

# PENTECOSTAL ASSEMBLIES OF THE WEST INDIES (PAWI) INTERNATIONAL

## BYLAWS

These Bylaws are made under the authority conferred by Article XIII of the Constitution.

### BYLAW 1 – PARLIAMENTARY ORDER

The work of the General Conference shall be governed by a spirit of Christian love and Fellowship, and by the rules of parliamentary procedure as are agreed upon by the General Conference.

### BYLAW 2 – GENERAL CONFERENCE

#### 2.1. FUNCTION

The General Conference shall exercise administrative and judicial authority within the PAWI Fellowship, in accordance with the provisions of the Constitution and Bylaws, and the laws of

the various member Districts.

## 2.2. DUTIES AND POWERS

2.2.1. The General Conference shall possess all the powers of the general meeting of the members of the Fellowship duly convened and all the powers granted to the corporations by letters patent, and the incidental and auxiliary powers possessed by the corporations in accordance with laws of the various member countries.

2.2.2. The General Conference shall possess power to:

- i. Make Bylaws from time to time for the conduct and management of the Fellowship.
- ii. Exercise power by a seventy-five percent (75%) majority of the members of the General Conference present and voting to authorize a sale of the undertakings or assets of the property at 85 Tunapuna Road, the West Indies School of Theology at Fourth Bridge, Maracas Valley, and such other properties as may be acquired by or may belong to the Fellowship through the International Office.

iii. Designate criteria for parliamentary procedure for itself and for the member Districts and/or other official bodies of the Fellowship.

iv. Elect such officers as it shall choose in accordance with the provisions of these Bylaws.

v. Elect a Board of Elders from time to time from among PAWI members who are recommended by the General Executive. The Board shall serve as elders of the PAWI Fellowship in an advisory capacity to the General Executive. Its terms of reference shall be:

1. To act as intercessors for the Fellowship.
2. To advise the General Bishop/General Executive/General Officers as to trends, concerns and issues that are impacting the Fellowship.
3. To assist the General Executive where needed or possibly in advisory/mentoring/coaching and conflict resolution situations from time to time.
4. To assist in safe guarding the distinctives of the Fellowship.

5. To make themselves available, when invited, to sit with the General Executive at least once during the conference term to discuss the further development of the Fellowship.

### **2.3. BUSINESS**

2.3.1. The business of the General Conference shall include:

- i. The report of the General Bishop.
- ii. The report of the General Administrator.
- iii. The report of the Executive Director of Church Ministries.
- iv. The financial report.
- v. Other reports as deemed necessary.
- vi. Unfinished business.
- vii. New business.
- viii. Election of officers.
- ix. Adjournment.

2.3.2. All reports to the General Conference shall be submitted in printed form.

## 2.4. ELECTIONS

### 2.4.1. VOTING CONSTITUENCY

2.4.1.1. The voting constituency shall comprise the following persons present and duly registered at a General Conference:

- i. Members of the General Executive.
- ii. Accredited credential holders and missionaries under appointment.
- iii. Accredited representatives of affiliated Assemblies and other bodies.
- iv. District Heads of Departments.

2.4.1.2. Each Assembly consisting of fifty (50) or more members shall have the right to be represented by one (1) delegate. Delegates shall be spirit-filled members, in good standing with the Assembly.

### 2.4.2. QUORUM

A quorum shall consist of a simple majority of the persons registered at the General Conference.

#### 2.4.3. RESOLUTIONS

A resolution calling for the adoption or amendment of a Bylaw must receive at least a two-thirds (2/3) majority vote of the General Conference. Other resolutions must be receive a simple majority of those present and voting, except that a resolution once passed shall not be amended or rescinded in the same Conference except by at least a two-thirds (2/3) majority vote of the General Conference.

### 2.5. VACANCIES

#### 2.5.1. GENERAL EXECUTIVE OFFICES

In the event that any member of the General Executive vacates office by virtue of the death, resignation, or dismissal of the incumbent, the General Executive shall call a special meeting of the General Executive within sixty (60) days for the purpose of filling the vacancy until the

next General Conference. However, where a vacancy occurs at the level of District Presiding Bishop, the District shall fill the office within sixty (60) days.

#### 2.5.2. BALLOTING

The General Executive Officers shall be elected by secret ballot in the following manner, and in the event of a tie the Conference shall vote again:

1. The first ballot shall be a nominating ballot, and only those persons having five percent (5%) or more of the votes cast shall become nominees for election.
2. A two-thirds (2/3) majority of the votes cast in favour of any one (1) nominee shall constitute an election.
3. Nominees may withdraw their names before the first election ballot is taken.
4. If a nominee receiving more than fifty percent (50%) of the votes cast withdraws his name a second nomination ballot shall be required.
5. Where no election is declared as a result of the nomination ballot an election ballot shall be taken. If no election is declared as a result of the third election

ballot, the two (2) candidates receiving the highest number of votes shall be the nominees for the next ballot.

6. For these two candidates a simple majority vote shall constitute an election.

### **BYLAW 3 – GENERAL EXECUTIVE**

#### **3.1. COMPOSITION**

The General Executive shall comprise those persons specified in Article IX of the Constitution.

#### **3.2. AUTHORITY**

3.2.1. The affairs of the Fellowship shall be managed by the General Executive.

3.2.2. The General Executive shall exercise any of the powers, authority and discretion vested in or exercised by the General Conference, except such matters that are specifically reserved to the General Conference by the Bylaws.

### 3.3. FUNCTIONS

3.3.1. The General Executive shall carry out the wishes of the General Conference, promote the interests of the Fellowship, and serve as the chief governing body when the General Conference is not in session.

3.3.2. The General Executive's responsibilities shall include:

1. Human resource development at all levels of the organization and coordination of development with respective District Executives.
2. Providing the infrastructure for the establishment of hospitals, schools, homes for the aged, health-care facilities and other forms of social ministry on a macro scale.
3. Maximizing present financial potential and creating new sources of income.
4. Creating a structure for effective communication throughout the Fellowship, especially from the International Office to all congregational members.
5. Encouraging real estate development.
6. Structuring and promoting World Missions.

7. Issuing and withdrawing credentials.

### **3.4. ORDER OF PRECEDENCE**

The following shall be the established order of precedence for General Executive Officers:

1. General Bishop
2. Assistant General Bishop
3. General Administrator
4. Executive Director of Church Ministries
5. Executive Director of World Missions.

### **3.5. QUALIFICATIONS**

#### **3.5.1. MEMBERS OF THE GENERAL EXECUTIVE**

1. The members of the General Executive shall be members of the Fellowship, and shall be men of mature experience and ability, ordained for a period of not

less than five (5) years, whose life and ministry are above question, and who possess qualities suitable for such offices.

2. The qualification of ordination shall not be applicable in the case of the Chairman of the Board of Directors of the West Indies School of Theology or the three persons nominated by the General Executive and approved by the General Conference.

### **3.6. TERM OF OFFICE**

3.6.1. Executive members shall be elected for a term of two (2) years, the term of office commencing within three (3) months following the General Conference.

3.6.2. Once a person has served the full term in good standing in the capacity of Bishop, that individual shall retain the title of Bishop after demitting office.

### **3.7. DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS**

### 3.7.1. GENERAL BISHOP

The General Bishop shall:

1. Be the Chief Executive Officer of the Fellowship and shall normally preside at all meetings of the General Conference and General Executive.
2. Be the Spiritual Head of the Fellowship and shall promote and coordinate efforts towards the fulfillment of the objectives of the Fellowship.
3. Act in an advisory capacity to the Districts.
4. Exercise authority throughout the Fellowship in areas of doctrinal purity, moral integrity and constitutional authority, as determined by the General Conference and the General Executive.
5. Sign all instruments which require his signature and perform all duties as determined by the General Conference and General Executive.
6. Be an *ex-officio* member of all boards, conferences and committees of the Fellowship.

### 3.7.2. ASSISTANT GENERAL BISHOP

The Assistant General Bishop shall:

1. Act in the capacity of the General Bishop in the absence of the General Bishop.
2. Perform such other duties that may be assigned to him from time to time by the  
  
General Bishop or General Executive.

### 3.7.3. GENERAL ADMINISTRATOR

The General Administrator shall:

1. Contribute to and assist in implementing the vision of the Fellowship.
2. Ensure that notices of all meetings of the General Executive and General  
  
Conference are issued in a timely fashion.
3. Have charge of the minute books, charter and records of the Fellowship, and  
  
keep accurate records of the proceedings of the General Conference and the  
  
General Executive, and publish the same as approved and directed.

