



VOICE OF SALVATION AND HEALING CHURCH INTERNATIONAL.

POLICIES AND PROCEDURES MANUAL

ACRONYMS

AGM	- Annual General Meeting
NEB	- National Executive Board
ICE	- International Council of Elders
HIV	- Human Immunodeficiency Virus
NSSF	- National Social Security Fund
NCE	- National Council of Elders
NCM	- National Council of Ministers
NHIF	- National Hospital Insurance Fund
PAYE	- Pay As You Earn
VOSH CHURCH	-Voice of Salvation & Healing Church
GSE	- Government Sponsored Enterprise
TIPS	- Treasury Inflation Protected Securities
CPI	- Consumer Price Index
RCE	-Regional council of elders
L&DC	- Land and Development Committee

DEFINITION OF SIGNIFICANT TERMS AS PER THIS DOCUMENT

HOUSE OF BISHOPS- Comprised of all clergy with the title of a Bishop

SENIOR AUXILLIARY BISHOP -The Assistant Regional Bishop.

AUXILLIARY BISHOP – The leader of a sub-region.

EQUIVALENT -In this context, means similar qualification

BORN AGAIN – Accepting Jesus Christ as Lord and savior

SUSPENSION- Denied rights of membership for some time pending investigation.

TERMINATION - Relieved from position or work

EXCOMMUNICATION- Membership revoked

REINSTATEMENT. -Accepted back to former position.

RESTORATION- Accepted back a member with full rights

MINISTER- A person authorized by the church to carry out ecclesiastical duty

CLERGY – Ordained minister



CHAPTER 1: GENERAL INTRODUCTION

1.1 Policy and Purpose

This policy is a statement of how the church will handle situations and circumstances to provide a direction for the church to take. It defines the authority required, boundaries set, responsibilities delegated, and guidelines established to carry out a function of the church. It tells who does the task, why it is done, and under what circumstances it is done. It provides the uniform treatment of a situation, thus achieving continuity of operation. Policies take personalities out of the picture. Decisions are based on the church policy, not on the individual and each situation is treated the same. This manual's purpose is to bring about in an organized way, the Policies and Procedures of Voice of Salvation and Healing Church Kenya. It is authorized by the Constitution of the Church to be in existence and to outline the specifics of how the church will conduct itself in its ministry and business administration. It is a reference guide to the functions and the operations of the church. Policies discussed here are general statements of direction and purpose that allow users to exercise good judgment in the daily operation of the church and promote the efficient use of resources.

1.2 Procedure

This is an outline of the method by which the church will carry out its functions'. It is designed to help our leadership with the effective management of our church and its ministry, with decision-making, transparency and accountability. Additionally, this tool will contain information that will facilitate our management of legal risks and help us shield our church and its leaders from possible litigation. This manual overrides any previous unwritten policies. Voice of Salvation and Healing Church Kenya reserves the right to establish, administer, change or eliminate policies, guidelines, benefits and procedures at any time as due necessary.

2.1 Objectives

- a) To provide guidance on decision-making process
- b) To provide guidelines on accountability and transparency to our leadership
- c) To guide and manage church legal risk

VOSH CHURCH INTERNATIONAL POLICIES AND PROCEDURES MANUAL

Archbishop Dr. Julia Winnie Awino Owiti

Arch Bishop

Signed: _____

Date: _____

Bishop Barrack Otieno Oriawo

General Secretary:

Signed: _____

Date: _____

Rev. Charles Ogada Okongo

National Treasurer:

Signed: _____

Date: _____



THE SEAL OF VOSH CHURCH INTERNATIONAL

Adopted on _____ and become effective on _____

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CHAPTER 1 NAME OF THE CHURCH

Section 1: Name

The Official Name of the Church shall be: VOICE OF SALVATION AND HEALING CHURCH INTERNATIONAL. Shall be abbreviated as VOSH Church

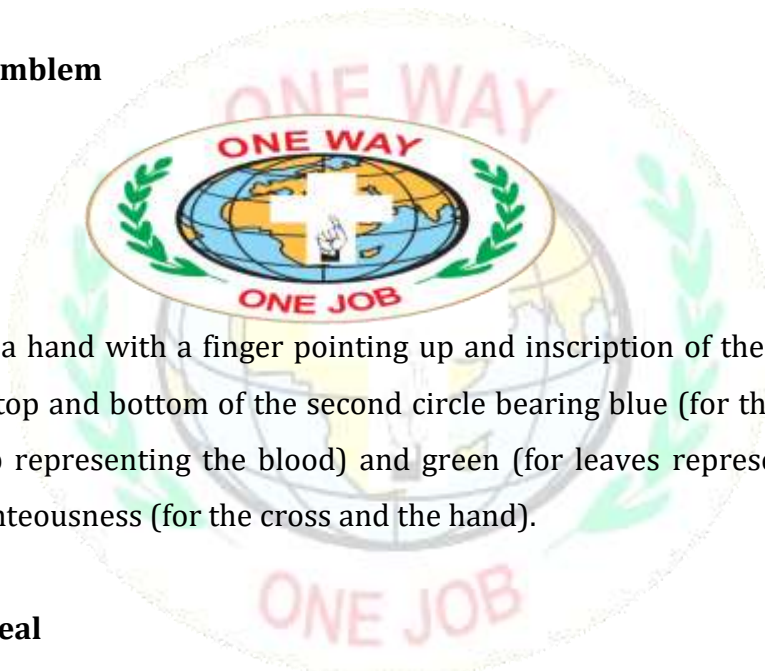
Section 2: Headquarter (Registered Office)

The registered office of The Church shall be situated in Kisumu City of the Republic of Kenya.

The Postal Address: Postal Box 582, Kisumu, 40100.

Physical Address: Ochieng' Avenue, Opposite Ondiek Estate Next to Kisumu Day High School

Section 3: The Emblem



Shall be a cross, a hand with a finger pointing up and inscription of the words ONE WAY, ONE JOB on the top and bottom of the second circle bearing blue (for the world), Red (for one way one job representing the blood) and green (for leaves representing life), White representing righteousness (for the cross and the hand).

Section 4: The Seal

Shall be around shape bearing the name of VOICE OF SALVATION AND HEALING CHURCH INT'L The seal shall be kept at the Headquarters' office of the presiding Bishop and shall be affixed on to documents in the presence of the chairperson and any two Trustees.

2.6 STATEMENT OF FAITH:

Section 1: Statement of Faith

VOSH Church receives all her instructions from the scriptures, both old and new testaments, as inspired by God. We believe in the Statement of Faith 2Tim 3:16, Joshua 1:8.

i) The Bible

Is the Word of God that has sixty-six books, as they were originally written comprising both the Old and The New Testament. We believe that the spirit of God inspired the writers and therefore the original manuscript was entirely free from error. We believe that the Bible is the final authority in all matters of faith and practices and the true basis of Christian Union. 2 Timothy 3: 16, I Corinthians 2: 13, Hebrews 1: 1 – 2, 2Peter 1: 20 - 21.

ii) One Eternal God

The Creator of all things, Holy, Sovereign, Existing in three eternal persons. The Father, The Son and The Holy Spirit in one divine perfection. God is Spirit; omnipotent, Omniscient and omnipresent whose name is Jehovah. Psalms 83:13, Isaiah 43:11; Isaiah 45:18; John 4:24; Psalm 147:5.

iii) Christ

We believe in the absolute and essential deity of Jesus Christ, in His eternal existence with the Father in pre-incarnate glory, in His virgin birth, sinless life, substitutionary death, bodily resurrection, triumphant ascension, reconciliation ministry, mediatorial ministry and personal return. Luke 1:31-35; Genesis 1:26; I Corinthians 1:1-4; I Thessalonians 4:13.1; Luke 24:18-19 Acts 4:33

iv) The Holy Spirit

In the absolute and essential deity Jesus and personality of the Holy Spirit who convicts of sin, righteousness and judgment who regenerates, sanctifies illuminates and comforts those who believe in Jesus Christ. I Corinthians 2:13; Acts 2:1, Acts 10:38; Luke 4:18, (Acts 1:8; 2:32; 5:32; Mark 16:20; Matthew 28:20.

v) Man

We believe that man divinely created in the image of God, sinned and became guilty before God resulting in total depravity thereby incurring physical and spiritual death. Genesis 1:26; Gen 3:17-19; Romans 5:16-19.

vi) Sanctity of Life

We believe in the sacredness of human life and that life begins from conception. We therefore do not believe in abortion, and or any form of human killing. Psalms 139:13-16, Jeremiah 1:5, Exodus 20:13.

vii) Satan

We believe that Satan exists as an evil personality, the originator of sin and the arch enemy of God and man and shall be destroyed on the final Day of Judgment. Gen 3:13-15 Matthew 25:41; I John 3:8; Revelation 12:7-9;

viii) Salvation of Sinners

We believe in the salvation of sinners by grace through repentance and faith in the perfected sufficient work of the cross of Calvary by which we obtain remission of sins. Rom 10:8-13; John 3:16; Acts 15:11; I Peter 1:23; 2 Corinthians 5:17 John 3:3-, 16

ix) Water Baptism by Immersion

We believe in the water baptism by immersion in the Name of The Father, The Son and The Holy Spirit in order to fulfill the command of our Lord Jesus Christ. Matthew 28:19; John 3:23, Acts 19:3-6, Rom 6:3-, Mathew 3:13-16

x) The Holy Communion

We believe in the Lords Supper, commonly called the Holy Communion for all believers. The believers should have it as often as they meet. I Corinthians 11:23-32; Mathew 26:26-28, Luke 22:14-19.

xi) The Spirit Filled Life

We believe in the Spirit filled life with the evidence of speaking in tongues, a life empowered to be a witness of the Lord Jesus Christ. Ephesians 5:18; II Corinthians 7:1; Acts 1:8; Acts 2:4 John 14:15.

xii) Evangelism

We believe in the great commission of the lord Jesus Christ for the church to go and preach the gospel to every creature. (Mark 16:15; Matthew 28:19).

xiii) The Church

A Local body of baptized believers in fellowship, associated by covenant and professing the same faith in Jesus Christ. We believe it is a sovereign, independent body exercising its own divinely awarded gifts, precepts and privileges under the Lordship of Jesus Christ, the Head of The Church. It is guided by the laid down structures in accordance with the scriptures.

The leader of the local church shall be referred to as Pastor as stipulated in article (Article22) I Corinthians 12:4-5; Colossians 1:18-24; Ephesians 1:22-23; 4:11; II Corinthians 6:16; Titus 1:5.

xiv) Repentance

We believe that repentance is the act of reviewing one's action and feeling remorseful for past wrongs which is accompanied by commitment to change for the better. This act of self-realization is prompted by the Spirit of God. Matthew 4:17; Acts 17:30.

xv) Divine Healing

We believe in the healing of the body, soul and mind through faith in Jesus Christ as practiced in the early Church. Mark 6:56; Psalms 103:3; Isaiah 53:5; Matthew 8:16-17; I Peter 2:24. Mark 16:17

xvi) Faith

We believe that faith is evidence of things not seen, since God's word is dependable and trustworthy. Acts 16:31; Romans 1:17, 10:4;3:22; 5:1; Hebrews 11:6; Jeremiah 17:7; James 2:23; Psalms 34:22; II Corinthians 5:7; Col 1:23

xvii) Prayer

We believe in all manner of prayers as founded in the Bible. Ephesians 6:18. Phil 4:6

xviii) Holy Matrimony

We believe in the Holy Matrimony as originally instituted by God that involves the union of a man and a woman who have presented themselves worthy in the walk with Christ as stated in the scriptures and are willing to be joined together as husband and wife. Genesis 2:18; Matthew 19:4-5; Hebrews 13:4, I Corinthians 7:1-16; Ephesians 5:31.

xix) Biblical Equality

We believe in biblical equality. Genesis 2:21, Gen 1:27; Gen 5:1-2; I Corinthians 11:11-12; Galatians 3:28; Gal 5:1.

xx) Giving and Receiving

We believe in giving and receiving as part of worship and a source of blessing to the giver as stipulated in the scriptures. We believe in all types of giving (tithes, offertories, alms, sacrificial, thanksgiving, love offering amongst others) as a means of support to the church ministers and activities e.g., evangelisms among others. Malachi 3:10; Luke 6:38; Luke 8:2-3; I Corinthians 9:8; Deuteronomy 15:9-10, Deuteronomy 17:1, Acts 4:32-34

xxi) Respect of authority (Government)

We believe that the government exists for the interest and good order of society. That authority are to be prayed for according to the scriptures, honored and obeyed except only in things opposed to the will of our Lord Jesus Christ who is the only Lord of all and King of the kings. 1 Tim 2:1-3, Romans, 13:1-4

xxii) Resurrection and Eternal Life

We believe in resurrection of the dead and eternal life. John 3:16, john 5:24-29; John 11:25.

xxiii) The World to Come

We believe that this world will come to an end and will be replaced by a new heaven and a new earth, when the Final separation of Unbeliever and the righteous will take place. Rev 21:1, I Peter 4:7,



xxiv) Apostle's Creed:

VOSH Church believes in the Statement professed in the apostle's creed as summary representing the fundamental Christian doctrine as found in the Scriptures.

