.2.** Pastoral care of the Elders, to whom they have direct access for advice and prayer whenever mutually convenient.
- 5.4.3.** Mutual care so that any member can count on the love and practical assistance of other members whenever necessary and possible.
- 5.4.4.** Participation in discussing the business of the church and voting for officers (if 18 years and over).

5.5. Types of Membership:

- 5.5.1. Resident Membership** - Those who fulfil all the responsibilities of membership shall be called resident members. They are expected to fully participate in the life of church, by attendance and service.
- 5.5.2. Non-resident Members** - Any resident member who becomes unable to fulfil the responsibilities of membership under 5.3.1 because of moving away from the area shall automatically be considered a non-resident member. Upon resuming residence in the area he shall automatically be considered a resident member again and shall be expected to fulfil the responsibilities under 5.3.1.

5.6. Discipline:

- 5.6.1. Occasions** - The New Testament requires churches to withdraw fellowship from erring members in certain circumstances, the purpose being to lovingly restore them through repentance and to keep the church pure for God's glory. In general, this withdrawal is necessary where there is a clear, deliberate and persistent breach of the basis of membership. In particular, there are the following categories:

- 5.6.1.1.** A serious offence committed against a fellow-member which is not followed by apology and restitution.
- 5.6.1.2.** Causing strife or division in the church contrary to the teaching of Scripture.
- 5.6.1.3.** Holding and teaching beliefs contrary to the plain teaching of Scripture and destructive of the Gospel, or the denial of any truth fundamental to the Christian faith.
- 5.6.1.4.** Open immoral behaviour.
- 5.6.1.5.** Continual failure to attend the obligatory meetings of the church without good cause (see 5.3.1.).

5.6.2. Procedure:

- 5.6.2.1. A private offence.** The offended person must first seek to solve the matter with the offender privately. If reconciliation is not achieved, a mediator or witnesses should be taken to encourage repentance, reconciliation or confirm the unwillingness to repent. If there is still no reconciliation the offended person should submit to the Elders in writing the charges.
- 5.6.2.2. A public offence.** The Elders are to take up a private matter that has been brought to them, give the offender and the offended party an opportunity to be heard, encourage repentance and reconciliation and, if they consider the matter as warranting the attention of the church, bring it to a church meeting for discussion. The Elders will also in private deal with any member in breach of the basis of membership given in 5.6.1.2 to 5.6.1.5. If there is no genuine repentance after persistent exhortations from the Elders, they shall bring the

matter to the church meeting for discussion.

5.6.2.3. Excommunication. If all efforts by the Elders and the congregation fail to bring the offender to repentance, then by the recommendation of the Elders and the vote of the members (14.3.2. and 14.3.3.), the offender shall be excluded from the rights and privileges of membership and treated as an unbeliever.

5.6.2.4. Restoration. If at any subsequent time there is satisfactory evidence of repentance, the offender shall be forgiven by the whole congregation and received back into full membership.

5.7. Termination of Membership:

5.7.1. Resignation: Those being released by the church to form a new church-plant shall resign from TBC membership in writing, and will be released without prejudice as they covenant to form a new congregation.

5.7.2. Transfer of membership: Recommendation to membership in another church shall be given. However, it may be withheld by the Elders if they consider that the reasons given for resignation from the church are inadequate or invalid in light of the Scriptures. **5.7.3.**

Ex-communication (see 5.6.2.3).

5.7.4. Death.

6. CHURCH ORDINANCES

6.1. An ordinance is an outward, sensible sign of an inward, spiritual grace possessed by the recipient. There are only two such signs ordained by Christ to be followed in the church: **Baptism** and the **Lord's Supper**.

6.2. Baptism: (See 4.8.2.1.) Baptism is for those who have become believers, and in normal circumstances will not be administered to anyone who does not intend to become a member of the church. Baptism should be administered by immersion in water, publicly in the presence of the congregation. It is only required once, and baptism as a believer by immersion in another church will be recognized as valid.

6.3. The Lord's Supper: (See 4.8.2.2.) The Lord's Supper is for all believers, and attendance of its celebration is obligatory on all members of the church. In normal circumstances only those in membership with this or another church, and who are not under church discipline, will be admitted to the table. As the Lord's Supper is a means of grace for those who share in it, it shall be observed frequently, at least once each month.

7. CHURCH GOVERNMENT

7.1. The Lord Jesus Christ is the only head of the church, governing it by the Word of God. This government is exercised in particular local churches through elders who apply the Word of God in their teaching and ruling. Each local church is thus independent, being directly under the rule of Christ. Therefore, this church shall not enter into any denomination, association or union which involves the loss of this independence.