4. Give oversight to the General Conferences, the Constitution and Bylaws, financial management and reporting, record keeping, the Pensions Plans, property, and the general management of the Fellowship.
5. Be responsible for the issuance of approved credentials.
6. Perform such other functions as are incidental to that office.

#### 3.7.4. EXECUTIVE DIRECTOR OF CHURCH MINISTRIES

The Executive Director of Church Ministries shall:

1. Be responsible for directing the Ministries to fulfil their purpose as outlined in the Bylaws. These Ministries include Youth Ministries, Men's Ministries, Women's Ministries, Christian Education, and Crusaders.
2. Be responsible, along with the General Directors of the various Ministries, for the raising of funds for the Ministries under his supervision and the distribution of such funds.
3. Be responsible for the preparation and publication of all information relating to

the Ministries.

4. Be an *ex officio* member of the Standing Committees of the Ministries, and of all seminars conducted by the Ministries.
5. Be responsible for regional conventions.
6. Perform such other duties as may be assigned to him from time to time by the General Conference or the General Executive.

#### 3.7.5. EXECUTIVE DIRECTOR OF WORLD MISSIONS

The Executive Director of World Missions shall:

1. Be responsible for raising and distributing world missions funds as directed by the donors and agreed upon by the General Executive and/or General Conference.
2. Keep records of all funds received and disbursed as well as take measures to safeguard the funds from loss *en route* to the mission field.
3. Act as an acquisition agent for world missions supplies.

4. Perform such other functions as may be directed by the General Executive.

### **3.8. SUSPENSION OR REMOVAL OF GENERAL EXECUTIVE MEMBERS**

3.8.1. Any member or officer of the General Executive may for cause be suspended or removed from office by resolution of the General Executive duly passed by at least a two-thirds (2/3) majority vote at a meeting duly convened in accordance with the Bylaws.

3.8.2. When the matter involves the General Bishop, the proceedings shall be conducted by the Assistant General Bishop.

3.8.3. No person so removed or discharged shall be eligible for any other office in the Fellowship except by resolution passed by at least a two-thirds (2/3) majority vote of the General Executive.

### **3.9. MEETINGS**

3.9.1. Meetings of the General Executive shall be held at the International Office or elsewhere as the General Executive may determine from time to time.

3.9.2. Meetings may be held at any time without formal notice if all of the members of the General Executive are present or those absent have signified their consent in writing to the meetings being held in their absence.

3.9.3. The General Bishop may call a meeting of the General Executive at any time but not less than three (3) times per year.

3.9.4. Notice of regular meetings shall be sent to each member of the General Executive not less than fourteen (14) days before the date of the meeting.

3.9.5. Special General Executive meetings may be called by not less than eight (8) members of the General Executive in writing. The General Administrator shall be required to give written notice of such a meeting.

### **3.10. QUORUM**

A simple majority of the General Executive members shall constitute a quorum for the transaction of business.

### **3.11. BORROWING POWERS**

The General Executive shall have the power to:

1. Limit or increase the amount of money to be borrowed.
2. Issue bonds, debentures, shares or other securities of the Fellowship and pledge or sell the same for such sums and at such prices as it may think fit.
3. Hypothecate, mortgage or pledge the real or personal property of the Fellowship or both to secure any such bonds, debentures, shares or other security on any money borrowed for the purpose of the Fellowship.
4. Authorize any General Executive officer of the Fellowship or his representative to make arrangements with reference to the money borrowed, or to be borrowed, and the terms and conditions with respect to loans, and the securities

to be given, with the power to vary or modify such arrangements, terms and conditions and to give such additional securities for any money borrowed or remaining due by the Fellowship as the General Executive may authorize, and generally to manage, transact and settle the borrowing of money by the Fellowship.

5. Authorize any General Executive officer of the Fellowship or his representative to sign, execute and give on behalf of the Fellowship all documents, agreements and promises necessary or desirable for the purposes herein and to draw, make, accept, endorse, execute and issue cheques, promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments, and the same and all renewals thereof or substitutions thereof so signed shall be binding upon the Fellowship.
6. Borrow any sums of money from a bank or any other source or sources upon the credit of the Fellowship either by way of overdraft, discount, loan, or line of credit or otherwise, and upon such terms as it thinks fit, and as security for any

money so borrowed or as security for and advances or liabilities heretofore made or incurred or that may hereafter be made or incurred to hypothecate, mortgage, pledge and give the said bank all or any stocks, bonds, debentures, negotiable instruments, choses in action or other real or personal property of the Fellowship and promises to give security upon all or any of the goods, merchandise, and other assets of the Fellowship as it sees fit or as may be required by or on behalf of the bank, such warehouse receipts, bills of lading, assignments, securities, promises and agreements to give security as it thinks fit or as the bank may require, and it is expressly declared that any security given pursuant to this paragraph shall be in accordance with laws of the relevant country in force from time to time.

7. Authorize any General Executive officer of the Fellowship or his representative as the Executive may appoint to transact the banking business of the Fellowship, and to make, draw, accept and endorse bills of exchange, promissory notes and cheques and to execute on behalf of the Fellowship all

such documents, agreements, securities and promises.

### **3.12. REMUNERATION OF OFFICERS**

The remuneration of the officers of the Fellowship shall be determined by the General Executive and reviewed periodically.

### **3.13. ENDORSING OF DOCUMENTS**

3.13.1. Contracts, documents or any instruments requiring the signature of the Fellowship shall be signed by the General Bishop, or by the Assistant General Bishop or the General Administrator or the Executive Director of Church Ministries and all contracts, documents, and instruments in writing so signed shall be binding upon the Fellowship without any further authorization or formality.

3.13.2. The General Executive may appoint any other officer or officers on behalf of the

Fellowship to sign contracts, documents or instruments in writing.

### **3.14. COMMITTEES**

The General Executive shall appoint all General Conference committees.

### **3.15. STANDING COMMITTEES**

The following standing committees shall consist of members of the General Executive and other persons appointed as the Executive may determine:

1. World Missions Committee
2. Finance, Pensions and Benefits Committee
3. General Credentials Committee
4. Disciplinary Appeals Committee

5. Constitutional/Legal Committee
6. Board of Governors of the West Indies School of Theology
7. Any other committees which may be considered necessary from time to time.

### **3.16. AUDITORS**

3.16.1 At least one duly qualified Auditor shall be appointed by the General Executive at its first regular meeting. The Auditor shall hold office until the close of the next meeting of the General Conference provided that if no Auditor is appointed at that meeting, the incumbent Auditor shall continue in office until a successor is appointed.

3.16.2 The General Administrator shall present at each regular meeting of the General Conference a balance sheet and a statement of income and expenditure for the last fiscal period ending before the said meeting, along with the report of the Auditor.

#### **BYLAW 4 - PROPERTY**

All property, both real and personal, acquired by, in the name of, or for the purpose of the Fellowship shall be vested in the Fellowship. All property, whether real or personal, acquired in the opening of new Assemblies where funds of the Fellowship are used and employed or where funds are used or employed by other organizations such as the Pentecostal Assemblies of Canada or the Assemblies of God through Task Force agreements and on the behalf of the said Fellowship shall be the property of the Pentecostal Assemblies of the West Indies. Such properties shall not be transferred or disposed of without written consent under seal of the Corporation in the hands of the proper officers thereof.

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#### **BYLAW 5 - MINISTERIAL CREDENTIALS**

## 5.1. CLASSIFICATION

There shall be the following categories of credentials:

1. Ordination
2. Licence to Minister
3. Certificate of Recognition
4. Lay Worker's Certificate.

## 5.2. QUALIFICATIONS

### 5.2.1. ORDINATION

The following persons shall be considered eligible for ordination:

(a) **Graduate:**

A graduate of an approved Bible School or Seminary who has had a Licence to

Minister for at least two (2) continuous years, and

- i. Is filled with the Holy Spirit according to Acts 2:4;
- ii. Shows an unwavering devotion to the Lord;
- iii. Has established the fact of a definite call to the Gospel Ministry;
- iv. Has had two (2) full years of successful, proven ministry as evidenced by growth in his Assembly or ministry;
- v. Meets any other requirements specified by the General Executive.

**(b) Non-Graduate:**

A non-graduate who:

- i. Has completed a recognized Bible Correspondence Course or other studies as may be approved by the General Credentials Committee;
- ii. Has held a Certificate of Recognition for three (3) continuous years and a Licence to Minister for at least two (2) continuous years of ministry;
- iii. Has met the qualifications specified in clauses (i) to (iii) and (v) of 5.2.1, (a) (above).