It expresses in disencumbered clarity, the fundamental essentials of the Christian Faith in general which are as follows: -

I believe in God, the Father Almighty, Creator of Heaven and Earth,

I believe in Jesus Christ, His only son our Lord

Who was conceived by the power of the Holy Ghost

Born of Virgin Mary

Suffered under Pontius Pilate

Was crucified, died and was buried

He descended into hell

The third day, He rose again from the dead,

He ascended into heaven and sitteth at the right hand of God, the father Almighty

From there He shall come to judge the evil and the dead

I believe in the Holy Spirit, the Apostolic Church, the communion of saints, the forgiveness of sins, the resurrection of the body and the life everlasting.

Section 2: Personal Commitment

Having received the Lord Jesus Christ and having given myself wholly to Him, I do now resolve to Him, with love towards others for His Glory. Therefore, in all strength, I purpose that I will demonstrate genuine concern for believers and will take every opportunity to lift and encourage all whom I meet. That I will enjoy the fellowship of other believers and will actively identify with this local congregation of Christian believers in order to observe the ordinances of Christ to receive instruction and exercise the gift which God has given me for the good of others.

Section 3: Mature Christian

Shall be a born again and Spirit filled Christian; with evidence of Spiritual gifts; able to witness and correctly dividing the word of Truth (2Tim 3: 16)

Section 4: Benediction (Closing prayer)

Now may the God of peace, that brought again from the dead our Lord Jesus, that Great Shepherd of the sheep through the blood of the everlasting covenant, make you perfect in every good work to do his will, working in you that which is well pleasing in His sight

through Jesus Christ, to whom be the glory forever and ever. Amen. May the lord bless you and keep you.

May the Lord make his face shine upon you and be gracious to you. The lord lift His countenance upon you and give you peace. Hebrews 13:20-21 2 Cor13:14, Numbers 6:23-25, Jude 1:2.



CHAPTER 4: MEMBERSHIP AND DISCIPLINE

4.1: Membership

4.1.1: Eligibility

Shall be open to any person, subject to being born again and adherence to statement of faith irrespective of nationality, race, and color. However, minors will automatically become members up to age of eighteen so long as their parents are church members.

4.2: Category of Membership

4.2.1: Full membership

Open to all who are born again, Spirit filled, registered as members and adhere to statement of faith, attend the church regularly and actively participate in church activities.

4.2.2: Membership by birth and or adoption.

Open to all minors whose parents are members until age eighteen and all legally adopted persons, upon which he/she shall be required to make personal commitment, confess the faith and adhere to the statement of faith to become a full member. , 1 cor.7:14.Gen 18:19

4.3: Qualifications

- a) Shall be a Christian who has publicly confessed Jesus Christ as Lord and filled with the power of Holy Ghost being the ultimate rule and standard of faith and life of the Church. John 3:3-8; Romans 10:9.
- b) Shall be required to fill a commitment form approved by qualified church minister.
- c) Shall be baptized in water by immersion. Acts 8:34-36; Mark 1:8
- d) Shall subscribe to the Statement of Faith and policies of the Church. Titus 1:1.

4.4: Conduct

- a) Shall live a lifestyle that is consistent with the Scriptures. II Timothy 3:15-17
- b) All members shall be modest and decent in their dressing in a manner that brings honor to God. Deuteronomy 22:5; I Peter 3:3-6; I Corinthians 11:5-16
- c) Shall regularly attend and participate in Church services, all types of giving and other activities. Hebrews 10:25; Acts 2:42. Mal 3:10, Numbers 29:39
- d) Submission to those in spiritual authority. Hebrews 13:17, Roms 13:1, Ephesians 6:5

4.5: Records of Membership

There shall be a database at all levels containing the following details; Members' name, National Identity card/passport number, Telephone number, emails, Physical address,

gender, Status and serial number (Malachi 3:16). The database will be updated quarterly depending on the following;

- a) Death of members
- b) Backslidden members
- c) Members joining other denominations
- d) Newly saved members

4.6: Rights and Responsibilities of a Full Member

- a) Entitled to attend all public Christian worship services conducted by the Church
- b) To take part regularly in sacred and ecclesiastical services in the Church e.g. Holy Communion, Baptism, Wedding and burials.
- c) To take part in spiritual nourishment, communication and relevant information issued by the Church.
- d) To contribute financially for the support of the Church activities, programs and projects.
- e) To access and receive a written acknowledgement of financial contributions made to the Church.
- f) To access relevant ecclesiastical documents.
- g) Expected to serve the Church in the elective or appointed position by the leader.

4.7: Discipline of members

The disciplinary process to which a church member shall be subjected to shall be conducted and presided over by various levels of church leadership as stipulated below:

4.7.1: Handling cases of Discipline

The Purpose of Discipline is restorative and remedial. However, if a person is excommunicated from the Church, he/she will not be reinstated until there has been genuine repentance and reconciliation, which will be attested to by the Pastor and confirmed by the Elders. I John 1:9-10; Jeremiah 8:4.

4.7.2 Disciplinary committees

Shall be established at all levels of the church with a membership of not less than five (5) and not more than seven (7). The Church leadership, chaired by the Pastor/leader, at those designated levels, shall appoint the Church committee members. The appointees shall serve for not more than 2 years. One third gender rule will apply.

- a) A church member who fails to observe the basic principles and conduct as stipulated in the Statement of Faith, shall be taken through a disciplinary process by the Church disciplinary committee in accordance with the laid down regulations as stipulated in attached church policy and procedures and Biblical principles. The findings of the committee shall be presented to the church pastor who may uphold the decision of the committee or pardon the accused. The accused member who is not satisfied with the decision of the church pastor is entitled to appeal to the assembly disciplinary committee whose decision on the matter shall be final.
- b) A Pastor's disciplinary case shall be presented for discussion during the assembly disciplinary committee meeting. The findings of the committee shall be presented to the senior pastor who may uphold the decision of the committee or pardon the accused. The accused pastor who is not satisfied with the decision of the senior pastor is entitled to appeal to the sub-regional disciplinary committee whose decision on the matter shall be final.
- c) A Senior Pastor/ evangelist disciplinary case shall be presented for discussion during the sub- regional disciplinary committee meeting. The findings of the committee shall be presented to the Sub-regional leader/ Auxiliary Bishop who may uphold the decision of the committee or pardon the accused. The accused senior pastor/Evangelist who is not satisfied with the decision of the Auxiliary Bishop is entitled to appeal to the regional disciplinary committee .If still not satisfied with the decision of regional disciplinary committee, the accused senior pastor /Evangelist shall be entitled to appeal to the national council of elders whose decision on the matter shall be final
- d) An Auxiliary Bishop (Sub-regional leader)'s disciplinary case shall be presented for discussion during the Regional disciplinary committee meeting. The findings of the committee shall be presented to the regional leader (Bishop) who may uphold the decision of the committee or pardon the accused. The accused Auxiliary Bishop (sub-regional leader) who is not satisfied with the decision of the regional leader (Bishop) is entitled to appeal to the National Council of elders whose decisions on the matter shall be final.
- e) A Regional leader (Bishop)'s disciplinary case shall be presented for discussion during the national disciplinary committee meeting. The findings of the committee

shall be presented to the Presiding Bishop (National Leader) who may uphold the decision of the committee or pardon the accused. The accused Regional leader (Bishop) who is not satisfied with the decision of the presiding Bishop (national Leader) may appeal to the international council of elders who shall submit their findings to the Archbishop. The Archbishop may uphold the findings of the I.D.C or out of free will, exercise mercy and pardon the accused.

- f) The Presiding Bishop (National leader)'s disciplinary case shall be presented for discussion during the international disciplinary committee meeting. The findings of the committee shall be presented to the Archbishop (International Leader) who may uphold the findings of the I.D.C or out of free will, exercise mercy and pardon the accused.
- g) The Archbishop's disciplinary case shall be presented for discussion during a tribunal composed of men/women of God of the same rank and faith, selected from umbrella bodies to which our church is a member. Members of the tribunal shall select one amongst them to chair the tribunal. The findings and recommendations of the tribunal shall be presented to the Electoral College whose decision shall be guided by the same.
- h) In the event of any conflict between the Constitution and the Church Policies and Procedures, the Constitution shall take precedence.

4.7.3: Indiscipline of full members and/ or employees include;

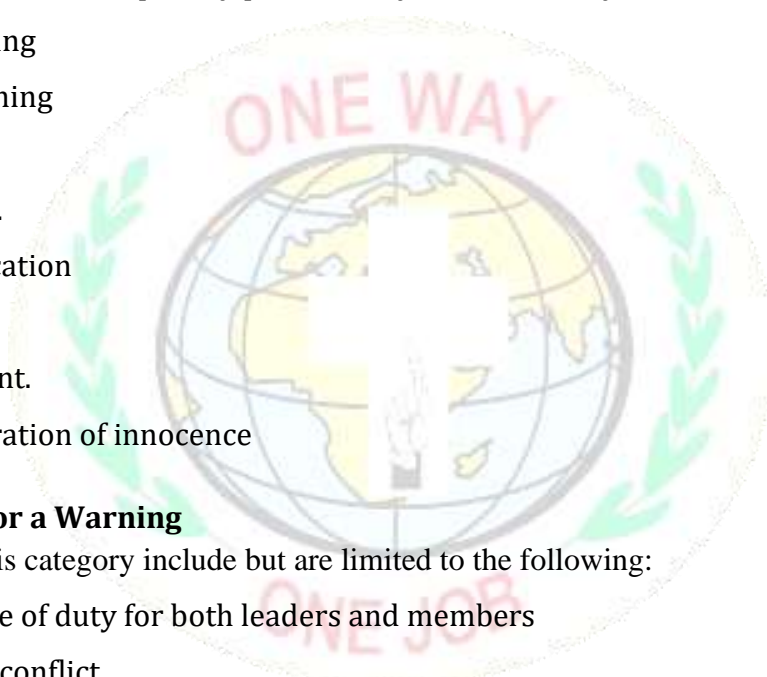
- a) Negligence of duty for both leaders and members
- b) Irreconcilable Domestic conflict
- c) Practicing culture that is contrary to the church faith
- d) Insubordination
- e) Marriage contrary to church procedures
- f) Abuse of office
- g) Cohabiting
- h) Fraud
- i) Drunkardness/drug abuse
- j) Defamation
- k) Idolatry
- l) Immorality

- m) Misuse of social media
- n) Abuse, physical and /or verbal violence
- o) Devil worship
- p) Releasing of classified data or information without church authority including lack of confidentiality
- q) Creating division in the church
- r) Heresy
- s) Conflict of interest

4.7.4: Outcome of disciplinary process

The above-mentioned disciplinary process may result into any of the following:

- a) Verbal warning
- b) Written warning
- c) Suspension
- d) Termination.
- e) Excommunication
- f) Restoration.
- g) Reinstatement.
- h) Public declaration of innocence



4.7.5 Offenses for a Warning

Offenses under this category include but are limited to the following:

- a) Negligence of duty for both leaders and members
- b) Domestic conflict
- c) Practicing culture that is contrary to the church faith
- d) Insubordination

4.7.6 Offenses for Suspension

- a) Marriage contrary to church procedures
- b) Abuse of office
- c) Cohabiting
- d) Fraud
- e) Drunkardness/drug abuse
- f) Defamation

- g) Idolatry
- h) Immorality
- i) Misuse of social media
- j) Abuse/ physical and /or verbal violence

4.7.7 Offenses for Termination/Excommunication

The above offenses can lead to termination/excommunication in case of lack of remorsefulness and change of behavior.

The offenses below can lead to direct termination/excommunication.

- a) Devil worship
- b) Releasing of classified data/ information without church authority
- c) Creating division in the church
- d) Heresy

4.7.8: Conflict resolution

In case of unresolved conflicts such as:

- a) Difference of opinion,
- b) disagreement over church doctrine
- c) dissatisfaction of a member(s) with the church leadership,
- d) dissatisfaction or disagreement by one of its governing council/committees,
- e) In case of unresolved disagreements involving two or more individuals and/or parties concerning the policies and direction of the church, then a tribunal shall be constituted by the immediate higher office to adjudicate on the matter. However, the tribunal shall be constituted only as a last resort after exhausting all other alternative conflict resolution mechanisms including mediation and arbitration.

4.7.9: Cessation of Membership

Following a resolution by the respective disciplinary committees, the following shall cease to hold membership of the Church: -

- a) A born-again member who backslides and deliberately lives a sinful life.
- b) A member who voluntarily leaves or joins another denomination.
- c) A member who conducts her/himself contrary to the Scriptures and the Statement of Faith.
- d) A member who dies.

4.7.10 Upon Cessation of membership; one

- a) Shall not have any refund of his/her contributions of tithes and offertories in any form whatsoever which are deemed to be gifts to the Almighty God.
- b) Shall immediately hand over any Church property in his/her possession.

1.1.1 Upon cessation

4.7.11 Friends of the Church

Friends who are interested in supporting the church activities are welcomed but will not contribute in decision making on church issues neither shall they recall their gifts nor use church platform for their own benefit.