7.2. Scripture recognizes two kinds of officers in the church: elders (also called bishops/overseers, presbyters or pastors) and deacons. In normal circumstances the church should be governed by a plurality of elders. There is no fixed number of elders or deacons, but men should be appointed to these offices as they are called and gifted by Christ.

7.3. Church officers will remain in office until such a time as they are no longer able to fulfil the duties of their respective offices. (See 8.7 and 9.4)

7.4. No man may be appointed to either office unless he subscribes fully to this constitution. (See 8.3 and 9.2)

8. ELDERSHIP

8.1. All the Elders shall be responsible for the oversight and management of Upendo Gospel

Community Church (see. 4.8.3). They shall give direction to the office bearers and the Deacons and constitute sub-committees as necessary to undertake their functions. They shall also appoint the interim office bearers in case of a vacancy pending approval by the members.

8.2. Functions of the Elders

- 8.2.1. **Prayer and preaching**, being considered as the main duty according to apostolic precedent. While every elder is a shepherd, one or more of the Elders will be more fully devoted to formal and public teaching of the Word of God. Other gifted men may publicly teach the Word of God under the direction of the Elders.
- 8.2.2. **Visitation** for the purpose of watching over individual souls, by private instruction, encouragement and dealing with any problems. The sick especially should be visited. Each member shall be visited or given special pastoral attention at least once every six months by an elder.
- 8.2.3. **Church meetings** should all be arranged and presided over by the Elders, and they are responsible for the appointment of anyone who must perform an official function in the church.
- 8.2.4. **Church discipline** must be maintained by the Elders through teaching, rebuking and the recommendation of appropriate action to the church. In any dispute over the interpretation of the constitution the decision of the Elders is final.
- 8.2.5. **Interviewing** applicants for membership and recommending those eligible to the church.
- 8.2.6. Recommending to the church additional Elders or Deacons, or the dismissal of any who fail to fulfil their duties.
- 8.2.7. Final authority in matters of finance and property.
- 8.2.8. All Elders shall have equal authority, being subject to one another in the Lord. Their chairman shall be the first-among equals. They shall regularly meet together to pray and discuss the spiritual matters of the church. At least half of the Elders must be present at a meeting to form a quorum.

8.3. **Qualifications** - An Elder should be in full agreement with this Constitution and must possess the following qualifications:

- 8.3.1. **Personal.** A man who is above reproach, sober-minded, self-controlled, respectable, hospitable, not a drunkard, not violent but gentle, not quarrelsome and not a lover of money. He should not be a recent convert but a man well thought of by outsiders.
- 8.3.2. **Domestic.** The husband of one wife, a good manager of his own household, with all dignity keeping his children submissive.
- 8.3.3. **Pastoral.** He must hold firm to the trustworthy word of God and be able to instruct in sound doctrine and also rebuke those who contradict it.

8.4. **Appointment**

- 8.4.1. The nomination of an elder shall be by the unanimous recommendation of the existing Elders, if they see that his gifts are already evident in the congregation. No man shall be nominated without his prior consent and such consent should arise out of a personal conviction of the Lord's calling him to be an elder.
- 8.4.2. After at least two weeks' notice has been given, a specially called church meeting shall vote by ballot on the recommendation. Before being put to the vote, relevant scriptural passages shall be explained to the congregation.
- 8.4.3. While unanimity in voting is the aim in such an important decision, a 75% vote of approval is required to confirm an elder (see.14.3.3.).
- 8.4.4. The appointment of the elder shall then be publicly confirmed with the laying on of hands of the Elders and the prayer of the whole church.

8.4.5. After the 60th year, he may be requested by the church to serve, but he cannot be the First Among Equals in the Eldership, unless he is helping the church with the formation of a new Eldership.

8.5. Support - It is desirable that at least one of the Elders be relieved from his secular calling in order to devote himself fully to prayer and the ministry of the Word. Such an elder is entitled to receive remuneration for his service.

8.6. Triennial Re-evaluation - Three years after his appointment and every three years thereafter, each elder shall be re-examined by the congregation. If the congregation considers that he still possesses the required qualifications and has satisfactorily fulfilled his responsibilities they shall re-appoint him to his office (see 8.4.3.).

8.7. Termination of Office

8.7.1. Termination of office is a serious step, and it should be considered only if it is apparent that the elder is no longer able to fulfil his duties, or if he has a clear call to minister the Word of God elsewhere, or if he no longer finds himself able to agree fully with the confession of faith as outlined in this constitution. For such reasons he may be released without prejudice.