**(c) Special Cases:**

- i. A minister who does not meet the qualifications in 5.2.1(a) and 5.2.1(b) above but who functions in the five-fold ministry gifts or otherwise has a proven ministry may be considered for ordination on the recommendation of the District in which he resides.
- ii. The District Executive may obtain references from the District or countries in which the person has been ministering.

5.2.1.1. OTHER CRITERIA

- i. The candidate must prove himself loyal to the Fellowship, its Doctrines and Constitution. He must be of sound mental and moral character and be in good relationship with fellow credential holders.
- ii. The candidate shall be required in accordance with the Scriptures to possess a good report from outsiders (I Timothy 3:7) and to display an attitude of Christian tolerance to all men.
- iii. No candidate may be approved for ordination who in the opinion of the General

Executive has demonstrated an unwholesome attitude to money or worldly goods in accordance with Matthew 6:24 and 1Timothy 3:3.

- iv. The candidate must submit to and pass an examination (written or oral) organized by the District.
- v. If the candidate is a Pastor, he shall strive to develop administrative skills or ensure that such skills are present within the Assembly.
- vi. The candidate must produce two (2) letters of recommendation, one from his employer if employed in secular employment and the other from a credential holder within or outside the Fellowship. If the candidate is married, his spouse shall also submit a letter of recommendation and be available to be interviewed.
- vii. The candidate must have attended at least one of the Ministry Seminars organized by the Fellowship prior to his ordination.
- viii. All candidates for Ordination Credentials shall be recommended by the respective District Executive and District Conference to the General Executive.

### 5.2.2. LICENCE TO MINISTER

A person shall be considered eligible for a Licence to Minister if he:

1. Has graduated from an approved Bible School or Seminary, or completed a Ministerial Correspondence Course, and has held a Certificate of Recognition for at least three (3) years immediately prior to his application.
2. Is in full-time ministry with or without a secular job and is responsible for pastoral, evangelistic, assembly and administrative or related spiritual ministries.

### 5.2.3. CERTIFICATE OF RECOGNITION

A person shall be considered eligible for a Certificate of Recognition if he fulfils one or more of the following criteria. He is:

1. An active partner with his spouse in ministry.
2. Engaged in a specific public ministry.
3. A student enrolled at the West Indies School of Theology or any other

recognized theological institution, and is engaged in regular preaching ministry.

#### 5.2.4. LAY WORKER'S CERTIFICATE

A lay worker who is involved in divine service may be granted a Lay Worker's Certificate upon proof of sound character and upon satisfying the District Executive that:

1. He is chosen to assist in the work of the Lord, or has a preaching ministry with opportunities to exercise such ministry outside his Assembly;
2. He is not engaged in full-time ministry or is in charge of an Assembly;
3. He is a member of an Assembly of the Fellowship and has been recommended by his Pastor.

#### 5.3. CREDENTIAL AND OTHER REQUIREMENTS

5.3.1. All applicants for credentials must:

1. Have a personal experience of salvation;
2. Have received the baptism in the Holy Spirit according to Acts 2:4;

3. Subscribe to the Statement of Faith of the Fellowship.

5.3.2. Credentials shall only be issued to persons who have been recommended by the District Executive or District Conference, have submitted the completed biennial questionnaire to the International Office accompanied by the requisite fee, and have been approved by the General Executive.

5.3.3. The fee for credentials shall be set by the General Executive as it deems appropriate, except that credential holders who are sixty (60) years and over shall not be required to pay fees.

5.3.4. Applications for credentials must be made on the approved form and submitted to the District Executive for consideration by the General Credentials Committee (see clause 3.15). Credentials are issued only to persons recommended by the District Executive or District Conference.

5.3.5. The District Executive shall review all credentials biennially.

5.3.6. Credential holders shall normally hold credentials with the District in which they minister or reside. Credential holders employed at the International Office may choose their

District affiliation and faculty members of the Bible School may hold credentials in any of the sponsoring Districts of the School.

5.3.7. The Pastor of the Assembly of which the candidate is a member must verify by letter that he pays tithes, but where the applicant is a Pastor, the Secretary-Treasurer of his Assembly or District must submit the letter of verification and must also produce evidence that his financial commitments to the District Office are timely and current.

5.3.8. Where the District Executive decides to recommend the non-renewal of credentials, they should give their reasons in writing for so doing both to the credential holder and the General Executive and explain to the person his right of appeal in writing.

5.3.9. On recommendation of the District Executive, a credential holder of PAWI may be given approval by the General Executive to pastor an affiliate assembly.

5.3.10 Affiliate members may hold any position except those of District, National or General Executive Office of the Fellowship, (cf. Bylaw 9.2).

## **5.4. TRANSFERS**

5.4.1. When a credential holder moves from one District to another he must forward to the office of the District to which he is relocating, a letter of transfer and the completed approved transfer form from his former District Presiding Bishop. After acceptance, the transfer documents must be forwarded to the General Administrator for his records.

5.4.2. A credential holder belonging to another church affiliation or district who wishes to transfer to PAWI shall forward a copy of the approved form, and a copy of his former credentials and Ordination Certificate, if applicable, to the General Executive for consideration and approval.

5.4.3. A credential holder referred to in paragraph 5.4.2 whose transfer is approved may be required to serve a probationary period not exceeding two (2) years.

## **5.5. RENEWAL OF CREDENTIALS**

5.5.1. A credential holder shall apply for renewal of credentials biennially on the approved form.

5.5.2. Failure to do so by the date of expiry of his present credentials shall result in the automatic lapse of those credentials.

5.5.3. All credential workers shall normally be expected to attend their respective District Conference and at least fifty percent (50%) of their district's activities.

5.5.4 The District shall submit to the General Administrator a list of all credential holders by October 31 each year.

## **5.6 REINSTATEMENT OF CREDENTIALS**

A credential holder whose credentials have lapsed shall apply for reinstatement on the approved form together with double the renewal fee, and must produce evidence that his financial commitments to the relevant District or National body are paid up and current.

## **5.7. MINISTERIAL DIRECTORY**

A directory of all credential holders shall be issued every two (2) years for the use of the Fellowship. The directory shall not be distributed outside the Fellowship except with the approval of the General Executive.

## **5.8. CEREMONIES AND ORDINANCES**

Persons holding credentials with the Fellowship are allowed to conduct the ceremonies and following ordinances in accordance with the doctrines of the Fellowship and the laws of the particular country. Among these are the following:

1. Solemnization of marriages
2. Dedication of children
3. Performing water baptism
4. Observation of the Lord's Supper

5. Burial of the dead.

## **BYLAW 6 - DISCIPLINE**

### **6.1. NATURE AND PURPOSE**

6.1.1. Discipline shall be administered for the restoration of the credential holder, while fully providing for the protection of the spiritual welfare of the Assemblies. It must be redemptive in nature as well as corrective and must be exercised with mercy.

6.1.2. Discipline is an exercise of scriptural authority for which the Church is responsible. The objectives are that those under discipline may be brought to repentance and restoration, so that the purity and the welfare of the ministry may be maintained, and that God may be honoured.

### **6.2. CAUSES**

Contravention of any provision of the Constitution, Bylaws or the Code of Ethics of the Fellowship may give rise to disciplinary action.

### **6.3. PROCEEDINGS**

6.3.1 Subject to 3.8 above, the District Executive and other persons co-opted from time to time shall constitute a District Disciplinary Committee for members of the relevant District.

6.3.2. An application to the relevant District Disciplinary Committee to require a credential holder to answer written allegations shall be in writing under the hand of the complainant and shall be sent to the Secretary of the District stating the evidence on which he relies in support of his application. If the matter being investigated involves the District Secretary, the application should be sent to the District Presiding Bishop.

6.3.3. If the matter being investigated involves the District Presiding Bishop, the application shall be sent to the District Secretary, and the Assistant Presiding Bishop shall chair

the proceedings.

- 6.3.4. At any point in the proceedings the Committee may require the complainant to supply such further information and documents relating to the allegations as it thinks fit. Where in the opinion of the Committee no *prima facie* case has been made, the Committee may dismiss the application without requiring the credential holder to answer the allegations, and notify the complainant and the credential holder of the dismissal.
- 6.3.5. In any case in which in the opinion of the Committee, a *prima facie* case has been made, the Committee shall fix a day and time for the hearing, and the Secretary shall serve notice thereof on the complainant and also on the credential holder, together with a copy of the application, and the notice shall not be less than twenty-eight (28) days.
- 6.3.6. The notice shall require the complainant and the credential holder respectively to furnish to the Secretary and to each other a list of all documents on which they propose to rely, and unless otherwise ordered by the Committee such lists shall be furnished by the complainant and by the credential holder at least fourteen (14) days before the date of hearing.