CHAPTER 5 : OFFICE BEARERS AND DEPARTMENTS

5.1: Administrative Structure

OFFICE	LOCAL CHURCH	ASSEMBLY	SUB-REGION	REGION	NATIONAL	INTERNATIONAL
Chairman / Chairperson	Pastor	Senior Pastor	Auxiliary Bishop	Bishop	Presiding Bishop	Archbishop
Asst. Chairman / Chairperson	Asst. Pastor	Assist. Senior Pastor	Asst. Sub-Regional Leader	Senior Auxiliary Bishop	Assistant Presiding Bishop	Asst. Archbishop
Secretary	Secretary	Secretary	Secretary	Secretary	General Secretary	International General Secretary
Treasurer	Treasurer	Treasurer	Treasurer	Treasurer	Hon. National Treasurer	International Hon. Treasurer
Youth	Youth Leader	Youth Leader	Youth Leader	Youth Leader	National Youth Leader	International Youth Leader (Patron)
Women	Women Leader	Assembly Women Leader	Sub Regional Women leader	Regional Women Leader	National Women Leader	International Women Leader
Evangelism	Church Evangelistic Team Leader	Assembly Evangelistic Team Leader	Sub-Regional Evangelistic Team Leader	Regional Evangelistic Team Leader	National Evangelistic Team Leader	International Evangelistic Team Leader
Children's Ministry	Church Sunday school teacher	Assembly Sunday sch. Teacher	Sub Regional coordinator	Regional Coordinator	National Coordinator – Children's Ministry	International Coordinator – Children's Ministry
Investment Department	Church investment chairperson	Assembly investment chairperson	Sub regional investment chairperson	Regional investment chairperson	National investment Chairman / Chairperson.	International investment Chairman / Chairperson

Lands & Development Department	Chairperson	Chairperson	Chairperson	Chairperson	Chairperson	International chairman
Welfare Department	Chairperson	Chairperson	Chairperson	Chairperson	Chairperson	International chairman
Conventions & Missions Department	Chairperson	Chairperson	Chairperson	Chairperson	Chairperson	International chairman
Education Department	Chairperson	Chairperson	Chairperson	Chairperson	Chairperson	International chairman
Others	Chairman	Chairman	Chairman	Chairman	chairman	Chairman

5.1.1 Office Bearers

Office bearers shall hold office at different levels as shown above.

5.1.2 Commitment

Shall be a mature committed member of the church

5.1.3 Period in office

All office bearers shall hold office from the date of appointment/notification subject to conditions contained in this policy.

5.1.4 Cessation of the office

- a) Any office bearer who ceases to be a member of the Church automatically ceases to be an office bearer thereof.
- b) An office bearer whose tenure of office expires will also cease to be an office bearer.

5.1.5 Removal from the office

Office bearers may be removed from office in the same way as is laid down for the cessation of membership as indicated in 4.7.9.

5.1.6 Resignation, Transfer and Termination

The office bearers may cease to operate in their offices as a result of voluntary request, resignation, retirement, disciplinary and transfer (for local churches, assemblies, sub-regions and regions) or as may be decided by the Elders

5.1.7 Resignation of clergy and reappointment

Ordained ministers who willingly decide to vie or is nominated for political office or join other denominations must first resign from his/her clergy position. In case he/she wants to come back to re-join the clergy, he/she will only be re-appointed to the vacancy that arises and not necessarily into his/her old position.

Church Position

5.2.1 Appointments

The following factors shall be considered when making appointments to positions whether full time / part time minister.

- a) Must be born-again and Spirit filled
- b) Academic qualification
- c) Skills
- d) Years of experience
- e) Age
- f) Gifts of the Holy Spirit
- g) Bible school Training
- h) Calling
- i) Unique skills
- j) Track record
- k) Testimony (referee).

5.3 Arch-Bishop

5.3.1: Qualification

- a) Must be a born again and spirit filled
- b) Must be a Presiding Bishop or an Assistant Presiding Bishop of the country with the vacancy.
- c) Long track record of good leadership and must have served for at least 10 years as a member of the National Council of Elders. 1 Timothy 3: 1-5
- d) Shall be a holder of at least a Form 4 certificate or equivalent.
- e) Must have first degree in theology or equivalent.
- f) Must be an ordained minister aged at least 50 years and above.
- g) Must be visionary and energetic.

5.3.2: Duties

- a. Shall preside over all meetings of International Council of Elders (ICE)
- b. Shall assign duties to the Asst. Archbishop.
- c. Shall have the discretion to create an office of the Priest in the Office of the Archbishop consultation with the ICE.

- d. Shall provide appropriate leadership and Christian foresight of all spiritual affairs of the Church internationally.
- e. Shall be the Chief Executive Officer and spokesperson of the International Council of Elders (ICE) and shall perform all necessary duties and have all necessary powers of such office.
- f. Shall be ex-officio member of all standing boards which International Council of Elders (ICE) shall create. Where necessary, he/ she shall exercise the right of one vote.
- g. Shall appoint presiding Bishops and/or assistant presiding Bishops and Regional bishops in consultation with National Council of Elders (NCE) from member countries.
- h. Shall authorize disbursement of funds for ICE approved project(s).
- i. Shall preside over ordination of ministers at National and International levels and sign their respective certificates of ordination bearing the seal of the Church.
- j. Shall be responsible for hiring, promotion and termination of employees at the ICE governance Headquarters in consultation with the International Council of Elders (ICE).
- k. Shall appoint a Personal Assistant in consultation with the ICE/NCE.
- l. Shall have power to oversee, protect and assume ownership of any church asset in case of any dispute in consultation with ICE.

5.3.3 Terms of Office

- a) Shall be elected and/or appointed to hold office until attainment of retirement age, incapacitation, willful resignation or death.
- b) Shall retire at age 70 years. However, may opt for early retirement at age 65 years.
- c) Shall be answerable to the International Council of Elders (ICE).

5.3.4 Succession

- a) Appointment of Archbishop shall be done through the Electoral College chaired by the national legal advisor of the church. In the event of death, incapacitation or resignation of the Archbishop, the Assistant Archbishop will act in his/her place for not more than 90 days, within which the acting archbishop will convene a meeting of Electoral College under an ad hoc chairperson to pray and appoint the new Archbishop. The new Archbishop shall be consecrated into the office of the Archbishop on or before the 90th day. There shall be no campaign for the office of the Archbishop. The decision of the

Electoral College shall be final. The International Council of elders in consultation with The National Council of elders will do appointments for other positions.

- b) In case the Archbishop intends to resign from the office he/she shall give a 90 days' notice to the International Council of Elders.

5.3.5 Retirement

In case of retirement of the Archbishop, the incumbent Archbishop shall convene a meeting of Electoral College within 90 days before the official retirement date of the incumbent to appoint the new Archbishop.

5.4: Assistant Archbishop

Shall be the principal Assistant to the Archbishop

5.4.1: Qualifications

- a) Must be born again and spirit filled
- b) Shall have served as a Regional Bishop for 5 years and be 50 years and above.
- c) Shall be a holder of at least a Form 4 certificate or equivalent.
- d) Degree in Biblical studies or equivalent.
- e) Shall be fluent in both English and a national language of a member country.
- f) Shall be computer literate

5.4.2 Duties and responsibilities

- a) Shall be answerable to the Archbishop.
- b) Shall chair meetings in the absence of the Archbishop
- c) Shall perform duties of the Archbishop, in the absence, incapacitation or at the direction of the Archbishop.
- d) Shall act in the office of Archbishop for at most 90 days in the event of demise, desertion, incapacitation of the Archbishop or in the event that 90 days' notice elapses without a substantive Archbishop being appointed.

5.4.3 Terms of office

- a) Shall be a full-time minister
- b) Shall retire at age 70 years. However, can opt for early retirement at age 65 years.

5.5 Presiding Bishop

5.5.1 Qualifications

- a) Must be born again and Spirit filled
- b) Shall have successfully served as a Regional Bishop for not less than 5 years

- c) Shall be 50 years and above.
- d) Shall be a holder of at least a Form 4 certificate or equivalent.
- e) Degree in Biblical studies or equivalent.
- f) Should be fluent in both English and a national language of the member country.
- g) Shall be computer literate.

5.5.2: Duties

- a) Shall be answerable to the Archbishop-
- b) Shall be the Chief Executive Officer and spokesperson of the Church at the National level.
- c) Shall provide appropriate leadership and Christian foresight of all Spiritual affairs of the Church at the National level
- d) Shall chair all meetings of the National Council of Elders of that Nation.
- e) Shall be ex-officio member of all standing boards, delegations or any other such bodies or committees which the National Council of elders (N.C.E) shall create or cause to be created.
- f) Shall approve the appointment of individual ministers at national, regional, sub-regional, and assembly levels in consultation with the National Council of Elders (N.C.E).
- g) Shall create any office in consultation with the NCE
- h) Shall in consultation with the NCE authorize the disbursement of funds for NCE approved projects.
- i) Shall authorize in writing the opening of ALL Bank Accounts at both National and Regional levels.
- j) Shall be a signatory to the Church Bank accounts at the national level.
- k) Shall represent the nation in the International Council of Elders (ICE)
- l) Shall preside over ecclesiastical duties at national level.
- m) Shall be in charge of missions.
- n) Shall be responsible for hiring, promotion, demotion and termination of employees at the National Mission Headquarters in consultation with the National Council of Elders (NCE).
- o) Shall preside over ordination of ministers at Sub-Regional and Regional and sign their respective certificates of ordination bearing the seal of the Church.

5.5.3: Terms of Office

- a) Shall be a full-time ordained minister.
- b) Shall retire at age 70 years. However, the Archbishop in consultation with the ICE may extend his/her term of service by not more than five years if deem necessary.

5.6: Assistant Presiding Bishop

5.6.1: Duties

- a) Shall be answerable to the Presiding Bishop.
- b) Shall perform duties of the Presiding Bishop, in the absence, incapacitation or at the direction of the Presiding Bishop.
- c) Shall act in the office of the Presiding Bishop for at most 90 days in the event of demise, desertion, incapacitation of the Presiding Bishop or in the event that 90 days' notice elapses without a substantive Presiding Bishop being appointed.

5.6.2: Qualifications

- a) Shall be born again and Spirit filled.
- b) Shall have served as a Regional Bishop for 5 years and be 50 years and above.
- c) Shall be a holder of at least a Form 4 certificate or equivalent.
- d) Degree in Biblical studies or equivalent.
- e) Shall be fluent in both English and a national language of a member country.
- f) Shall be computer literate

5.6.3: Terms of Office

- a) Shall be a full-time ordained minister.
- b) Shall retire at age 70 years. However, can opt for early retirement at age 65 years.

5.7: General Secretary

5.7.1 Duties

- a. Shall be answerable to the Presiding Bishop and National Council of Elders.
- b. Shall harmonize and coordinate all church activities nationally.
- c. Shall coordinate all the ceremonial activities, celebrations, inaugurals and ecumenical services as directed by the chairperson.
- d. Shall be a signatory to the mission bank account.
- e. Shall prepare detailed agendas in consultation with the Chairperson before each meeting and dispatch notice of the national meetings and shall be responsible for

keeping minutes of the all such meetings and preservation of all records of proceedings of the church and meetings.

- f. Shall be responsible for all correspondence of the church under the general supervision of the National Council of Elders.
- g. Shall authenticate official documents by his/her signature.

5.7.2: Qualification

- a) Shall be born again and Spirit filled
- b) Shall be 45 years and above.
- c) Shall be a holder of at least a Form 4 certificate.
- d) Must have administrative skills and at least a degree or equivalent in biblical studies.
- e) Must be able to use the official language both in writing and in speech.
- f) Shall be a Christian with relevant qualification, 5 years of experience in administration, a God fearing humble, able to keep confidentiality of church information.
- g) Must be computer literate
- h) Be an ordained minister

5.7.3: Terms of office

- a) Shall be a full-time ordained minister.
- b) Shall retire at age 70 years. However, can opt for early retirement at age 65 years..

5.8: National Treasurer

This Position shall be occupied either by an Honorary or an Administrative Treasurer depending on the professional qualifications of the office holder.

5.8.1 Qualification

- a) Shall be born again and Spirit filled
- b) Shall be a full member of the church.
- c) Shall be a mature Christian.
- d) Shall be a holder of at least a Bachelor Degree, Finance, Business related or equivalent.
- e) Shall be a holder of CPA (K) or equivalent
- f) Shall have work experience of at least 5 years as an Accountant or equivalent position
- g) Shall be computer literate.
- h) Shall be at least 40 years old.
- i) A minimum of 3 years of experience in a similar position

5.8.2: Duties

- a. Shall be answerable to the chairperson and National Council of Elders
- b. Shall be responsible for maintenance of proper books of account and safeguarding of Church assets including cash and non-cash items.
- c. Shall receive and disburse Church funds as directed by the Chairperson and the National Council of Elders (NCE).
- d. Shall present financial reports at each regular Council meeting or whenever required by the National Council of Elders.
- e. Shall perform other duties consistent with his/her office as the National Council of Elders may direct.
- f. Shall be a signatory to the Mission Bank account(s).
- g. Shall give financial advice to the national council of elders.
- h. Shall ensure that acquired assets are promptly and properly recorded in the Church's Register of Fixed Assets?
- i. Ensure timely preparation of monthly financial reports, including bank reconciliation statements.
- j. Shall be present financial statement for the financial year under review to the NCE not less than two weeks and not more than six weeks before presenting it to the auditor
- k. Review payments made out of VOSH Church bank accounts.
- l. Check and verify all current and fixed assets and promote efficient management of the Church assets.