8.7.2. If at any time an elder's preaching, teaching or manner of life is not in full accord with the doctrinal or moral standards of the church, his service as an elder shall be terminated immediately following a congregational meeting called for this specific purpose (see 15.2.4 and 15.3.2), if there is approval by the majority of members present at the meeting.

8.7.3. No accusation against an elder will be admitted except on the evidence of two or three witnesses, who must present it in writing to the Eldership. The Eldership shall give the accused elder an opportunity to defend himself; and investigate the matter further. If found culpable, he shall be required to repent to the offended party (for a private matter). If it is a public matter, he shall repent publicly, before the church members. If there is no repentance he shall step aside, or be disciplined as the Eldership shall determine.

9. THE DEACONS:

The Deacons in the church are to assist the Elders by relieving them of the more material affairs so that the latter may concentrate on their spiritual duties. Deacons serve under the direction of the Elders to whom they are answerable.

9.1. Functions - Duties of the Deacons include:

9.1.1 Ministry to the sick and needy, especially those who are members of the congregation, including visitation and, if necessary, provision for their material needs from the church's funds. They should keep the Elders informed of all such needs.

9.1.2 Collecting, distributing and accounting for the church's finances. All accounts should be properly audited in accordance with the law and always open for inspection by members. (See 19)

9.1.3 Periodically reviewing the needs of any paid church worker, or one sent out from the church to labour elsewhere

9.1.4 Administering the practical affairs of the church, such as preparation for the Lord's Table, and maintenance and preparation for meetings of the church premises.

9.1.5 The Deacons shall regularly meet under the chairmanship of one of the Deacons. Majority of deacons must be present in a meeting to form a quorum. It is desirable that Deacons and Elders meet together from time to time. Any decision by the diaconate may be over-ruled by the Elders.

9.2 Qualifications – Although their functions are of a material nature, Deacons must be men of

good repute, full of the Spirit and of wisdom, and have been tested first in their service to prove themselves blameless. Being in full agreement with this Constitution, the Deacons must possess the following qualifications:

9.2.1 Personal. Dignified, not double-tongued, not addicted to wine, not greedy for dishonest gain.

9.2.2 Doctrinal. They must hold the mystery of the faith with a clear conscience.

9.2.3 Domestic. If married, the husband of one wife, and they must manage their children and households well. Their wives must be dignified, not slanderers, but sober-minded, and faithful in all things.

9.3 Appointment - Nominations to the diaconate will be made by the members of the church. A nominee must receive the unanimous approval of the Elders because, in their judgement, his gifts are already evident in the congregation. After the nominations have been considered for at least two weeks, a 75% vote of approval by the congregation shall constitute the appointment of a man to the office of deacon.

9.4 Termination of Office –

9.4.1 A deacon may resign from office without prejudice if he presents adequate evidence to the church that he is no longer able or qualified to carry out his responsibilities.

9.4.2 If at any time a deacon's ministry or life is not in full accord with the doctrinal or moral practices of the church, his services as a deacon shall be terminated immediately following a congregational meeting, if there is approval by the majority of the membership present at the meeting.

9.4.3 A deacon shall vacate office if he ceases to be a member of the church.

10. OFFICE BEARERS:

The church **chairman** shall be one of the Elders (nominated by the Eldership and elected by the church, triennially). The church **treasurer and secretary** shall be nominated by the Elders from among the Deacons and be elected by the Church for a renewable term of three years. 10.1.

Duties of the Office Bearers:

a) **The Chairman:** Preside over all the Church meetings unless prevented by illness or any other sufficient cause, in which case one of the Elders will assume this responsibility. He shall also serve as the liaison officer with other institutions.

b) **The Secretary:** Under the guidance of the Eldership, issue notices, write minutes of all church meetings and ensure preservation of Church records.

c) **The Treasurer:** Receive and disburse Church monies in consultation with the Elders and the Deacons.

10.2. Any Church Officer who ceases to be a member of the church shall automatically cease to be an office bearer in Upendo Gospel Community Church, and cannot transact any business for the church.

10.3. An Office Bearer may resign, or be asked to resign, or be dismissed by the Elders from office, if he is no longer able to carry out his responsibilities.

10.4. Office bearers may be removed from office in the same manner as laid down for the discipline of members (**5.6.2.**) and vacancies shall be filled by the persons elected by the congregation as recommended by the Elders.

11. GIFTED AND APPROVED BROTHERS

11.1. Occasion: Our Confession of Faith recognizes members who are gifted and fitted by the Holy Spirit to teach or preach but who are not qualified to the pastoral office due to providential circumstances. Such brethren, by a unanimous recommendation of the Elders, shall be put forward for approval by the church.