6.3.7. Either party may inspect the documents included in the list furnished by the other party, and a copy of any document mentioned in the list of either party shall, on the application of the party requiring it, be furnished to that party by the other within three (3) days after receipt of the application.

6.3.8. If either or both parties fail to appear at the hearing without a valid excuse, the Committee may, upon proof of service of the notice of hearing, defer the matter to a further date or dismiss the case altogether. If on the second occasion with due notice the complainant fails to appear, the case shall be dismissed.

6.3.9. The Committee shall hear all cases in private and notes of the proceedings shall be taken by the Secretary or other person appointed by the Committee, and any party who appeared at the proceedings shall be entitled to inspect the original or a copy thereof, and every person entitled to be heard at the hearing shall be entitled to a copy of such notes on payment of prescribed charges.

6.3.10 If after the hearing the Committee is satisfied that no case of misconduct has been proved, it shall dismiss the case.

6.3.11 Having regard to the gravity of the charge, the Committee may restrict the credential holder from ministering during the period of the investigation and the hearing.

#### **6.4. DISCIPLINARY ACTION**

6.4.1. If the District Disciplinary Committee is satisfied that a case has been made out, the Committee may censure or reprimand the offender. The Committee may also determine whether the circumstances of the case merit rehabilitation or dismissal. The Committee shall make determinations on the

1. Basis of the offence;
2. Manner and thoroughness of repentance;
3. Attitude of the offending credential holder toward the discipline;
4. Willingness of the person to cooperate.

6.4.2. The disciplined credential holder shall be required to surrender his ministerial credentials within seven days to the District Office and the constituents shall be notified

accordingly. In the event that the disciplined credential holder is required to undergo a process of rehabilitation, the credentials shall be held in the District Office. In the event that he is dismissed the District shall forward the credentials to the General Administrator.

6.4.3. In the event that a person's credential is revoked by the General Executive, the person shall be required to vacate his pulpit and the Church Board shall be required to comply with the decision.

6.4.4. Every effort shall be made to lead the offending credential holder through a programme of rehabilitation, administered in brotherly love and kindness.

6.4.5. Rehabilitation is a privilege granted out of mercy and not a right to be expected or demanded by the delinquent credential holder. The primary purpose is to restore that individual to fellowship with God, spouse and family, with a view to his restoration to ministry.

6.4.6. The period and programme of rehabilitation shall be determined by the District Executive.

6.4.7. The procedure that the Committee shall use in determining the specific requirements for rehabilitation of the individual credential holder are set out immediately below.

1. Suspension: the credential holder shall be considered to be under suspension during the entire period of rehabilitation.
2. Extent of ministry: during suspension the minister shall not become involved in any unsupervised spiritual ministry.
3. District membership: the credential holder shall not be permitted to transfer his membership to another District during the period of rehabilitation.
4. Publication: during the period that the minister is under suspension his name shall not be removed from the ministerial list. However, the Presiding Bishops of all Districts shall be informed of his suspension.
5. Supervision: in the event that his ministerial activity has been suspended, he must become established in an Assembly and made accountable to a Senior Pastor.
6. Reports: the supervisor of the rehabilitation programme must submit quarterly

reports to the District Presiding Bishop.

7. Ministerial benefits: during the programme of rehabilitation the credentialed holder shall receive such financial benefits as determined by the District Executive and the Church Board.

6.4.8. When a credentialed holder has been placed in a rehabilitation programme the District shall forward to the General Administrator the specific charges against him and terms of his rehabilitation. The District shall inform the credential holder of its action.

6.4.9. The District Disciplinary Committee shall submit to the General Credentials Committee, twice yearly, a progress report on the rehabilitation of all credential holders under discipline.

6.4.10 When the rehabilitation programme has been satisfactorily completed the suspension shall be lifted and the credential holder shall be restored to good standing.

6.4.11 If a credential holder has been found to be in breach of any of the provisions of the Constitution or Bylaws and it is determined that rehabilitation is not feasible or has failed, the District Executive shall recommend to the General Executive that the

individual's credentials should be withdrawn.

#### **6.5. RESTORATION OF CREDENTIALS**

Any application for restoration of credentials shall be made to the District in which the applicant resides and must be accompanied by double the current credential fee. If the District approves the application, it shall forward its recommendation to the General Executive, indicating in writing the basis on which it is making the recommendation.

#### **6.6. REHABILITATION OBLIGATORY**

When a credential holder has been dismissed from the Fellowship and applies for restoration, he shall comply with the procedures for rehabilitation specified in clauses 6.4.6 to 6.4.11.

#### **6.7. RIGHT OF APPEAL**

An appeal against the decision of the District Disciplinary Committee may be made in the following manner:

1. The appeal must be made in writing to the General Executive through the General Administrator within thirty (30) days of the date specified in the letter advising the applicant of the decision of the District Disciplinary Committee.
2. In the case of Trinidad and Tobago, the appeal must be made in writing to the National Executive through the National Secretary/Treasurer within thirty (30) days of the date specified in the letter advising the applicant of the decision of the District Disciplinary Committee.
3. Both the applicant and the District Presiding Bishop or Assistant District Presiding Bishop shall appear in person before the National Executive for districts in Trinidad and Tobago or the General Executive acting as a Disciplinary Appeals Committee.
4. In the event that either or both parties fail to appear before the Disciplinary

Appeals Committee without good reason as determined by that Committee, the

Committee may proceed with the matter and give a determination on it.

5. The General Executive shall act as the final Disciplinary Appeals Committee and their decision shall be final.

## **BYLAW 7 - DISTRICT CONFERENCES**

### **7.1. RELATIONSHIP**

- 7.1.1. The District Conference shall be subordinate and subject to the General Conference and shall be governed by the Constitution, Bylaws and resolutions of the General Conference.

### **7.2. OBJECTIVES**

The objectives of the Fellowship are as specified in Article IV of the Constitution. It is the duty of each District to:

1. Examine, recommend to the General Executive persons to receive credentials, and induct all credential holders who have met the requirements as set out in the Bylaws.
2. Supervise all Assemblies and ministries in its jurisdiction in accordance with the Bylaws.
3. Elect its Executive Officers biennially and hold meetings.
4. Establish and maintain such departments and institutions as may be necessary to attain its objectives.

### **7.3. MEMBERSHIP**

All credential holders of the District, duly appointed or elected District Departmental Directors, and any lay delegates representing Assemblies and other bodies shall be members of the

District Conference. Lay delegates shall be elected on such basis of representation as may be determined from time to time by the District Conference.

#### **7.4. OFFICERS**

The District Conference shall be governed by a District Executive composed as follows:

1. A Presiding Bishop
2. An Assistant Presiding Bishop
3. A District Secretary and District Treasurer or District Administrator
4. A District Director of Church Ministries
5. A District Director of World Missions
6. Such other officers as may be determined by the District Conference from time to time.

#### **7.5. STANDING COMMITTEES**

7.5.1. The District Executive shall approve such standing committees and other committees as it may determine from time to time.

7.5.2. The Presiding Bishop with the advice and help of the District Executive shall appoint the following committees at least one (1) month before each District Conference for the purpose of planning and conducting the business of the Conference while in session: Resolutions Committee, Credentials Committee, Programme Committee, Roster Committee, and such other committees as may be necessary for conducting the business of the Conference. The membership of such committees shall be declared at the Conference in session. Additional nominations to the above committees may be made from the Conference floor.

## **7.6. DISTRICT CONFERENCE MEETINGS**

7.6.1. The District Conference shall meet annually at such time and place as are determined

by the District Executive.

7.6.2. The Presiding Bishop or the District Executive shall have authority to call any special meeting of the District Conference.

7.6.3. Notice of meetings shall prescribe the time and place of meeting and a statement of the business of the meeting. Notices shall be forwarded by ordinary post or electronic mail to each member at the member's last known address, and to the Secretary of each Assembly, not less than fourteen (14) days before the Annual Conference. Notice of meetings shall be sent not less than seven (7) days before a special Conference.

7.6.4. The District Secretary shall give written notice of meetings of the Conference to the International Office and one (1) of the General Executive Officers of the Fellowship or his duly appointed representative shall be present at the Conference.

7.6.5. Assemblies and other bodies shall have the right to appoint delegates to the Conference.

## **7.7. VOTING CONSTITUENCY**

7.7.1 All credential holders and delegates registered at any meeting of the Conference shall constitute the voting constituency.