5.8.3: Terms of office

- a) Must be a born-again Christian.
- b) Shall retire at age 65 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when may deemed necessary

5.9: Administrative Positions

These positions shall be established at the Mission Headquarters for efficient and effective running of church. Recruitment process, qualifications and job descriptions, among others, of the holders of these offices shall be in accordance with the personnel manual. The offices include:

5.9.1 Director of Finance

In case the Honourable Treasurer does not meet the stated qualifications then the Director of Finance shall be appointed to provide professional expertise in the department. If the National treasurer has the required qualification, the position of Director of finance shall cease to exist

5.9.1.1 Qualification

- a) Shall be born again and Spirit filled
- b) Shall be a full member of the church.
- c) Shall be a mature Christian.
- d) Shall be a holder of at least a Bachelor Degree, Finance or Business related.
- e) Shall be a holder of CPA (K) or equivalent
- f) Shall have work experience of at least 5 years as an Accountant or equivalent position
- g) Shall be computer literate
- h) Shall be at least 35 years old

5.9.1.2 Duties

- a) Provide oversight and strategic direction on financial matters in consultation with the National treasurer
- b) Shall conduct internal financial Audit
- c) Shall train church leaders on financial matters

5.9.1.3 Terms of office

- a) Must be born again and Spirit filled.
- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary

5.9.2: Administrative secretary

5.9.2.1 Duties

- a) Shall be answerable to the General Secretary.
- b) Shall manage all official appointments of the Mission Headquarters in consultation with the General Secretary or any other senior staff.
- c) In-charge of human resource (personnel) and department (personal files, filling individual correspondence, privacy of information).

- d) In charge of preparation of new staff recruitment (prepare advertisements, send information, receive application, prepare panel for selection, prepare for interviews, send out letters of offer/ decline, induct new employees, final placement)
- e) Ensure that staffs report on time (maintain daily record book) and compile monthly returns.
- f) Facilitate well-being on staff welfare (Monthly deduction (shares) period before one qualifies to access benefits.
- g) Daily supervision to ensuring the church premises is clean (offices and compound)
- h) In-charge of vehicles (service, work ticket for mileage claims etc.)
- i) Prepare staff appraisal form, administer through relevant Heads of Department, collect them, and prepare a panel to look at them to enable the organization make decisions.
- j) Oversee human resource training and development.
- k) Maintain files with minutes for members of the NCE.
- l) Maintain a register of the Church's assets and ensure that newly acquired assets are promptly tagged and recorded in the fixed assets register.
- m) Track movements of movable property and ensure that assets leaving the Church compound are properly authorized.
- n) Ensure that property ownership documents are properly kept under lock and key and are made available as and when required upon authorization by the Church leadership.
- o) Ensure that all Church assets are maintained in good working condition at all times.
- p) Arrange for timely insurance covers of Church assets which include movable and immovable property.
- q) Ensure that utility bills are settled promptly.
- r) Custody and regular updating of personnel files with relevant documents and / or information.
- s) Coordination of NCE and other Church national meetings and related workshops.
- t) Arrange for transport and accommodation for NCE members and Church leaders as and when necessary.
- u) Undertake any other duties assigned to by the CEO any other senior staff.

5.9.2.2 Qualification

- a) Shall be born again and Spirit filled
- b) Shall be preferably a member of the church.
- c) Bachelor of business administration or equivalent from recognized institution.
- d) Certificate in computer applications
- e) Shall have diploma in secretarial studies or equivalent qualification from recognized institution.
- f) Must have excellent written and oral communication skills
- g) Must have discretion and confidentiality
- h) Excellent public relation skills
- i) A minimum of 5 years of experience in a similar position



5.9.2.3 Terms of office

- a) Shall be a mature Christian.
- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when may deemed necessary

5.9.3 Personal Assistant

Shall be answerable to the Archbishop

5.9.3.1 Duties

- a) Shall manage all official appointments (meetings, invitations, itineraries, and sessions) of the Archbishop in consultation with the Archbishop, administrative secretary or any other senior staff.
- b) Make travel and accommodation arrangements for the Archbishop during local and international travels.
- c) Maintain Archbishop's diary and remind him/her promptly of upcoming activities.
- d) Shall Accompany the Archbishop on official church related trips unless otherwise instructed.
- e) Shall file Archbishop's personal correspondences and documents.
- f) Receive and disseminate messages on behalf of the Archbishop as and when instructed by the Archbishop.
- g) Shall attend church committee meetings presided over by the Archbishop and take minutes/notes for him/her as and when instructed by the Archbishop.
- h) Shall represent the Archbishop in church committee meetings as and when instructed by the Archbishop.
- i) Undertake any other duty assigned to by the Archbishop, or any other senior staff

5.9.3.2 Qualifications

- a) Shall be born again and spirit filled
- b) Shall have a bachelor's degree in a public relation or equivalent.
- c) Shall have excellent written and oral communication skill
- d) Must have excellent organizational skill
- e) Shall be an ordained minister
- f) A minimum of 5 years of experience in a similar position

5.9.3.3 Terms of service

- a) Shall retire at age 60 years However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary
- b) Shall be a full-time employee.

5.9.4 Accountant

5.9.4.1 Duties

- a) Checking all payment vouchers to ensure that payments are properly supported, reasonable, relevant to the objectives of the Church and within the approved budget.
- b) Checking payroll to ensure that payments on payroll are accurate and properly authorised and that deductions are accurate and in line with the existing laws.
- c) Ensuring accuracy of postings to accounting books (Quick Books).
- d) Ensuring that bank reconciliation statements are accurate, promptly prepared and fully supported.
- e) Ensuring that Church fixed assets registers are properly maintained and up-to-date and that the total cost of fixed assets in the fixed assets registers agrees with that of the statement of financial position.
- f) Preparation of monthly financial reports.
- g) Ensuring that VOSH Church gets the best value for money on all procurements.
- h) Preparation of periodic budgets including cash flow, income & expenditure, capital and investment budgets.
- i) Provide necessary support during audits.
- j) Implementation of audit recommendations upon concurrence with the Church leadership.
- k) Prompt payments and returns of monthly statutory deductions.
- l) Filing annual income tax returns.
- m) Bank account agent.
- n) Check to confirm that accounting documents are promptly and properly filed.
- o) Undertake monthly and surprise cash counts to ensure that cash is effectively utilised.
- p) Supervise the staff of finance department.

- q) Undertake any other duty assigned to by the CEO, Director of Finance and National treasurer.

5.9.4.2 Qualifications

- a) Bachelor of Commerce degree (Accounting or Finance option) or its equivalent from a recognized institution.
- b) CPA (K).
- c) Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access, Internet and Quick Books) from a recognized institution.
- d) A minimum of 3 years of experience in a similar position.

5.9.4.3 Terms of office

- a) Must be born again and Spirit filled.
- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary

5.9.5 Assistant Accountant

5.9.5.1 Duties

- a) Preparation of petty cash vouchers.
- b) Preparation of cheques and payment vouchers.
- c) Custody and management of petty cash.
- d) Banking of cash and cheques.
- e) Preparation of receipts.
- f) Preparation of monthly payrolls and payslips.
- g) Posting accounting data to accounting books (Quick Books).
- h) Preparation of monthly bank reconciliation statements on or before 10th of every month.
- i) Filing accounting documents

5.9.5.2 Qualifications

- a) Bachelor of Commerce degree (Accounting or Finance Option) or its equivalent from a recognised institution.
- b) CPA Part II
- c) Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized Institution.

d) A minimum of 3 years of experience in a similar position

5.9.5.3 Terms

a) Must be born again and Spirit filled.

b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary

5.9.6 ICT Officer

5.9.6.1 Duties

a) Establish and update a website for Church.

b) Ensure that International, National and Regional Church reports are regularly updated on the site.

c) Ensure that all Regional Leaders are updated with relevant Church information and also link church email addresses to the website.

d) Establish an effective two-way communication channel for all correspondences.

e) Establish and monitor VOSH social media platform.

f) Inform the Church leadership on issues that need attention.

g) Installation and maintenance of computer systems.

h) Configuration of local and wide area networks as and when required.

i) Carry out system analysis design and programme specification in liaison with the users.

j) Carry out repairs of computer equipment and associated peripherals.

k) Draw hardware specification for ICT Equipment i.e., verification, validation and certification of such equipment's and overseeing the process of configuration of new equipment's.

5.9.6.2 Qualifications

a) Bachelor of Business Information Technology (BBIT) or its equivalent from a recognised institution.

b) Higher Diploma in Computer Science/Information Communication Technology or its equivalent from a recognized institution.

- c) Must be innovative.
- d) Ability to work under minimal supervision.
- e) A minimum of 2 years of experience in a similar position

5.9.6.3 Terms of service

- a) Must be born again and Spirit filled.
- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary

5.9.7 Secretary

5.9.7.1 Duties

- a) Shall work under the Human resource and Administrative secretary
- b) Type work assigned by the Archbishop, General Secretary, Administrator or any other senior staff (member of the NCE).
- c) Receive and send out all organizational correspondences and make follow ups of the same.
- d) Receive telephone calls and letters and ensure that the information / letters are promptly passed on to officers concerned.
- e) Maintain files with minutes for members of the NCE as instructed by the Administrator.
- f) Receive and respond to visitors' queries and direct them appropriately.
- g) Ensure the office is tidy.
- h) Undertake any other duty assigned to by the Administrative Officer or any other senior staff.

5.9.7.2 Qualifications.

- a) Bachelor's Degree in Secretarial Studies or a Bachelor of Business and Office Management or equivalent qualifications from a recognized institution.
- b) Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized institution.
- c) Must have excellent written and oral communication skills.

- d) Must have discretion and confidentiality
- e) Excellent public relations skills.
- f) A minimum of 2 years of proven experience in a similar position.

5.9.7.3 Terms of service

- a) Must be born again and Spirit filled.
- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary.

5.9.8. Drivers

5.9.8.1 Duties

- a) Drive visitors and senior staff as and when instructed.
- b) Deliver and collect items in Kisumu and beyond as and when instructed.
- c) Ensure that the vehicle is clean at all times and well maintained and serviced.
- d) Remind the Administrative Officer of insurance and road licence renewal at least one month to the respective expiry dates.
- e) Keep a proper record of vehicle movements (vehicle work ticket).
- f) Carry out routine inspection to ascertain that the vehicle is in good working condition.
- g) Identify any mechanical and electrical defaults and carry out minor repairs or report the major ones to the Administrative Officer or the leadership for action as appropriate

5.9.8.2 Qualifications

- a) Must be born again and Spirit filled
- b) Kenya Certificate of Education at least mean grade of D
- c) Valid driving licence free from current endorsement
- d) Suitability test grade ii conducted by the NTSA.
- e) Defensive driving certificate (current)
- f) Current First aid course lasting not less than one week from KIHBT
- g) A valid certificate of good conduct from the Kenya police (current)

- h) Must be medically and physically fit to drive.
- i) Must be confidential and trustworthy.
- j) A minimum of 4 years of experience in a similar position

5.9.8.3 Terms of service

- a) Must be born again and Spirit filled.
- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary

5.9.9 Caretaker

5.9.9.1 Duties

- a) Inspect the buildings and compound and report any damages, loose electric wires and broken water pipes, among others to the Administrative Officer.
- b) Ensure that utilities (electricity and water) are properly utilised and that there are no wastages at any given time.
- c) Ensure that the church compound is clean at all times.
- d) Undertake any other duty assigned to by the Administrative Officer or any other senior staff.

5.9.9.2 Qualifications

- a) Kenya Certificate of Secondary Education mean grade C- (Minus) or its approved equivalent.
- b) Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel and internet) from a recognized institution.
- c) Ability to work with minimal supervision.
- d) Certificate of Good Conduct.
- e) Knowledge of English written and spoken.
- f) Knowledge of Kiswahili.
- g) A hard-working, honest, dependable, self-motivated person

- h) Must be reliable and work flexible
- i) A minimum experience of 2 years in a similar position

5.9.9.3 Terms of service

- a) Must be born again and Spirit filled.
- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary

5.9.10 Office Assistant

5.9.10.1 Duties

- a) Ensure cleanliness of Archbishop's and adjacent offices, washrooms and the surrounding areas, together with Administration and adjacent offices.
- b) Prepare tea / refreshments daily for staff and for NCE members during meetings and for guests whenever they visit the office.
- c) Clean utensils and ensure that the kitchen is kept clean at all times.
- d) Undertake shopping of small value office items required for tea and cleaning.
- e) Assist the Secretary with filing and photocopying.
- f) Inform the Supervisor of the need for repairs and other renovations in the work area or office.
- g) Deliver messages and run errands within and outside the office.
- h) Create, maintain and enter information into office data base.
- i) Order for materials, supplies and services to replenish consumer items as required and keep a clear record of the same.
- j) Undertake any other duty assigned to by the Secretary or any other senior staff.