11.2. Qualifications and Approval: The Elders shall regularly consider the gifts and graces of the members and those who are fitted to teach and preach shall be requested to meet with the

Elders for examination. If they are willing, they shall be presented to the church for approval by the simple majority of the members.

11.3. Responsibilities: The Elders shall give them teaching responsibilities and other duties deemed fit.

11.4. Termination of their Service: If any of the brethren so appointed resigns, or leaves membership, or is incapacitated, he shall be deemed by the Elders unable to hold this position and the church shall be notified by the Elders.

12. TRUSTEES

12.1. The Church officers, that is, the Elders and the Deacons (7.2) shall together act as the Trustees for the church.

12.2. The Elders may nominate at least one of the Elders and any two deacons to transact business on behalf of the Church.

12.3. The Trustees shall hold in trust all investments, land, buildings and other property owned by the church.

12.4. A person shall cease to be a Trustee of Upendo Gospel Community Church if that person ceases to be a church officer (see 8.7 and 9.4); or in the event of incapacitation or death.

12.5. Upendo Gospel Community Church shall have an official seal, and shall be used on such occasion as the law may require or as the Elders may unanimously decide.

13. AUDITOR

13.1. An auditor shall be appointed for the following year by the Annual General Meeting upon recommendation by the Deacons. The Treasurer shall furnish the auditor with all the relevant documents of accounts whenever requested by the auditor. Final accounts for the previous year should be furnished to the auditor at least six weeks before the date of the Annual General Meeting. A copy of the auditor's report will be made available at the Annual General Meeting.

13.2. The auditor will be paid such honorarium as the Deacons recommend to the Church.

13.3. No auditor shall be a church officer.

14. CHURCH FUNDS

14.1. The church funds may be used for:

- a) Paying the pastor(s) and any other church employee;
- b) Church Ministries;
- c) Gospel Outreach Activities;
- d) Planting of New Churches;
- e) Supporting Missionaries;
- f) Operations and Maintenance;
- g) Capital Expenditure;
- h) Church Projects;
- i) Theological Education;
- j) Any other uses approved by the members as set forth in the annual budget.

14.2. All monies and funds shall be received and deposited in the church bank account(s) with the knowledge of at least one Elder and two Deacons.

14.3. No payments shall be made out of the bank without the prior knowledge of the Elders.

14.4. Any officer who does not account for the funds as required will be removed by the Elders from handling church monies. He may be subjected to further disciplinary action by the church as recommended by the Elders.

14.5. The Church's financial year shall be from **1st January to 31st of December.**

15. CHURCH MEETINGS

15.1. **Purpose:** In the New Testament, decisions affecting the life of the church were generally taken when the whole church met together. The main purposes of church meetings are:

- 15.1.1. To obtain the approval of the church for measures recommended by the Elders and Deacons.
- 15.1.2. To inform the members about matters which cannot be made known at public meetings.
- 15.1.3. To discuss particular items such as finance and expenditure, applications for membership, the exercise of discipline and election of officers, amendment to the constitution, reports on the spiritual condition and life of the church, among others.
- 15.1.4. Approving the sending out of missionaries and the planting of new churches.

15.2. **Types:** There shall be four types of church meetings:

- 15.2.1. The regular **Congregational Meeting**, which shall be held at least three times a year. The last congregational meeting of the year shall discuss and approve the budget for the following year.
- 15.2.2. **The Annual General Meeting**, to meet as soon as possible after the audited accounts for the previous financial year have been received and not later than **the end of March**. The specific purpose of this meeting will be:
 - a) to discuss reports on all church ministries and activities;
 - b) to present the financial statement for the previous year;
 - d) to elect the church chairman, secretary and treasurer; and
 - e) to discuss and approve any other business that the Elders may decide.
- 15.2.3. **The Membership Interview Meetings** scheduled for the first Sunday of the month wherein as many members as are present shall interview the new applicants for church membership and take a vote to approve the new applicants after a month of considering their testimonies and conduct.
- 15.2.4. **Extraordinary Church Meetings** may be called by the Elders, or by a letter to the Elders signed by at least one-third of the membership, which also states the specific purpose(s) of the proposed meeting.