7.7.2 A simple majority of the registered delegates at the Conference shall constitute a quorum.

7.7.3 A resolution calling for the adoption or amendment of a Bylaw must receive at least a majority vote of the District Conference. Other resolutions must be passed by a simple majority of those present and voting, except that a resolution once passed shall not be amended or rescinded in the same Conference except by at least a two-thirds (2/3) majority vote of the Conference.

## **7.8. ELECTIONS**

7.8.1. No District Executive Officer shall hold more than one (1) District Executive office except in the case of the District Secretary and the District Treasurer where the offices

may be combined.

7.8.2. Candidates for District Executive offices shall be nominated and elected by secret ballot.

7.8.3. The candidate(s) for the offices of Secretary and Treasurer may be nominated and elected by secret ballot, or may be appointed by the District Executive as the District Conference shall determine.

7.8.4. Elections shall be conducted in accordance with paragraph 2.5.2 of Bylaw 2.

## **7.9. TERMS OF OFFICE AND VACANCIES**

The term of office of all District Officers shall be two (2) years from the time of their election.

They shall assume office within three (3) months after their election. Where a vacancy occurs in any office by resignation, departure from the District, death or disqualification, the remaining members of the District Executive may appoint a person to fill the office until the next District Conference.

## 7.10. QUALIFICATIONS OF CANDIDATES

7.10.1 The Presiding Bishop shall be an ordained person of mature experience, sound judgment, recognized ability and Christian character who has ministered for at least five (5) consecutive years as an ordained minister before the election, and who has been resident as a minister within the District for at least one (1) year.

7.10.2 The other officers of the District Conference shall be ordained persons of mature experience, sound judgement, recognized ability and Christian character who have ministered for at least three (3) consecutive years as ordained ministers before their election, and who have been resident as ministers within the District for at least one (1) year.

7.10.3 In the event that qualified ministers are not available, other ministers shall be elected as officers until the next District Conference, subject to ratification by the General Executive.

7.10.4 Exception may be made in the above qualifications at the discretion of the Conference

for the offices of Secretary and Treasurer.

## **7.11. ORDER OF BUSINESS**

7.11.1 Each District Conference business session shall be preceded by a period of devotion.

Business sessions shall be governed by accepted rules of parliamentary procedure.

7.11.2 The regular order of business shall include:

- i. The reading and adoption of the Minutes of the last Conference.
- ii. The reports of the District and Departmental Officers.
- iii. The report of the Conference Committees.
- iv. The financial report.
- v. Unfinished business.
- vi. New business.
- vii. The final report of the Roster Committee.

viii. The election of Officers.

ix. The adjournment.

## **BYLAW 8 - DISTRICT EXECUTIVE**

### **8.1. DUTIES OF DISTRICT OFFICERS**

#### **8.1.1. PRESIDING BISHOP**

The Presiding Bishop shall:

1. Be the Chief Executive Officer of the District Conference and shall normally preside at all meetings of the District Conference and District Executive.
2. Act in a supervisory capacity over all ministers in the District and assist Assemblies with advice and ministry as the need may arise.
3. Administer discipline in all cases when requested to do so by the District

Executive or General Executive.

4. Present a report at the annual District Conference.
5. Be an *ex-officio* member of all boards, conferences and committees of the District.
6. Perform such other functions as are usual and customary for presiding officers to perform or as may be designated by the District Executive or District Conference.

#### 8.1.2. ASSISTANT PRESIDING BISHOP

The Assistant Presiding Bishop shall:

1. Perform such functions as are usual and customary to the office or as may be designated by the District Conference or the District Executive.
2. Preside at meetings in the absence of the District Presiding Bishop.

### 8.1.3. DISTRICT SECRETARY

The District Secretary shall:

1. Keep accurate records of the proceedings of the District Conference, publish the same as directed by the Conference, and send a copy to the General Bishop and the General Administrator.
2. Notify the General Credentials Committee through the General Administrator candidates who have been ordained to the ministry, and all candidates recommended by the District Executive for other grades of credentials.
3. Keep a directory of all ministers and Assemblies in the District.
4. Act as Secretary of the meetings of the District Executive, and perform such other functions as are customary or as may be designated by the District Executive or the District Conference.
5. Present a printed report at the annual District Conference.

#### 8.1.4. DISTRICT TREASURER

The District Treasurer shall:

1. Be the custodian of such funds as shall be committed to his charge in the name of the District Conference, and shall deposit the same in a trustworthy bank in the name of the Conference.
2. Keep accurate records of all receipts and disbursements and shall conduct the work of his office according to acceptable business practices.
3. Disburse District funds as directed by the District Executive.
4. Give periodic reports to the District Executive as may be requested by that body.
5. Ensure that the financial records are audited yearly in keeping with the financial year of the District Conference by a qualified person or persons appointed by the Conference, and that the report of the Auditor(s) is read at the next District Conference.

6. Perform such other functions as are customary to his office or as instructed by the District Conference or the District Executive.

#### 8.1.5. NATIONAL/DISTRICT DIRECTOR OF CHURCH MINISTRIES

The National/District Director of Church Ministries shall:

1. Be responsible for assisting the Ministries/Departments of the District(s), such as Youth Ministries, Women's Ministries, Christian Education, Crusaders, and Young Men's Ministries to fulfil their purpose as outlined in the Bylaws of the Fellowship.
2. Be responsive to the leadership of the Executive Director of Church Ministries and work in harmony with the National/District Executive's directives in accordance with the Constitution and Bylaws.
3. Provide leadership in programme development of the Ministries in the Nation/District.

4. Be responsible for the procurement and distribution of funds for the Ministries/Departments under his supervision.
5. Be responsible for the preparation and publication of all information pertinent to the said Ministries/Departments.
6. Be responsible for National/District Church Ministries Conventions.
7. Be the *ex-officio* member of all Standing Committees of the Ministries, and of all seminars and conventions conducted by the Ministries.
8. Present a written report at the National/District Conference on all activities relating to Church Ministries and forward a copy to the Executive Director of Church Ministries.
9. Perform such other duties and functions as may from time to time be assigned to him by the National/District Conference or the National/District Executive.

#### 8.1.6. NATIONAL/DISTRICT DIRECTOR OF MISSIONS

The National/District Director of Missions shall:

1. Be responsible to the National/District Executive and Missions Committee.
2. Submit a written report to the National/District Conference on the activities of the Missions Department and forward a copy to the Executive Director of Missions.
3. Liaise with the Missions Department/Committee and the National/District Executive, seeking to ensure that information flows regularly and consistently between these bodies.
4. Promote the total Missions Programme within the Nation/District, seeking at all times to stimulate the flow of financial support into the Missions Programme.
5. Arrange for an annual missions seminar in the Nation/District at which the Executive Director of Missions or his designated representative shall present the Missions objectives and strategies of the Fellowship to the credential workers in the Nation/District.
6. Carry out such other duties and functions as may be designated by the

National/District Conference and/or the Missions Committee from time to time.

## 8.2. FUNCTIONS OF COMMITTEES

### 8.2.1. DISTRICT EXECUTIVE

The District Executive shall:

1. Be responsible for the supervision of all District matters.
2. Be responsible for the administration of District funds.
3. Be responsible for instituting disciplinary procedures against credential holders within the District.
4. Set in order Assemblies which have met the requirements specified in the Bylaws.
5. Normally hold monthly Executive meetings, and special meetings at the discretion of the Presiding Bishop or as agreed by the District Executive.

6. Have authority to counsel any local Assembly as to the advisability of any project or projects.
7. Administer the Missions Policy of the District.
8. Act as facilitator/middle manager in ensuring that directives of the General Conference and/or the General Executive are carried out.
9. Be responsible for ensuring that the primary objectives of the District's churches are mapped out and are being executed.
10. Act as liaison between the General Executive and credential workers and church congregations, ensuring a two-way flow of communication.
11. Appoint such Committees as it may deem necessary from time to time.
12. Ensure that the District Conference and the District Executive relate to the General Conference and the General Executive respectively in all matters of authority, property, borrowing powers, remuneration of officers and endorsing of documents.

### **8.3. AUDITORS**

8.3.1. At least one duly qualified Auditor shall be appointed by the District Executive at its first regular meeting. The Auditor shall hold office until the close of the next meeting of the District Conference, provided that if no Auditor is appointed at that meeting the incumbent Auditor shall continue in office until a successor is appointed.

8.3.2. The District Treasurer shall present at each regular meeting of the District Conference a balance sheet and statements of income and expenditure, and receipts and payments for the last fiscal period ending before the said meeting, along with the report of the Auditor and budget projections for the ensuing fiscal period.