5.9.10.2 Qualifications

- a) Must be in possession of KCSE Certificate grade D+ (plus).
- b) Certificate in Customer Care or in Public Relations.
- c) Must have good communication skills and can speak English and Swahili fluently.
- d) Have good public relations skills.

- e) Must have basic computer skills and can operate simple office equipment.
- f) Must be well organized.
- g) A minimum experience of 1 year in a similar position.

5.9.10.3 Terms of service

- a) Must be born again and Spirit filled.
- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary

5.9.11 General Clerks

5.9.11.1 Duties

- a) Keep all stationery and maintain a proper record of receipts and issues of the stationery including receipt books and vouchers.
- b) To be sent from time to time to deliver or collect mails from the post office or the surrounding places in Kisumu town.
- c) To undertake shopping of small value items required for office use.
- d) Preparation of estimates of expenditure on general office services.
- e) Processing of documents for application of licenses or certificates under relevant Acts as instructed by the Administrative Officer.
- f) Preparation and maintenance of records and ensure proper maintenance of filing system.
- g) Assist in planning for accommodation and office layout as instructed by the Administrative Officer.

5.9.11.2 Qualifications

- a) Kenya Certificate of Secondary Education mean grade C- (Minus) or its approved equivalent.
- b) Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel and internet) from a recognized institution.
- c) Ability to work with minimal supervision.
- d) Certificate of Good Conduct.
- e) Knowledge of English written and spoken.
- f) Knowledge of Kiswahili.

- g) A hard-working, honest, dependable, self-motivated person
- h) Must be reliable and work flexibly
- i) A minimum experience of 1 year in a similar position.

5.9.11.3 Terms of service

- a) Must be born again and Spirit filled.
- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary

5.9.12 Security Officers

5.9.12.1 Duties

- a) Gate-keeping.
- b) Patrol the Church compound to ensure that church facilities and personnel are safe.
- c) Report to Administrative Officer, Police or any other responsible staff, suspiciously looking strangers that may pose security threat.
- d) Ensure that no moveable items leave the church compound without proper authority.
- e) Ensure that any unauthorised entry/exit points along the fence are reported to the Administrative Officer for immediate sealing.
- f) Welcome, check and direct visitors appropriately.
- g) Respond with speed to emergency calls

5.9.12.2 Qualifications

- a) Must be in possession of KCSE Certificate grade D.
- b) Must have knowledge of English and Kiswahili both written and spoken.
- c) Must be physically and mentally fit.
- d) Possess a valid First Aid Certificate.
- e) Must have undergone a three-month basic training course at Embakasi Administration Police College.
- f) Must have a valid Certificate of Good Conduct from the Kenya Police (current).
- g) A minimum experience of 2 years in a similar position.

5.9.12.3 Terms of service

- a) Must be born again and Spirit filled.

- b) Shall retire at age 60 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when deemed necessary

The Chief Executive Officer (the Presiding Bishop) in consultation with the NCE shall create any other office (s) or department (s) for efficient and effective running of the church as and when need arises.

5.10: Regional Bishops

A Bishop is appointed as an overseer of a Region, within which there are several churches, assemblies and sub-regions. He is the senior pastor of the central church but may delegate the detailed work of a pastor to his/her assistants in order to exercise his special duty of overseeing the region.

5.10.1: Duties

- a) Shall be answerable to the Presiding Bishop.
- b) Shall preside over all meetings of the Regional Council of Elders (R.C.E.)
- c) Shall provide appropriate leadership and Christian foresight of all spiritual affairs of the Church at the Regional level.
- d) Shall be the Executive Officer and spokesman of the Church at Regional level.
- e) Shall be responsible for maintaining team Spirit at the Regional Council of elders (R.C.E.)
- f) Shall be an ex-officio member of all standing Boards, delegations or any other such bodies or committees at regional level.
- g) Shall appoint or recommend appointment of individuals in assemblies and sub-regional offices in consultation with the Regional Council of Elders (R.C.E.).
- h) Shall direct the disbursement of all funds generated, subject to the approval of the regional Council of Elders (R.C.E.)
- i) Shall appoint and recommend the name of officers to be ordained.
- j) Shall supervise the formation of all development projects within the region.
- k) Shall represent the region in the National Council of Elders (N.C.E.)
- l) Shall perform all the ecclesiastical duties in the region.
- m) Shall perform any other duty assigned by the Presiding Bishop.

5.10.2: Qualification

- a) Shall have served as sub-regional overseer for at least 5 years and be 50 years and above.
- b) Shall be a holder of at least a Form 4 certificate
- c) Shall hold degree in Biblical studies or its equivalent.
- d) Shall be fluent in both English and a national language of the member country.
- e) Shall be computer literate.

5.10.3: Terms of Office

- a) Shall be a full-time ordained minister
- b) Shall retire at age 70 years. However, can opt for early retirement at age 65 years.

5.11: Sub-Regional Overseer (Auxiliary Bishop)

Shall be the chairman of the sub-region

5.11.1: Qualification

- a) Shall have served as Senior Pastor for at least 5 years.
- b) Shall be a holder of at least a Form 4 certificate
- c) Diploma in Biblical Studies or its equivalent.
- d) Shall be age of 45 years and above.
- e) Shall be Computer literate

5.11.2: Duties

- a) Shall be answerable to the Regional Bishop.
- b) Shall be the pastor of the headquarters church in the sub-region and a senior pastor of the assembly.
- c) Shall be the chair of the sub-region.
- d) Shall preside over sub-regional meeting and committee meetings.
- e) Shall be in charge of overseeing work within the sub-region in matters pertaining to spiritual development.
- f) Shall perform ecclesiastical duties in liaison with the Regional Bishop.
- g) Shall perform any other duty assigned by the Regional Bishop.

5.11.3: Terms of office

- a) Shall be a full time/part-time ordained minister.

- b) Shall retire at age 65 years. However, the presiding Bishop in consultation with the N.C.E may extend his/her term of service for not more than five (5) years as and when may deemed necessary.

5.12: Senior Pastor

5.12.1: Qualification

- a) Saved and spirit filled. John 3: 3-5
- b) Mature Christian. 1 Tim 3:6
- c) Age: 35 years and above.
- d) Shall be able to divide the word of truth correctly II Timothy 2: 15.
- e) Shall be married to one spouse. I Timothy 3: 2.
- f) Shall be blameless, hospitable, able to teach and not greedy for money.
- g) Shall be an active member in line with Article 11;
- h) Shall be a holder of at least a Form 4 certificate or its equivalent.
- i) Shall have a diploma in Biblical studies or its equivalent from a recognized institution
- j) Shall be fluent in either English or a national language of the member country.
- k) Shall have God given spiritual gifts confirmed by the elders.
- l) Shall be a Person of integrity. I Timothy 3: 8.; 1 Corinthians 4:2
- m) Shall be an ordained minister.

5.12.2: Duties

- a) Shall perform all ecclesiastical duties within the assembly.
- b) Shall provide spiritual nourishment to the flock. 1 Peter 5:1-4
- c) Shall be responsible for evangelistic work within the assembly.
- d) Shall organize assembly activities to meet the needs of various age groups of the church family and community.
- e) Shall nominate assembly leaders to be confirmed by the Sub Regional Council of Elders.
- f) Shall interpret/Implement Church policies. Malachi 2:7
- g) Shall authorize assembly expenditure in consultation with assembly committee.
- h) Shall be responsible for collection of all funds and account for such collections I Cor 4:1; Rom 14:12
- i) Shall ensure that the books of accounts and assembly records are maintained and forwarded periodically to the Sub-Region.

- j) Shall be one of the signatories to the assembly bank account.
- k) Shall chair all meetings in the assembly.
- l) Shall be in-charge of church revivals.
- m) Shall perform any other duty assigned by the sub-regional overseer.

5.12.3 Terms of Office

- a) Shall be full time/part time ordained minister
- b) Shall retire at the age of 65 years.
- c) Shall be deployed anywhere as deemed necessary by the Regional Council of Elders

5.13: Church Pastor

5.13.1: Qualification

- a) Saved and spirit filled. John 3: 3-5
- b) Mature Christian. Acts 1: 12-23. 1Tim 3:6
- c) Shall be of age 30 years and above.
- d) Shall be able to divide the word of truth correctly II Timothy 2: 15.
- e) Shall be married to one spouse. I Timothy 3: 2.
- f) Shall be blameless, hospitable, able to teach and not greedy for money.
- g) Shall be an active member of the church
- h) Shall be holder of at least a Form 4 certificate
- i) Shall have a Certificate in Biblical studies or its equivalent
- j) Shall be fluent in either English or a national language of the member country.
- k) Shall have God given spiritual gifts confirmed by the elders.
- l) Shall be a Person of integrity. Job 2:9: Prov 11:3

5.13.2: Duties

- a) Shall perform ecclesiastical duties within the church after ordination in consultation with the senior pastor.
- b) Shall provide spiritual nourishment to the flock. 1 Peter 5:1-4
- c) Shall be in charge of the church administration.
- d) Shall be responsible for evangelistic work within the church.
- e) Shall organize church activities to meet the needs of various age groups of the church family and community.

- f) Shall nominate church leaders to be confirmed by the assembly committee.
- g) Shall interpret/Implement Church policies. Malachi 2:7
- h) Shall authorize church expenditure in consultation with church elders.
- i) Shall supervise proper record keeping and books of account by the secretariat.
- j) Shall be one of the signatories to the church bank account.
- k) Shall chair all meetings in the church.
- l) Shall be in-charge of church revivals.
- m) Shall perform any other duty assigned by the senior pastor.

5.13.3: Terms of Office

- a) Shall be full time/part time minister.
- b) Shall retire at the age of 65 years.

5.14: Ordained Deacons

Are ministers assisting the Pastors in ecclesiastical duties at all levels of leadership.

5.14.1: Categories

- a) Leaders in the women department
- b) Leaders in the youth department
- c) Leaders in the children ministry
- d) Leaders in the welfare department
- e) Leaders in the hospitality department
- f) Cell group leaders
- g) Assistant pastors.
- h) Secretaries
- i) Treasurers
- j) Any other department official.

5.14.2: Qualifications

- a) Any member who is at least 21 years of age, has been an active member of the church for at least 2 years, is willing and able to serve and meets the requirements as recorded in the Holy Scripture (Acts 6 and 1 Timothy 3) may be qualified and eligible to be appointed as a deacon/deaconess.
- b) Shall be a holder of at least a Form 4 certificate or its equivalent.
- c) Shall have certificate in biblical studies or its equivalent.

5.14.3: Duties

- a) **Church Servants:** In accordance with the meaning of the word and the practice of the New Testament, deacons/deaconesses are to be servants of the church. The task of the deacon is to serve with the Pastor in performing Pastoral ministries tasks especially in the absence of the pastor; proclaim the gospel to believers and unbelievers; care for church members and other persons in the community; lead the church to engage in a fellowship of worship, witness, education and lead the church in performing its tasks.
- b) **Spiritual Leadership:** The deacons/deaconesses are to be zealous to guard the unity of the spirit in the church in the bonds of peace. By proper organization and method among themselves, they are to establish and maintain personal and fraternal relationship with, and inspire leadership of the membership of the whole church, encouraging and relieving those who are in need.
- c) **Christian Stewardship:** They shall be faithful in giving and handling church finances as in the New Testament (tithes and offerings) and whenever possible, in attendance at all church services. They shall seek to exercise their God-given talents in every way possible.
- d) **Oversight and Advice:** They shall serve as a council of advice and conference along with the Pastor in all matters pertaining to the welfare and work of the church. With the Pastor, they are to consider and formulate plans for the constant effort and progress of the church in all things pertaining to evangelism, the development of Christians, the extension and growth of the Kingdom of God.
- e) **Pastoral Assistance:** They shall assist the Pastor in ecclesiastical duties in regular and special worship services.
- f) **Church Discipline:** In counsel with the Pastor and by such methods as the Holy Spirit may direct in accordance with New Testament teachings, they are to exercise oversight of the discipline of the church. In administering church discipline, they are to be guided always by the principles set forth in Matthew 18:15-17; 1 Corinthians 5:9-13, and 1Thessalonians 5:13-14.

5.15: Secretary

The church shall have secretaries at all levels. The followings shall be applicable to secretaries at church, assembly, sub-regional and regional levels

5.15.1: Qualification

- a) Shall be a full member of the church.
- b) Shall be a mature Christian.
- c) Shall be a holder of at least Form 4 certificate or its equivalent.
- d) Shall be Computer literate especially at assembly to regional level.