15.3. **Conduct:**

- 15.3.1. Every congregational meeting should be announced at least two Lord's Days before the date on which it is held. In case of an emergency extraordinary church meeting, every member must be notified, preferably in writing. If these requirements are not met, no resolution passed is valid.
- 15.3.2. For the transaction of business **two-thirds** of the resident membership at the time of the meeting, must be present to form a quorum. However, in the event of a lack of quorum at a properly called meeting, a second meeting for that agenda may be called and, if that second meeting is publicly announced in two consecutive Sunday morning services, then all those attending that second meeting shall form the quorum. This in no way implies that congregational meetings are optional (see 5.3.1 and 5.6.1.5).
- 15.3.3. At least 75% approval by the members present and eligible to vote is required to pass a recommendation (except in the case of dismissal of an official, see 8.7.2). Members must be over 18 years old to vote. Attendance at all official congregational meetings is obligatory. Non-resident members may attend but are not eligible to vote. If a member is unable to attend he must

send a letter of apology. In all matters unanimity of the body of Christ is sought for.

15.3.4. The chairman shall preside over every congregational meeting (see 10.1.a) and may at his discretion determine the number of persons to speak in a meeting. Each meeting shall begin with prayer and the reading of the minutes of the previous meetings, and shall end with prayer. Nothing shall be brought before the church meeting except through the Elders, and in writing. Sufficient opportunity shall be given for discussion of all matters.

15.3.5. Matters discussed at the meetings of the church are confidential. Therefore members are permitted to speak of these matters only to fellow-members.

16. FORMATION OF NEW CHURCHES

16.1. One of the goals of the church is to extend the Gospel through the planting of new churches. To attain this end, qualified men should be prayed for and then commissioned to plant new churches in other needy areas.

16.2. If there comes a request from an individual or already existing group to be covered by our registration, the Elders shall first investigate it, and if it is considered worthy, shall make recommendation to the Church for approval. Such covering may be revoked at the discretion of Upendo Gospel Community Church Nairobi.

16.3 These churches (15.1. and 15.2.) must be approved by the unanimous decision of the Eldership and the Registrar of Societies. They shall fully subscribe to this constitution and remain under the oversight of the Elders of Upendo Gospel Community Church Nairobi as long as they remain covered by its registration.

16.4 These churches may seek independent registration with the Registrar of Societies. Recommendation for independent registration shall be given by the Elders of Upendo Gospel Community Church Nairobi, when they are satisfied that the church seeking such registration has a functioning eldership made up of at least two qualified men duly chosen by the church. From the time the new churches are registered, they will be fully independent churches, although it is assumed that ties of very close fellowship will remain.

16.5 Upendo Gospel Community Church Nairobi may at its discretion donate or repossess any land or property acquired for specific new churches, after these churches acquire independent registration, following a resolution passed at a members' meeting and signed by the Chairman, Secretary and Treasurer of the Church.

17. AFFILIATION

We acknowledge no ecclesiastical authority other than our Lord Jesus Christ. He exercises His authority through the Elders of the local church who themselves are under the authority of the Bible, the Word of Christ. Therefore:

17.1 We will not enter into any affiliation that makes Upendo Gospel Community Church, to be under any other ecclesiastical authority.

17.2 We may cooperate with other like-minded churches in matters of mutual interest. 17.3 We may seek the counsel of other churches, but that counsel may not necessarily be binding upon the church.

17.4 We may enter into membership of an Association of Churches, upon the recommendation of the Elders and the approval of the church.

18. AMENDMENTS TO THE CONSTITUTION

No human constitution is without its weaknesses and in the light of experience, growth and deeper understanding of the Scriptures, amendments and additions to this constitution may be found advisable. Such amendments should be consistent with the teaching of the Word of God

and in accordance with the purpose and the doctrinal basis upon which Upendo Gospel Community Church was established.

An amendment can be made only upon the unanimous recommendation of all the Elders of Upendo Gospel Community Church. It must be fully discussed at the congregational meeting of Trinity Baptist Church, previous to the one at which a vote on it is taken, and at least 75% of the total voting membership must be in approval. However, they cannot be implemented without the prior consent in writing of the Registrar, obtained upon application in writing signed by the Chairman, Secretary and the Treasurer of the church.

19. DISSOLUTION

The church shall not be dissolved except on the recommendation of all the Elders and at least 75% of the total membership. Before any action is taken, prior permission in writing must be obtained from the Registrar of Societies by a written application signed by the Elders. The assets of the church shall be liquidated, all debts paid, and the balance distributed to like-minded churches that fully subscribe to the 1689 London Baptist Confession of Faith. This decision is to be made at the meeting where approval was made for dissolution.

20. INSPECTION OF ACCOUNTS AND LIST OF MEMBERS OF THE CHURCH

Any church member may, during normal working hours, come to the office of Trinity Baptist Church, to inspect ***books of accounts*** and ***all documents relating to them*** and ***the list of the members*** of the church. No documents shall be issued out of the office in any form, unless requested in writing and approved by at least two pastors.