## **BYLAW 9 - ASSEMBLIES**

### **9.1 CLASSIFICATION OF ASSEMBLIES**

Member Assemblies shall be classified as follows:

### 9.1.1. PIONEER ASSEMBLIES

1. An Assembly may be designated as a Pioneer Assembly where the District Executive considers that a new work should be commenced. Such an Assembly shall be under the direct supervision of the District Executive.
2. A new Assembly shall retain the Pioneer status when funds are being expended on rent for a meeting place or on property for future building purposes, and when other evidence exists that an Assembly has commenced.
3. The District shall assume full financial responsibility for a Pioneer Assembly.
4. Any person associated or affiliated with the District must seek the approval of the District Executive before establishing such an Assembly.
5. When in the opinion of the District Executive the Assembly has reached a certain level of maturity and has a baptized senior membership (see Bylaw 9.10.4) of at least fifteen (15) persons, the Assembly may be designated as a Dependent Assembly.

### 9.1.2. BRANCH ASSEMBLIES

1. Any Autonomous Assembly (see Bylaw 9.1.4) may, with the approval of the District Executive, establish a Branch Assembly under its direction and supervision.
2. The work is given Branch Assembly status when funds are being expended on rent for a meeting place, or property for building purposes, and when other evidence exists that the Assembly has achieved a degree of permanence.
3. The sponsoring Assembly shall assume full responsibility for its Branch Assembly, except where the District Executive has agreed to offer it financial aid.
4. When in the opinion of the District Executive, in consultation with the Autonomous Assembly, the Assembly has matured sufficiently to become a Dependent Assembly, and has a baptized membership of at least fifteen (15) persons, the Assembly may be designated as a Dependent Assembly.

### 9.1.3. DEPENDENT ASSEMBLIES

1. A Dependent Assembly is one which has not matured sufficiently to accept its full share of responsibility for the maintenance of Scriptural order, and is dependent upon external support.
2. Dependent Assemblies are subject to the general supervision of the District Executive, which shall provide for pastoral care during the absence of the resident Pastor, and also make arrangements to fill any vacancies which may arise.
3. When in the opinion of the District Executive a Dependent Assembly has matured sufficiently to become an Autonomous Assembly that Assembly shall be granted Autonomous status and the provisions relating to such Assemblies shall apply to it.

### 9.1.4. AUTONOMOUS ASSEMBLIES

1. Autonomous assemblies shall enjoy those powers described below save and except

those powers reserved to the District/National Executive and Conference, or to the General Executive and General Conference as set out in the Constitution and Bylaws.

2. An Autonomous Assembly is one which has reached a level of maturity to be
  - i. self-financing, self-governing and self-propagating;
  - ii. is prepared to accept responsibility for the maintenance of scriptural order;
  - iii. has been designated as such an Assembly.
3. An Autonomous Assembly shall elect its own Pastor(s), and shall appoint delegates to represent it at the General, National and District Conferences.
4. An Autonomous Assembly shall be responsible for the evangelization of the area in which it is located and such other areas as may be determined in consultation with the District Executive.
5. Autonomous assemblies' bylaws or articles of association must be consistent with the Constitution and Bylaws of PAWI.

## 9.2. AFFILIATION OF OTHER ASSEMBLIES

9.2.1. Assemblies desiring to affiliate with the Fellowship shall apply to the District Executive in the area in which they are located.

9.2.2. Assemblies outside the geographical area of the Fellowship shall apply to the General Executive. If the application is accepted, the General Executive shall determine which District shall give oversight to each such Assembly.

9.2.3. Each application must be accompanied by a copy of a resolution adopting the Statement of Faith of the Fellowship, and a copy of a resolution authorizing the petition, both of them passed by a majority of the members of the Assembly.

9.2.4. The District Executive may, on the advice of the General Executive, grant the petition of affiliation and thereafter notify the Assembly of its decision.

9.2.5. The Pastors of the affiliated Assembly shall be granted credentials with the Fellowship in accordance with the Constitution and Bylaws.

9.2.6. The District Executive may by resolution terminate the affiliation of such an Assembly

with the Fellowship in the event of the Assembly's failure to comply with any of the provisions of the Constitution or Bylaws. In such a case, the General Executive shall determine whether the Assembly shall be affiliated to another District.

9.2.7 In the case of a group of assemblies wishing to be affiliated to the Fellowship, the International Office shall work out the specific terms of agreement and present them to the General Executive for modification and/or approval. The terms of agreement shall include but not be limited to the following: the statement of faith, administrative oversight by the International Office or any particular district as the General Executive may determine, credentials, attendance at conferences, financial obligations to the Fellowship, and sharing of pulpits.

9.2.8 Credentials shall be issued to affiliate ministers who function extra-regionally or are former credential holders. The following regulations shall obtain:

1. The International Office shall authorize a person or persons in that locality to certify the applicant's fitness to be granted credentials, through interviews,

examination of documents, qualifications, experience, credentials currently held, affiliation to any Christian organization, ministerial conduct, and any other considerations as the International Office may deem appropriate.

2. Persons not affiliated to a PAWI District or to the International Office, shall apply to the International Office.
3. The International Office shall determine the terms and conditions under which credentials may be granted.

9.2.9 Affiliated Assemblies shall enjoy all the benefits and privileges of other Assemblies except that their officers shall not hold any District or National or General Office.

### **9.3. RESPONSIBILITIES OF ASSEMBLIES TO THE DISTRICT**

Each Assembly shall:

1. Present a report in the approved form for the calendar year preceding the date

fixed for the District Conference, which shall include the Pastor's statement of water baptisms, dedications, deaths, marriages, baptisms in the Holy Spirit, finances, and the general spiritual condition of the Assembly.

2. Adhere to the financial policies of the District, and support the District in cooperative fellowship with regard to rallies, conferences, seminars, and other District-sponsored functions and projects.
3. Have an Annual Congregational Business Meeting.
4. Be governed by the Constitution and Bylaws.

#### **9.4. GENERAL RESPONSIBILITIES OF LOCAL ASSEMBLIES**

Each Assembly shall be responsible for evangelism, home and foreign missions, and edification of the body towards discipleship, through wholesome education, worship and financial stewardship.

## **9.5. WITHDRAWAL OF ASSEMBLIES**

An Autonomous or Affiliated Assembly may by two-thirds (2/3) majority vote of its members withdraw from the Fellowship. A District Executive member shall preside at the meeting specifically called for that purpose.

## **9.6. GOVERNMENT OF ASSEMBLIES**

### **9.6.1. REGULATION OF AFFAIRS**

Subject to the Bylaws and in particular Bylaw 9 relating to the supervision of prescribed Assemblies, Autonomous and Affiliated Assemblies shall have the right to govern their own affairs, including the appointment of Pastors and other personnel.

### **9.6.2. ASSEMBLY OFFICERS**

The officers of each Assembly shall be the Pastor(s), Assistant Pastor(s), Secretary, Treasurer, Church Board members and such other officers as the Assembly may determine from time to time.

### 9.6.3. THE PASTOR

#### 1. Pastoral designations

The Pastoral designations shall be: Senior Pastor, Pastor, Assistant Pastor, and Assistant to the Pastor.

#### 2. Election of the Pastor

- i. The Pastor of an Autonomous Assembly shall be elected in accordance with Bylaw 2.5.2 from among credential holders of the Fellowship, except in

circumstances where it is deemed necessary to invite candidates from sister Fellowships, by the members present at a meeting convened for that purpose, notice of which shall be given at least two (2) Sundays prior to the date of the meeting.

- ii. The election shall be conducted by secret ballot in the absence of the candidate(s).
- iii. The names of all candidates shall be presented to the District Executive before any election.
- iv. Candidates shall be presented to the Assembly by the Presiding Bishop or his representative and, where appropriate, the last Pastor.
- v. The District Executive shall have authority to interview and determine which candidates shall be presented to the congregation.

3. Selection of Assistant Pastor/Assistant to the Pastor

- i. The Assistant Pastor or the Assistant to the Pastor may be appointed to the Assembly in accordance with provisions of this Section by the Pastor, after consultation with the Church Board and the District Executive.
- ii. The term of office of Assistant Pastors or Assistants to the Pastor automatically ends upon the installation of the succeeding Pastor subject to the proviso as stated in clause 9.6.3, sub-clause 3 (iii) below, provided that nothing shall prevent the Pastor from removing any or all of these officers after consultation with the Church Board and the District Executive. The duties of these officers shall be determined by the Pastor.
- iii. Where the Assistant Pastor desires to apply for the vacancy his term of office shall end concurrently with the date of the retirement, resignation, removal or death of the Pastor.