5.15.2: Duties

- a) Shall be answerable to the Chairman / Chairperson at designated level.
- b) Shall record all matters at the meetings including financial records.
- c) Shall keep records of members and assets.
- d) Shall execute duties as may be assigned by the chair person at designated levels.
- e) Shall be a signatory of bank account at designated levels.
- f) Shall harmonize and coordinate all activities at designated levels
- g) Shall organize meetings in consultation with the chair.
- h) Shall check all the payments done by the treasurer.

5.16: Treasurer

The church shall have treasurers at all levels. The following shall be applicable to treasurers at church, assembly, sub-region and regional levels.

5.16.1: Qualifications

- a) Shall be a full member of the church.
- b) Shall be a mature Christian.
- c) Shall be a holder of at least Form 4 certificate or its equivalent.
- d) Shall have accounting skills
- e) Shall be Computer literate especially at assembly to regional level

5.16.2 Duties

- a) Shall be answerable to the chairman at designated level
- b) Shall maintain accurate financial records and books of accounts and therefore have basic accounting knowledge
- c) Shall ensure that the acquired assets are appropriately recorded in the name of the Church
- d) Shall be co- signatory to the bank account
- e) Shall prepare the budget for discussion by the board/committee
- f) Shall prepare financial returns periodically as stipulated in account manual.

5.17: Evangelist/Missionary

5.17.1: Qualification

- a) Shall be born-again and Spirit filled
- b) Shall be a full member of the church
- c) Shall be 25 years and above
- d) Shall have Evidence of gifting/call into Ministry
- e) Have an approval from recognized Ministers e.g., Senior Pastor
- f) Shall have at least form 4 certificate or its equivalent.
- g) Shall be fluent in either English and a national language of the member country
- h) Shall have undergone Bible School Training

5.17.2: Duties

- a) Shall be answerable to the Senior Pastor and / or Local Church Pastor.
- b) Shall plant new Churches.
- c) Shall be in-charge of evangelism
- d) Shall be required to give a report of new converts to the senior pastor/ sub region.

5.17.3: Terms of Office

- a) Shall be a full-time minister.
- b) Shall be recommended by the regional leaders for appointment by the NCE.
- c) Shall be deployed anywhere as deemed necessary by the NCE.
- d) Shall retire at the age of 65 years and may work on contract up to the age of sixty-five (65) years if the NCE considers it necessary.

5.17.4: Early Retirement

Early retirement shall be granted based on the following.

- a) Health ground
- b) Five years or less to official retirement age where one is strong but request for early retirement
- c) As and when decided by the NCE

A minister or employee who retires based on the above factors shall qualify to access all his/her due benefits at the time of retirement.

CHAPTER 6: CHURCH STRUCTURE

6.1: Church Establishment

6.1.1: Church

- a) The church shall open new branches from time to time championed by evangelistic mission or grow by expanding existing churches. The church shall open branches locally, nationally and internationally.
- b) VOSH shall establish branches anywhere in the country which shall have at least 50 adult members at the time of opening. The distance between the church branches shall not be less than 5kms in rural and 3kms in towns, unless under special circumstances authorized by the regional committee.
- c) The church which does not qualify will be given 2 years to attain the above requirement, failure to which the leadership of the church shall be reshuffled.

6.1.2: Sub- assembly:

A branch shall qualify to be a sub – assembly: if

- a) It has between 200 and less than 500 adult members
- b) It has between 2 and 4 churches.
- c) The sub-assembly will be given at least 3 years to grow to a full assembly, failure to which the sub-regional leader will reshuffle the leadership of the sub-assembly.

6.1.3: Assembly

A branch shall qualify to be an assembly if:

- a) It has at least 500 adult members.
- b) It has at least 5 churches.
- c) The sub-regional elders' committee shall approve the formation of a new Assembly.
- d) The assembly which does not qualify will be given 4 years to attain the above requirement, failure to which the leadership of the assembly shall be reshuffled

6.1.4: Sub-Region

A branch shall qualify to be a sub-region if

- a) It has at least 2500 adult members.
- b) It has at least five assemblies.
- c) The regional council of elders shall recommend the formation of a new sub-region for approval by NCE.

- d) The sub-region which does not qualify will be given 5 years failure to which the leadership shall be reshuffled.

6.1.5: Region

- a) A branch shall qualify to be a region if it has at least 10,000 adult members
- b) Shall have at least four sub-regions.
- c) The National council of elders shall approve the formation of a new region.
- d) The Region which does not qualify will be given 5 years to attain the above requirements, failure to which the leadership of the Region shall be reshuffled

6.1.6: Nation

As and when a branch is opened in another nation, the description of the branch will take the above criteria.

6.1.7: Partnership

VOSH church allows association with other churches under organized and registered organizations or bodies as approved by the National Council of Elders.

6.2: Departments and/or Ministries

VOSH Church shall establish departments and ministries under supervision of a pastor/leader at different levels to help achieve her mission and vision. Ministers appointed to the various departments shall serve for three years and shall be eligible for reappointment depending on their performance.

6.2.1 Administration department

This department shall be responsible for administrative activities and human resource management at the Mission Headquarters.

6.2.1.1 Composition

- a) General Secretary
- b) Human Resource Manager/ Administrative secretary
- c) Personal assistant to the Archbishop
- d) ICT officer (cross cutting)
- e) Office Secretary
- f) Office assistant

- g) Caretaker
- h) Security officer
- i) Office messenger
- j) Driver

6.2.2 Finance Department

This department shall be responsible for financial management and procurement activities of the church.

6.2.2.1 Composition

- a) National Treasurer
- b) Director of Finance
- c) Accountant
- d) Assistant Accountant
- e) Clerk

6.3. Children's Department / Ministry

1. Shall organize Children's Programs from local church to national level.
2. Shall identify curriculum and material that would be appropriate for the different children audiences rural /urban) within the church.
3. Shall train, nurture children in accordance with the scriptures
4. Shall hold children jubilation day annually at regional levels.

6.4. Youth Department/Ministry

- a) There shall be a Youth Department comprising of Church members aged 18 to 35 years.
- b) There shall be a youth department with their leadership from the local church to national levels running their activities in consultation with the designated leadership.

6.4.1: Duties of the Youth Department

- a) Shall organize conventions, prayer meetings and seminars for the Youths at all levels.
- b) Shall organize outreach missions to institutions of learning.
- c) Youth Leaders shall act as the Chairperson of the youth under them with the guidance of the designated leaders.

- d) Youth Departments shall solicit funds from the youth members and the Church to help in running Youth programs at all levels.
- e) The Youth leader shall be a committee member of the Church Committee at their levels up to the region.
- f) The Youth department shall be directly answerable to the Church leader at their levels (Church, Assembly, Sub-region and Region).

6.4.2.: Youth Patron

There shall be a Youth Patron who will be a member of the National Council of Elders. The Youth Patron shall be appointed by the presiding bishop in Consultation with the National Council of Elders.

6.4.2.1: Duties

- a) The Youth Patron shall oversee and give guidance to all youth department activities
- b) Represent the Youth Department in the National Council of Elders

6.4.3: National Youth Leader

- a) The Chairperson of the Youth department shall be called a National Youth Leader.
- b) He/she will report to the Youth Patron.
- c) Shall coordinate national youth programs in consultation with Regional Youth Leaders and the Youth Patron.

6.4.3.1: Appointment of Youth Leaders

- a) Office bearers shall assume office through appointment by the Church leaders in consultation with their committees at all levels.
- b) Office bearers will hold office for three years renewable.

6.5 Senior Singles department/ministry

This department will minister to single adults from age 35 and above regardless of gender

This department shall be allowed to hold seminars and other training workshops.

6.6 Women Department/Ministry

This department will minister to all women

- a) There shall be a women's department with leadership from local churches to national levels running their activities in consultation with the designated leadership.
- b) Women leaders shall be answerable to designated leadership at their levels
- c) Women leader shall represent women in the council of elders at designated levels.

d) Women chairlady shall be a woman of one husband/ first wife in a polygamous family.

Duties

- a. Organize seminars, crusades and other trainings.
- b. Shall be responsible for the welfare of the women in the church at all levels under designated leader
- c. Shall conduct house visitation/fellowship
- d. Shall conduct baby showers for the new born babies
- e. Perform any other duty assigned by the NCE.

6.7 Men Department/Ministry

This department will minister to men and perform the following functions

- a. Organize seminars, crusades and other trainings.
- b. Shall conduct house visitation/fellowship
- c. shall be responsible for the welfare of the men in the church at all levels under designated leader
- d. Perform any other duty assigned by the NCE.

6.8 Evangelism Department

This department will organize and undertake great commission activities as commanded by the Lord Jesus Christ.

- a) Evangelism is the spreading of Christian gospel by public preaching or personal witness.
- b) Shall organize crusades at all levels under designated leadership.

6.9 Conventions and Mission Department

a). There shall be an Annual National Convention held at the Missions Headquarters and other Regional Conventions to be held at the various Regions. The Annual National Convention shall be organized by the National Conventions Committee under the Presiding Bishop, while the Regional Conventions shall be organized the Regional Conventions Committees under the Regional Bishops.

b). Mission is an organized effort to spread Christianity to new converts. It often involves sending individuals or groups called missionaries across boundaries most commonly geographical boundaries. This involves evangelism and humanitarian work especially among the poor and disadvantaged

6.9.1: Duties

- a) The National Conventions Committee shall organize Annual National Conventions while Regional Conventions Committees shall organize Regional Conventions.
- b) Shall prepare a budget for their respective conventions
- c) The respective Committees shall perform any other duties as assigned by the Council of Elders at the designated levels.
- d) The department at National level will work with National Evangelistic team to ensure planned missions are accomplished.

The Church shall also hold other convention /seminars or workshops organized by other departments and various levels as and when required, as follows:

- a) Sub-regional
- b) Assembly
- c) Church
- d) Youth
- e) Senior Singles
- f) Women
- g) Men, and
- h) Children



6.10 Lands and Development Department

This department shall be created by the NCE and shall have committees at all levels of the church. It shall be responsible for acquisition and development of land

The department will work in consultation with the relevant national or county governments.

6.10.1 Procedure on acquisition of land

Any parcel of land identified for purchase will first be presented to the land and development committee for search which may lead to approval or disapproval in consultation with the pastor.

In case of approval by the land and development committee of the local church; it will be presented to the assembly land and development for further consideration.

In case the of the approval by the assembly L&DC the matter will be forwarded to the sub-regional L&DC for record and further action.

The sub-region L&DC will forward the approval to the regional L&DC for record and further action.

- a) The Region L&DC will forward the approval to the National L&DC for record and further action who will consult the Board of trustees for official land transaction.
- b) Upon approval of the land purchase by the board of trustees the remaining process shall follow the due process of the law.
- c) Any church land purchase shall bear the name of 'VOICE OF SALVATION AND HEALING CHURCH INTERNATIONAL'

6.11 Investment Department

This department shall be created by the NCE and shall have committees at all levels of the church. It shall be responsible for management of church investments and any other income generating activity of the church.

The investment activities of the church shall be initiated and managed in accordance with the church investment policy.

6.12. Resource Mobilization Department

This department shall be created by the NCE and shall have committees at all levels of the church. It shall be responsible for raising of funds in order to help the church achieve her objectives I Cor. 16:1, 4:2

6.13 Welfare Department

Welfare means wellbeing of full members.

- a) The church shall form a SACCO Society to take care of the welfare of church members in accordance with the SACCO Bye-Laws.
- b) The church shall partner with an insurance company to cater for members' funeral expenses in accordance with the insurance company rules.
- c) Each church member shall make monthly, quarterly or annual contributions towards benevolent fund as the church welfare committee will determine
- d) In event of bereavement to a member the following procedures shall take effect
 - i) Adult member: the church shall contribute KES. 20,000
 - ii) A member's child: The church shall contribute KES. 10,000
 - iii) A member's spouse: the church shall contribute KES. 20,000

- iv) A member's biological parent: the church shall contribute KES 15,000
- v) In case the family/ church requests for a specific clergy, outside the members' jurisdiction, to preside over the burial ceremony, the expenses of the invited clergy shall be shouldered by the bereaved church/ family members in consultation with the church leadership.
- vi) The financial facilitation for the requested minister shall be forwarded prior to the stated function
- vii) The above payments shall not apply to a clergy who performs a burial ceremony within his/her area of operation.
- viii) Branches/ individuals who invite a clergy from outside their area of operation shall cater for the invited clergy's transport, accommodation, subsistence and love offering.

6.14 Media Ministry

- a) This department will be in-charge of and/or oversee production through multi-media (videos, audios, newsletters, magazines, among others) of various events and activities of the church.
- b) The leadership of the department shall be from the local church to the national level and answerable to the designated leaders at those levels.

6.14.1 Duties

- a) Shall be in-charge of productions of newsletters, magazines, videos, audios, among others.
- b) Shall open and maintain a library of electronic and print records of messages and music.
- c) Shall raise funds through sales and distribution of multimedia productions.
- d) Shall give account to the mission finance office of all revenue collections and payments.
- e) Shall identify and /or establish media houses through which VOSH Church will propagate the gospel.
- f) Shall perform any other duty assigned by the NCE.