4. Duties of the Pastor

The Pastor's portfolio shall include the following duties, failure to observe which shall constitute grounds for the withdrawal of credentials:

- i. Give himself primarily to the ministry of the Word and prayer (Acts 6:4).
- ii. Be the spiritual head of the Assembly and shall be assisted by the Church Board in supervising all activities of the Assembly.
- iii. Be responsible for all the services of the Assembly and all activities of the Departments.
- iv. Have final authority in respect of anyone speaking in or as the representative of the Assembly.
- v. Arrange for all special meetings, prayer or training conventions, and crusades.
- vi. Give full cooperation to the promotion of the work of the District.
- vii. Normally serve as Chairman of all business meetings of the Assembly and the Church Board and be an *ex-officio* member of all committees and Departments of the Assembly.
- viii. Give precedence to the Presiding Bishop or other Executive official who has

come to preside at special meetings of the Assembly.

- ix. Acquaint the Presiding Bishop of his intention to leave the country before doing so and in the event that he intends to be away for more than three (3) months ensure, in consultation with the Church Board and the Presiding Bishop that satisfactory arrangements have been made to fill his pulpit.

## 5. Resignation

- i. The Pastor may resign by giving at least one (1) month's notice in writing to the Secretary of the Church Board and the Presiding Bishop. Violation of this rule will seriously affect the standing of any minister and may be the cause for withdrawal of his credentials.
- ii. Upon retiring from the Assembly in good standing, the Pastor shall have the right, after consultation with the Presiding Bishop, to recommend to the Assembly a suitable Pastor as his successor.

- iii. When the pastorate becomes vacant the Presiding Bishop or his authorized representative shall be empowered to act in the full legal capacity of the Pastor and shall, in conjunction with the Church Board, arrange for suitable pulpit ministry until such time as a new Pastor has been duly installed.

6. Study Leave

Study leave may be granted the credential worker in accordance with the provisions of this

Bylaw as follows:

- i. Full-time credential holders may be considered for study leave after five (5) consecutive years in the same ministry.
- ii. Study leave shall be with the consent of the Board governing the worker's ministry (e.g., for the Pastor it is the Church Board), with final approval being the prerogative of the District Executive.
- iii. The worker shall inform the Presiding Bishop as soon as he approaches his

own Board with an application for study leave.

- iv. The worker shall apply to the District Executive in writing for leave as soon as his Board has consented to grant his request and no less than two (2) months before he expects to proceed on such leave.
- v. The worker, the Board and the Presiding Bishop shall confer fully on the appointment of an interim worker for the duration of study leave. The replacement shall be responsible to the Board and the District Executive during his temporary appointment.
- vi. Subject to available finances, a credential worker on study leave shall be eligible for half-pay for twelve (12) months after five (5) continuous years in the same ministry and full pay for twelve (12) months after ten (10) continuous years. Additional financial arrangements may be made at the discretion of the Board and the District Executive.
- vii. Where such financial arrangements have been made, the worker shall be bonded to that ministry for a further three (3) years on his return from study

leave, and for every year in default he shall refund one-third (1/3) of the financial benefit granted.

- viii. Extensions of leave may be granted at the discretion of the Board and the District Executive. However, failure to return within thirty (30) days of the agreed date without good cause will be regarded as resignation and after consulting with the Church Board, the Presiding Bishop shall declare the post vacant and send written notice of such declaration to the Secretary of the Board and to the worker's last known address.
- ix. Failure to observe these regulations shall constitute grounds for the removal of credentials.

7. Other conditions of service

- i. Each District shall determine from time to time vacation leave and other conditions of service of credential holders, subject to the Constitution and

Bylaws.

- ii. In the event of an impasse between the Pastor and the Church Board either party may seek the assistance of the District Executive to resolve the issue.

8. Retirement/Termination of Services

- i. If a Pastor becomes ill for a prolonged period of time and is unable to give leadership to the Assembly, a medical report shall be required from a physician recognized by the District Executive as being competent to give a sound medical evaluation of the situation.
- ii. If the physician is of the view that he would be unable to resume his pastoral duties, the District Executive and the Church Board shall work out a suitable separation or retirement package.
- iii Pastors shall have the option to retire at 60 years of age, however the

compulsory retirement age shall be at 75 years. Continuance in pulpit ministry after the age of 60 years shall be subject to agreement by the Church Board and the District Executive.

- iv. Having attained the compulsory retirement age of 75 years, the Pastor may have further ministry involvement on a temporary basis as he chooses or as the District Executive deems appropriate.

9. Pastor and Assembly Relations

- i. Assemblies seeking the help of the District Executive in solving difficulties between the Pastor and the Assembly, which do not effect the Pastor's credential but only his position as pastor of the particular Assembly, must give *bona-fide* evidence that every effort has been made in keeping with the Scriptures to effect a solution at a meeting of the Assembly and the Pastor. In the event of a failure to effect reconciliation, the Pastor or a majority of the

Board or twenty (20) percent of the membership of the Assembly shall have the right of appeal to the District Executive to resolve the matter.

- ii. The refusal of the Pastor to call a Board Meeting when requested by a majority of Board members or an Assembly Meeting when requested by twenty (20) percent of its members shall be grounds for appeal by the Board or the Assembly, as the case may be, to the District Executive with the knowledge of the Pastor, thereby allowing time for reconciliation.
- iii. No representation from either the Church Board or the Assembly will be heard by the District Executive when the above procedure has not been followed.
- iv. Should difficulties between the Pastor and the Board or the Pastor and the Assembly not be satisfactorily resolved by reconciliation through the good offices of the District Executive, the latter shall instruct the Pastor to:
  - (a) Take a leave of absence during which period the District Executive will provide ministry for the Assembly, leaving room for reconciliation.
  - (b) Consider a transfer.

- (c) Call an Assembly Business Meeting over which the Presiding Bishop or his authorized representative shall preside.
- v. At least a seventy-five (75) percent majority of the members present and voting shall be required to remove the Pastor. In such an event, the discharged Pastor shall be given not less than three (3) months salary, provided that he has been the Pastor of the Assembly for not less than four years.
- vi. In the event of a financial disagreement, the matter shall be settled by arrangement between the Church Board and the District Executive.
- vii. The Pastor shall vacate the parsonage within three (3) months of his discharge if that property belongs to the Assembly. Otherwise, he may make personal arrangements with the proprietor to remain in the house.
- viii. Notwithstanding the foregoing, when in the opinion of the District Executive there exists a deteriorating situation within a local Assembly, such as an evident exodus of members or a decrease in finances to the point where the solvency of the Assembly is in jeopardy, or a serious deterioration of Pastor/Assembly

relations, the District Executive shall have authority to arrange a meeting with the Pastor and the Church Board and to take positive steps to resolve the situation.

- ix. Where a Pastor advances claims for personal funds owed to him by the Assembly, the District Executive shall look into the matter and determine the validity of the claim.
- x. A Pastor shall not hold title to the Assembly's property.
- xi. A Pastor or a Pastor's spouse shall not act as Treasurer of any Assembly, except that where necessity arises the District Executive shall authorize the Assembly to allow the individual to act in that capacity for a specified period.
- xii. Only credential holders of the Fellowship shall be allowed to pastor member Assemblies.

#### 9.6.4. THE SECRETARY AND TREASURER

1. Qualifications

The Secretary and the Treasurer shall be persons capable of executing the duties of their office competently. One person may hold these two offices concurrently as the Pastor and Assembly deem necessary.

2. Duties of the Secretary

The Secretary's duties shall include:

- i. Keeping accurate records of various Assembly meetings.
- ii. Preparing reports as directed by the Church Board.
- iii. Preserving the records of the Assembly.

3. Duties of the Treasurer

The Treasurer's duties shall include:

- i. Keeping an accurate record of all the Assembly's accounts.
- ii. Depositing the Assembly's funds in a chartered bank.
- iii. Ensuring that at least two (2) persons check all the Assembly's offerings.
- iv. Disbursing such funds as authorized by the Church Board.
- v. Presenting a financial report at the Annual Business Meeting of the Assembly and at any other time when requested to do so by the Church Board or the Pastor.
- vi. Ensuring that the account books are audited before the Annual Business Meeting by an auditor or auditors appointed by the Church Board. This report shall constitute part of the Pastor's Annual Report to the District Conference as required by the District's financial policy.
- vii. Sending a monthly report of missions, tithes and other designated funds to the District Treasurer.