6.15: Dissolution and Disposal of Property

- a) Any Church branch that has a membership of below 50 for a period of 2 years shall revert back to a cell group and therefore cease to exist as a branch unless otherwise

decided by the immediate higher office. The said branch shall be considered to operate as a cell group of the main branch within the assembly.

- b) The church branches shall not be dissolved without consultation and consent of the National Council of Elders at the Mission Headquarters.

CHAPTER 7: ECCLESIASTICAL DUTIES

MARRIAGE AND DIVORCE

7.1: Marriages

- a) Marriage is a consensual union between a man and a woman as ordained by God in the scriptures (Gen 2:18, Mathew 19:5)
- b) Parents' of both parties shall be informed of the intended marriage.
- c) The couples shall be required to undergo Blood test, sickle cell, cancer, pregnancy test, HIV testing amongst others as provided in the prescribed form to determine medical status and a report from a recognized medical institution shall be submitted to the designated church leader who shall be required to keep it confidential.
- d) Pre-marital counseling.
- e) Post- marital counseling
- f) Payment of dowry.
- g) Registration of the marriage at attorney general's chamber and the church
- h) Reading of banns
- i) Payment of wedding fee
- j) Weddings shall be conducted in the church by ordained ministers who are authorized by the church to conduct such functions
- k) All marriages shall be conducted in line with the scriptures and the marriage laws applicable to the Christian faith
- l) Widows and widowers are allowed to remarry as guided in the scriptures 1 C or 7:39, I Tim 5:14.
- m) Any deliberate delay by the groom and bride team to start the wedding at 10am will be fine at KES 1,500 for every hour wasted. The money will be given to the officiating Bishop before the wedding is conducted.

7.2 Water Baptism

Water baptism shall be conducted as follows

- a) The candidate shall consent to the statement of faith
- b) Shall have gone through a series of teaching
- c) Shall have extra cloth during baptism
- d) Baptism shall be conducted only by ordained clergy.

7.3 Holy Communion

Holy Communion shall be conducted by the following items

- a) Alter wine or alternative soft drink
- b) bread/sacraments/waffles
- c) Glasses/Communion sups and accessories
- d) Communion tray and clothe

7.3.1 During the Holy Communion the following condition shall be observed

- a) All left over shall not be given to children
- b) Hygiene shall be maintained at all time
- c) Only Ordained minister shall conduct the ceremony
- d) It shall be given to only members who are willing to take it.
- e) It shall be taken as often as possible.

7.4 Ordination

The Church shall ordain her ministers after vetting and approval by the National Council of Elders. The ordained ministers shall wear special clergy attires bearing different colours relating to each level of office

7.4.1 Vetting

The Church shall ordain her ministers after vetting and approval by the National Council of Elders. The ordained ministers shall wear special clergy attires bearing different colours according to their cadres as detailed in the chapter on Ecclesiastical duties.

The offices for ordination shall include the following;

- a. Archbishop
- b. Asst. Archbishop
- c. Presiding Bishop
- d. Asst. presiding
- e. Bishop
- f. Senior Auxiliary Bishop
- g. Auxiliary Bishop

- h. Senior Pastor
- i. Pastor
- j. Evangelist attire different from pastor
- k. Deacon

Reverend will be an honorary name given to clergy who has done exemplary work.

7.5 Dedication of Children

- a) Children under the age of 12 years shall be dedicated by an ordained minister.
- b) Dedication card shall be issued at a fee.
- c) Baptismal and dedication cards shall be printed only at the mission headquarters for uniformity.

7.6 Dedication of Churches & Property

Dedications ceremony shall be conducted for new permanent church buildings and property as well as private property owned by church members.

The ceremony shall be conducted as follows:

- a) The presiding minister shall give a sermonette
- b) The officiating minister shall cut the ribbon fastened at the entrance and enter the building.
- c) The officiating minister shall lead the prayers and declare the building officially opened
- d) Other celebration activities if any will follow.

7.8 Burials

The church shall bury all her members in case of death. The church will also perform any other burial ceremony upon request by the family of the deceased.

The following procedures shall be followed

- a. The church shall accompany family members to remove the deceased body from the morgue to burial place. However, a procession to the church hall for special service will only be conducted upon request.
- b. The family shall identify the grave and the clergy shall bless it in preparation for the burial ceremony.
- c. The church shall conduct the last sendoff ceremony as follows
- d. There shall be a procession from the house to the arena with the body of the deceased accompanied by the clergy, church members and family members.
- e. Testimony shall be allowed from the representatives of the following categories
 - i. Friends

- ii. Relative
- iii. Church representative
- iv. Administration representative of the area
- v. Sermon by the church appointed clergy
- vi. Offertory
- vii. Testimony from the bereaved close family member
 - a. Procession to the grave yard
 - b. Body laid to rest by the officiating clergy
 - c. Word of encourage /last prayers to the family of the deceased in their house

7.9 CLERGY ATTIRE

Position	Shirt/Blouse	Shimel	Rochet	Stall	Others
Archbishop	Red/purple/maroon with round collar	White	Red	Black/green with golden cross	Golden Cap, shepherd's staff,
Asst. Archbishop	Red/purple/maroon/ black with round collar	White	Red	Black/green With golden cross	Red cap, cross
Presiding Bishop	Red/purple/maroon/ black with round collar	White	Red	Black/green With golden cross	Red cap, cross
Asst. Presiding Bishop	Maroon/purple/blue/black with round collar	White	Red	Black/Green with golden cross	Red cap , cross
Bishop	Maroon/purple/blue/black	White	Red	Black/green with golden cross	Red cap, cross without image of Jesus
Sub-Regional leader/ auxiliary	Purple	White	Black	Red/Black with golden cross	
Senior pastor	Blue	White	Black	Red/black with golden cross	
Evangelist	Black	White	Black	Black with golden cross	
Pastor	Black	White	Black	Black with golden cross	
Senior Deacon	Black	white	Black	Black/Red	
Deacon	Grey	White	Grey	Grey with golden cross	

CHAPTER 8 : COUNCILS AND COMMITTEES

8.1: Councils

The church shall constitute councils and committees for the smooth, effective and efficient management of church affairs. Gender balance shall be embraced in all councils and committees

8.1.1: International Council of Elders (ICE)

8.1.1.2 Composition

1. Archbishop
2. Asst. Archbishop
3. All presiding bishops
4. All general secretaries
5. All national treasurers
6. 3 co-opted members (include a professional person)

The council shall hold their meeting at most twice a year.

- a) In addition to the above meetings, the council may also hold a special general meeting in case of unforeseen circumstances.
- b) In event of a vacancy in any of the executive offices above, the council shall fill the vacant office by election or appointment which is suitable at the time.

8.1.1.3 Duties

- a) The Archbishop will be the International Head of Voice of Salvation and Healing Church international.
- b) The International office under the general direction and supervision of the Archbishop shall oversee and harmonize the implementation of Church policies internationally wherever VOSH Churches are opened.
- c) The international office's annual budget will be financed by member countries depending on their membership population and financial ability.
- d) The ICE shall be the sole advisory body to the Archbishop on international matters.
- e) The Archbishop shall appoint the national office of member countries on advice of the ICE.
- f) The ICE shall have power to arbitrate in any matter pertaining to church property and doctrine under the leadership of the Archbishop whose decision shall be final.

8.2 Disciplinary Committee

This committee shall be formed at all levels

8.2.1 Qualification

- a) Must be a born- again and Spirit filled.
- b) Must be a VOSH Church full member except for I.D.C
- c) Must be of unquestionable moral character and integrity

8.2.2 Terms of service

- a) Shall be appointed by the leader at designated level in consultation with the committee or council.
- b) Shall be a two years' renewable tenure.

8.3: National Council of Elders (NCE)

8.3.1: Composition

- a) Presiding Bishop.
- b) Assistant Presiding Bishop
- c) General Secretary.
- d) National Treasurer.
- e) Regional Bishops.
- f) 3 ex-official members (Director of Finance, Administrative Secretary and Personal Assistance to the Archbishop will be in attendance).
- g) 3 co-opted members (Women Leader, Youth Leader and a Professional Person as need may arise)

8.3.2: Duties

- a) To formulate policies at the national level.
- b) To vet and appoint ministers at Regional level.
- c) Approve projects to be undertaken by the church at national level.
- d) Shall be the sole advisor to the presiding Bishop on church issues.
- e) Shall prepare the agendas for the AGM.
- f) Shall hold full council meetings at least four times a year before the AGM. Meetings may however be convened at any other time as may be found necessary for effective running of the church affairs.
- g) Shall have power to divide, rearrange or create new regions

- h) To identify missionaries to be posted in new areas where VOSH churches are established.
- i) Shall provide legal assistance to ministers accused on issues pertaining to church
- j) Shall be responsible for recruitment of Mission administrative staff
- k) Shall undertake any other duty assigned to by the ICE.

8.4 : Quorum

In event of the following:

- a) Amendment of the Church Policy
- b) Amendment to the Church Constitution.

The meeting of the NCE shall require a two-thirds majority.

The two thirds majority shall include the following members present:

- a) The Presiding Bishop or in his/her absence the Asst. Presiding Bishop.
- b) At least two thirds ($\frac{2}{3}$) representatives who are members of NCE.

8.5: National Executive Board (NEB) / Mission Board

8.5.1: Composition

- a) Presiding Bishop or in his/her absence the Assist. Presiding Bishop
- b) General Secretary
- c) National treasurer
- d) Three (3) Co-opted members (as the case may be)

8.5.2: Duties

- a) Shall be responsible for day-to-day general administration and management of the church.
- b) Shall prepare agendas to be discussed at the National Council of Elders meetings
- c) Shall execute the resolutions of the National Council of Elders
- d) Shall undertake any other duty assigned by the NCE.

8.6: National Council of Ministers (NCM)

8.6.1: Composition

- a) National Council of Elders (NCE) members
- b) Regional Council of Ministers.
- c) Sub-regional Council of Elders
- d) Regional Departmental heads
- e) National Departmental heads.

- f) Assembly Overseers, Assembly Secretaries, Assembly Treasurers and Assembly Departmental Heads.
- g) Church trustees
- h) Three (3) co-opted members (as the case may be)
- i) Representatives of retirees (advisory board)

8.6.2: Duties

- a) Shall attend Annual General Meetings and Special General Meetings.
- b) Shall receive and deliberate on reports and recommendations of the NCE and ratify or reject with or without amendments at a General Meeting.
- c) Shall facilitate and implement the policies formulated by the National Council of Elders (NCE) at their local areas.
- d) Shall receive and approve audited accounts presented at a General Meeting.
- e) Shall approve the appointment of an independent auditor for the next financial year.

8.7: Regional Council of Elders (RCE)

8.7.1: Composition:

- a) Regional Bishop
- b) Senior pastor
- c) Regional secretary
- d) Regional treasurer
- e) Sub-regional overseers
- f) Heads of departments.
- g) Three (3) co-opted members (as the case may be)

8.7.2: Duties

- a) Shall oversee the implementation of the church policies and the strategic plan at the regional level.
- b) Shall prepare agendas for the regional general meeting.
- c) Shall vet and appoint ministers at assemblies and sub-regional levels in consultation with NCE.
- d) Shall approve projects undertaken by the region.

8.8: Regional Executive Board (REB)

There shall be regional executive board in every region.

8.8.1: Composition

- a) Regional Bishop
- b) Auxiliary Bishop / Sub-Regional Leaders
- c) Regional secretary
- d) Regional treasurer
- e) 3 co-opted members (as the case may be)

8.8.2: Duties

- a) Shall be responsible for day-to-day general administration and management of the church at the regional level.
- b) Shall prepare the agendas to be discussed at the Regional council of elders
- c) Shall execute the resolutions of the Regional council of Elders

8.9: Regional Council of Ministers

8.9.1: Composition

- a) Regional council of elders
- b) Senior pastors
- c) Pastors (with 100 members and above)
- d) Regional Departmental Heads
- e) Three (3) co-opted members (as the case may be)

8.9.2: Duties

- a) Shall meet annually at Regional General Meeting
- b) May convene at any time for Special Regional Meeting
- c) Shall receive, deliberate on reports and recommendations of the RCE with or without amendment or rejection and thus ratify.
- d) Shall implement the policies formulated by the National Council of Elders (NCE).

8.10 House of Bishops

- a) Shall comprise of all the Regional Bishops from the member Countries, they will meet at most three (3) times a year.
- b) Shall meet for training, discussion, pray, bonding and updates
- c) Shall have special meetings as need may arise
- d) Co-opted members who hold the title of a Bishop within VOSH Church.

8.11 Electoral College

Shall consist of all the Bishops and selected senior elder and trustees to oversee the appointment of the Archbishop of VOSH Church. The delegates shall not be less than 36 and not more than 72.

8.11.1 Duties

- a. To appoint the Archbishop
- b. Shall organize the inauguration of appointed Archbishop
- c. To convene a committee of senior ministers in that cadre to oversee Archbishop's indiscipline case and receive recommendations for decisions

8.12: Committees

- a) There shall be elders' committees at sub-regional assemblies and church, levels, chaired by respective chairpersons, which shall perform the same role as council of elders.
- b) There shall be departmental committees from the church to national levels.

8.12.1 Sub-Regional Committee

8.12.1.1: Composition

- a) Sub-regional leader/Auxiliary bishop
- b) Assistant Sub-regional leader
- c) Senior pastor
- d) Sub-regional secretary
- e) Treasurer
- f) Evangelists representative
- g) Departmental Heads
- h) 3 Co-opted members as need may arise

8.12.1.2: Duties

- a) To oversee the implementation of the church development tools: specific objectives and to adhere to the strategic plans and policies of the church at the sub-regional level
- b) To vet and appoint ministers at assembly level in consultation with regional office.
- c) To approve projects to be undertaken by the church at sub-regional level.
- d) Shall be the sole adviser to the Auxiliary Bishop/Sub-Regional leader on church issues.

8.12.2: Assembly Committee

8.12.2.1: Composition

- a) Senior Pastor
- b) Assistant Senior Pastor
- c) Secretary
- d) Treasurer
- e) Departmental Heads
- f) Co-opted members as need may arise

8.12.2.2. Duties

- a) To implement policies at the Assembly level.
- b) To examine and appoint ministers at assembly level in consultation with sub-regional office.
- c) Approve projects to be undertaken by the church at Assembly level.
- d) Shall be the sole adviser to the Senior Pastor on church issues.

8.12.3: Church Committee

8.12.3.1: Composition

- a) Pastor
- b) Assistant pastors
- c) Secretary
- d) Treasurer
- e) Departmental Heads
- f) Co-opted members as need may arise

8.12.3.2 Duties

- a) To implement policies at the church level.
- b) To vet and appoint ministers at church level in consultation with assembly office.
- c) Approve projects to be undertaken by the church.
- d) Shall be the sole adviser to the pastor on church issues.

8.13. Ex-Officio Members

- a) Shall attend meetings.
- b) Shall have no right of one vote.
- c) Shall only participate when given time to respond
- d) Shall do only specific work assigned to him/her in the meeting.

CHAPTER 9: TRANSFER OF MINISTERS AND MEETINGS

9.1: Transfer of Ministers

The church shall transfer ministers/workers from time to time. The NCE will consider the following when transferring church ministers and workers:

- a) Experience and competence in performing the task of the new station.
- b) Any unique situation at the new station that may call for a new person with the right skills to handle.
- c) Age and family status.
- d) Any unique advantage to the person being transferred.
- e) All ministers should always be ready for a transfer as the church may find necessary.
- f) Under normal circumstances church ministers will serve in a station for at least five years for senior ministers and three (3) years for evangelists before they are transferred.

9.2: Handing Over and Taking Over

- a) During handing over ceremony, a clearance form (designed from the Mission Headquarters) shall be duly filled in triplicate by the minister/worker leaving the station with details of church records, documents and assets handed over. One copy shall remain at the former work station, the second copy shall be taken to the regional office and the third shall be kept by the minister/worker himself/herself. The handing over shall be witnessed by the immediate supervisor. After clearance the outgoing minister/worker shall be officially released by a letter.
- b) The said minister/worker transferred, shall handover within one month after receiving the transfer letter. Any violation of this particular requirement or any deliberate interference with church operation, incitement of the church members shall attract severe disciplinary action

- c) The region where the minister has worked shall facilitate the minister to reach his/her new station.

9.3 Meetings

There shall be four (4) general meetings as follows: -

- a) The Annual General Meeting (AGM).
- b) Special General Meeting (SGM).
- c) Regional General Meeting (RGM)
- d) Sub –Regional General meeting

9.3.1: Other meetings

There shall be other meeting which shall include:

- a) Quarterly meeting
- b) Monthly meeting
- c) Weekly meeting
- d) Daily meeting
- e) Other meetings as need may arise.



CHAPTER 10: BOARD OF TRUSTEES, AUDITORS, CHURCH ATTORNEY, FINANCE AND INVESTMENTS COMMITTEES

10.1: Board of Trustees

10.1.2: Composition

The Church shall have a board of trustees, comprising seven members appointed by National Council Elders for a period of five (5) years renewable and registered with the Ministry of Lands.

10.1.3: Qualification of Trustees

- a) Shall have no vested interest in Church property for personal gain.
- b) Shall have sound mind.
- c) All trustees shall be full members of the church
- d) Shall be accessible with permanent address.
- e) Shall be a person of integrity and competence.
- f) Shall be knowledgeable about best practices in one or more of the following: property acquisition and maintenance, finance, investment, insurance or legal matters.

10.1.4: Duties of Trustees

- a) Shall remit all payments from property, vested in the Trustee to the church Treasury.
- b) Any expenditure in respect of such property which in the opinion of the board Trustee is desirable shall be reported by the board Trustees to NCE which shall authorize expenditure of such monies as it deems fit.
- c) The board of Trustees shall apply and sign for Bank Loans on behalf of the Church in consultation with NCE
- d) The Board of Trustees shall meet at least twice a year or as need may arise.

10.1.5: Signature of church trustees

At least three (3) church trustees shall sign documents of ownership of land, property, investments and securities on behalf of the church.

10.1.6: Reappointment of trustees

On expiry of his/her first term a Trustee shall be eligible for re-appointment for another term.

National Council of Elders (NCE) shall have power to remove any Trustee.

10.1.7: Filling of vacancies

Vacancies occurring by removal, resignation or death shall be filled at the immediate next meeting of NCE after the occurrence of the vacancy.

10.1.8: Registration of Church assets

All Church lands, immovable property and investments shall be owned by "Voice of Salvation and Healing Church International (formerly known as Voice of Salvation and Healing Church) through Registered Trustees

10.2: Independent Auditor

10.2.1: Independent Auditor's appointment

An independent auditor shall be appointed by the National Council of Ministers to hold office until the following AGM.

10.2.2: Independent Auditor's inspection

The independent auditor shall have right of access to all accounts, records and documents of the Church at any time upon request.

10.2.3: Independent Auditor's Duties

- a) The Independent Auditor shall conduct the audit of financial statements in accordance with the International Standards on Auditing and express an independent opinion on the financial statements based on his/her audit.
- b) The Audit report shall be presented to the National Council of Elders –NCE/NCM.

No External Auditor shall be an office bearer or member of any committee or sub-committee of the Church.

10.3 CHURCH ATTORNEY

- a. The church shall have an attorney to handle the legal matters of the church at all levels.
- b. The position shall be required to provide *pro-bono* services.
- c. The church attorney shall be appointed by the National Council of Ministers to serve for a period of three years renewable.

10.3.1 Functions

- a. The attorney shall only represent the interest of the church as and when required.
- b. The attorney will not represent any clergy in a private/individual case
- c. The attorney shall be the legal adviser to all church legal matters.

10.3.2 Qualifications

- a. Shall be a born-again Christian preferably a church member.
- b. Shall be practicing lawyer
- c. Shall have an experience of 5 years.
- d. Registered lawyer with Law Society of Kenya
- e. Shall be conversant with laws governing the church operations in Kenya (society act).

10.4: Financial Statement

The National Church Treasurer shall present financial statements for the financial year under review to the NCE not less than 2 weeks and not more than 6 weeks before presenting it to the auditor.

10.4.1: Church Finances

10.4.2: Finance committee

The church shall have a finance committee whose composition and duties are as follows

- a) Oversee the formulation and implementation of budgets
- b) Oversee financial operation of the church
- c) Provide advice to the NCE on financial matters
- d) Conduct periodic review
- e) Undertake internal audit of church finances and records.
- f) Review and formulate financial management policies and procedures

10.4.3 : Safety of church funds

All funds shall be kept in such banks as may be designated by National Council of Elders.

10.4.4: Funds disbursements

Disbursement of such funds shall be made by cheques, drafts, bank transfer, and / or by other means authorized by the National Council of Elders/ Regional Council of Elders/ Sub-Regional council of Elders/ Assembly Committee/ Church Committee.

10.4.5: Opening of bank accounts

Bank accounts shall be opened only upon a written authorization of the Presiding Bishop, introducing accounts signatories to the bank.

10.4.6: Bank signatories

Cheques or drafts, which require signature, shall be signed by the signatories who are Chairperson, Secretary, Treasurer and any officer approved by the relevant committee.

10.4.7: Registration of signatories

The said signatories or persons thereof duly approved by the National Council of Elders/ Regional Council of Elders/Sub regional council of elders/assembly committee/Church committee shall be registered with the banks, in which funds are kept, according to the rules and regulations of such banks.

10.4.8: Church's Indebtedness

Notes, loans or evidence of indebtedness by the Church shall require signature of the church trustees.

10.4.9: Church branches indebtedness

Branches (church, Assembly, Sub-region or regional) shall acquire loans/overdrafts indebtedness with the written authority from the head office.

10.4.10: Acquisition and disposal of assets

The church shall acquire, hold, dispose of or otherwise deal with property, movable or immovable for the achievement of the above stated objectives. Acts 4:34.

10.4.11: The financial year

The Church's financial year shall run from 1st January to 31st December.

10.4.12: Sources of funds

Church Funds shall be from the following sources:

- 
- a) Tithes
 - b) Offerings
 - c) Donations by members, well-wishers, partners and friends
 - d) Free will giving
 - e) Subscriptions
 - f) Borrowing from financial institutions and or credit organizations subject to advance approval in writing from the Board of Trustees.
 - g) Income from Church investments.
 - h) End year thanks giving
 - i) Fundraising/resource mobilization.
 - j) Any other means legally allowed and supported by the scriptures.

10.4.13: Borrowing Powers

- a) The church will borrow funds from commercial banks, SACCOs and other financial sources in order to enable the church fulfill her vision and mission
- b) Each church level will be allowed to borrow funds provided that the application is approved by the national council of elders and the church trustees as long as that church level has convinced the financial source of its ability to repay.

10.4.14: Loan Repayment

Such loan repayments shall be undertaken by the borrower.

10.4.15: Disbursements

10.4.16: Church's Disbursement

While the basic and general practice of the church shall be to use each gift or contribution in the specific area of Ministry of which it is budgeted, the National Council of Elders/ Regional Council of Elders/ Sub -Regional Council of Elders/ Assembly Committee/ Church Committee shall have the power to appropriate the funds of this Church for any ministry, activities, programs, projects, commissions or other purposes which it may deem appropriate or expedient for the best overall achievement of the constituted general purpose and general plan of the Church. The Church shall, however, be guided by the approved budget when disbursing funds.

10.4.17: Security for loans

Shall use her property as security for borrowed funds.

10.4.18: Church liabilities and Obligations

Shall enter into contracts to borrow money, mortgage and/ or other obligations by to enable her accomplish any of her objectives.

10.4.19: Properties and Asset Disposal

Shall acquire, sell, convey, mortgage and dispose of all or any part of her property and assets.

10.5: Investments

10.5.1: Church's Investment

The Church shall invest her funds from time to time in real estate, stock exchange, SACCOs, property, or any other legal business venture supported by the scriptures to achieve her objectives.

10.6: Income Generating Activity

- a. VOSH Church shall have income generating projects for the church at all levels.
- b. The mission projects implemented at the regions shall be supervised by the VOSH church investment committee. Profits received from such investments will be ploughed back to mission account.
- c. Other church income generating project initiated at other levels shall submit 10% of the profit made to the head office.



CHAPTER 11: SCHOOLS, BIBLE COLLEGE, COOPERATIVE .

11.1 : School

VOSH Church shall have schools sponsored by the church whose board chairman shall be a member of the church.

11.1.2 Qualifications of a Board Member

- a) Must be a committed person to the course of the school
- b) Must have at least form four (4) certificate.
- c) Shall adhere to ministry of education guidelines.

11.1.3 Terms of Office

- a) Shall serve for a period of three (3) years
- b) Shall be eligible for reappointed for one more term.

11.2. :Bible college

- a) The church shall operate a bible college for the purposes of training ministers.
- b) The college shall administratively exist as a semi-autonomous department managed by a board of management appointed by the N.C.E.
- c) Shall offer appropriate courses in other areas alongside Biblical studies

11.2.1 Qualifications of a Board Member

- a) Must be a committed person to the course of the college
- b) Must be a professional in a field relevant to the Bible school.
- c) Must be of a faith similar to that of Vosh church
- d) Must be Visionary and energetic

11.2.2 Terms of Office

- a) Shall serve for a period of three (3) years
- b) Shall be eligible for reappointed for one more term

11.3. Cooperative Society

The church shall form a cooperative society for her members at the national level. The society will offer membership; financial services to VOSH ministers, church members, Church employees and their families at all levels.

CHAPTER 12: TRANSITION, AMMENDMENT TO THE POLICIES AND PROCEDURES MANUAL.

12.1: Transition

Policies and procedures shall be implemented in phases and progressively within a period of 10 years from the date of its promulgation.

11.2: Amendments to the Policies and Procedures

11.2.1: Amendment

Subject to the provisions of this Chapter, the NCE may alter or amend this Policies and procedures. Amendment to this Policies and Procedures must be approved by at least a two-third majority of members of National Council of Elders.

11.2.2: Effective Date

This Policies and Procedures has been adopted by the church this _____ day of _____ and has become effective on _____