## 9.7. PREROGATIVES AND LIMITATIONS OF ASSEMBLIES

9.7.1. Each Assembly shall have its own name and various rights according to its classification as outlined in Bylaw 9.1 above and the standards of New Testament Scriptures, Christ being the Head of this Body (1 Corinthians 12:12-27) and the believers its members.

9.7.2. Each Autonomous or Affiliated Assembly shall have the right to own, maintain, and dispose of any real properties or real estate in accordance with the Constitution and Bylaws (see 9.7.6 below).

9.7.3. All plans for the purchase or sale of real property or the construction of buildings must be submitted to the District Executive for approval as soon as such plans are definite.

9.7.4. The acquiring and disposal of real property shall be decided by at least a two-thirds (2/3) majority of the members of the Assembly.

9.7.5. No Assembly shall encumber its real property without at least a two-thirds (2/3) majority vote of the Church Board and the written consent of the District Executive.

9.7.6. Notwithstanding the provisions above, lands purchased or acquired by Assemblies shall be conveyed to the Fellowship and held by the Fellowship in trust for such Assemblies on such terms and conditions as may be agreed upon from time to time.

## **9.8. THE CHURCH BOARD**

### **9.8.1. COMPOSITION AND ELECTION OF BOARDS**

1. The Board shall comprise the Pastor, not less than three (3) and not more than twelve (12) members depending on the size of the Assembly.
2. Each Board member shall be a spiritually mature, active member in good standing with the Assembly.
3. Election of Board members shall be done by secret ballot and at least a two-thirds (2/3) majority of the votes cast is required to elect candidates on the nomination ballot. In the event that no one is elected by that ballot then a simple majority of

votes on a subsequent ballot shall constitute an election to the Board.

4. The Board may also be appointed by the Pastor and ratified by the Assembly by a simple majority of the votes cast by secret ballot.

#### 9.8.2. FUNCTIONS OF THE BOARD

1. The Board shall assist the Pastor in his duties and aspirations for the spiritual, physical, financial, mental and social enhancement of the Assembly and shall act in an advisory capacity to the Pastor in matters relating to the Assembly.
2. The Board shall respect the opinions of the Pastor, particularly on matters that are not clearly defined by Scripture.
3. The Pastor may terminate, or recommend to the Board for termination, the services of any Board member whom he considers to be of unsound doctrine or of strange or contrary spirit.
4. The Board shall meet regularly to discuss the business of the Assembly. Minutes of

each session shall be kept as part of the records of the Assembly.

5. The Board shall ensure that the Pastor has a regular salary, congenial accommodation, vacation allowance, adequate transportation, Pastor's appreciation, retirement plan, health and life insurance, and other amenities, taking into consideration the Assembly's financial ability.

#### 9.8.3. OTHER REGULATIONS GOVERNING THE BOARD

1. Not more than two persons of one immediate family shall be members of the Board at one and the same time.
2. A majority of Board members present at any Board meeting shall constitute a quorum, provided all the members had been notified of the meeting at least seven (7) days prior to the meeting.
3. A majority of the Board shall have the right to ask the Pastor to convene an official Board meeting.

4. The Pastor and Board shall agree on times for meetings to transact the business of the Assembly.
5. The Pastor shall not revoke the appointment of the majority of his Board without ratification by the Assembly's membership in accordance with the process outlined in Bylaw 9.8.1 sub-clause 4).

#### 9.8.4. TERM OF OFFICE

The term of office of all officers of the Assembly, except the Pastor(s), shall be two (2) years or as otherwise specified by the Assembly and shall be subject to termination by death, voluntary resignation, expiration of the assigned term or failure to maintain the spiritual qualities required of an officer of the Assembly.

#### 9.9. ORDINANCES AND OBSERVANCES

The following ordinances and observances shall be recognized by the Fellowship:

#### 9.9.1. WATER BAPTISM

Baptism by immersion in water, according to Matthew 28:19, signifies in type the death of the “old man” and the resurrection to new life in Christ (Romans 6:4-6; Ephesians 4:22-24). It shall be administered to all who have repented of their sins, believed on the Lord Jesus Christ, and demonstrated a sincere desire to accept His Lordship over their lives (Colossians 2:12).

#### 9.9.2. THE LORD’S SUPPER

The Lord’s Supper shall be administered only to baptized believers. It shall be observed in memory of the death of Christ and with the fervent hope of His return to earth (Matthew 26:26-30; Luke 22:19-20; 1 Corinthians 11:23-26). Each participant is expected to undergo

a thorough self-examination before partaking, lest he does so unworthily (1 Corinthians 11:28).

### 9.9.3. DEDICATION OF CHILDREN

In this ceremony, parents/guardians bring their infants to the Assembly to present them to the Lord in an act of gratitude and consecration (Mark 10:13-16; Psalm 127:3; 1 Samuel 1:28, 29). In doing so, the parents/guardians testify to an earnest desire for their children to be reared under Christian influence so that they may later make a personal decision to follow the Lord. The parents/guardians also make a solemn promise to maintain a true Christian life and to be an example and guide to their children. At least one parent/guardian must accompany the child for dedication.

### 9.9.4. PRAYER FOR BAPTISM WITH THE HOLY SPIRIT

This shall be done in accordance with Acts 8:15.

#### 9.9.5. PRAYER FOR THE SICK

This practice is mentioned throughout the Bible and especially in James 5:14-16, and shall be observed in the Fellowship.

#### 9.9.6. CHRISTIAN MARRIAGE

This practice is observed in accordance with Genesis 2:18-24, Matthew 19:5-6, John 2:1-2, and Hebrews 13:4.

9.9.6.1. No marriage shall be solemnized between a believer and an unbeliever or between two persons of the same sex.

9.9.6.2. In the case of a heterosexual common-law relationship the decision whether or not to marry the couple shall be left to the discretion of the Pastor.

9.9.6.3. Fellowship ministers shall be permitted to solemnize a marriage where either party has been divorced and the former companion was still living, with the following

stipulations and after consultation with the District Presiding Bishop:

- i. Where a marriage has broken down after every attempt at reconciliation has been exhausted, and where one party has been found to be guilty of infidelity, the offended party shall be allowed to remarry according to biblical injunction.
- ii. Where persons who get saved and come into our Assemblies already divorced, and express a desire to remarry, they shall be given permission to remarry after counseling.

9.9.6.4. Persons in our assemblies who are divorced and remarried may be permitted to participate in areas of ministry below pastoral level and such other areas as may be determined from time to time by the General Conference.

9.9.6.5. Ministers are cautioned that the sanctity of marriage is still to be observed as the Fellowship standard for all ministers, and although the Fellowship has arrived at new positions on the matter of divorce and remarriage, every effort must be made by ministers to preserve family values, the integrity of the Fellowship and more so, Christian principles.

#### 9.9.7. DISPOSAL OF THE DEAD

This practice is derived from 1 Thessalonians 4:13-18 and Acts 5:6; 8:2. Pastors shall have the prerogative to conduct services for disposal of the dead in accordance with state laws. The Fellowship shall not observe the practice of prayers for the dead.

### 9.10. MEMBERSHIP

#### 9.10.1. BECOMING A MEMBER OF AN ASSEMBLY

1. Any person desirous of becoming a member of an Assembly shall:
  - i. Give evidence of an experience of salvation through the Lord Jesus Christ and a desire to follow Him faithfully.

- ii. Have been baptized in water by immersion according to Matthew 28:19.
  - iii. Believe in the baptism of the Holy Spirit according to Acts 1:8; 2:1-4; 2:38-39; 10:45-47; 19:6, and as taught by the Lord Himself (Luke 24:49), and as held by the Fellowship.
  - iv. Accept the doctrinal and practical truths held by the Fellowship.
2. Nominal members are children of members, and babies dedicated at an Assembly.

#### 9.10.2. TRANSFER OF MEMBERSHIP

Any person desiring a transfer of membership shall be subject to the procedures outlined immediately below.

1. In the case of a transfer from one Assembly to another within the Fellowship, the applicant should receive a letter of recommendation from the Pastor of the Assembly which he is leaving. Where the applicant does not present such a letter he may be

received on probation pending the receipt of such a letter. Alternatively, he may be received on probation for three (3) months, during which period his new Pastor shall seek relevant information concerning him from his previous Pastor and conduct induction classes, after which he may be granted full membership status.

2. In the case of a transfer from an Assembly outside the Fellowship, the applicant shall present a letter of recommendation from his former Pastor or be subject to a probationary period of six (6) months, after which he may be granted full membership status.

#### 9.10.3.RELATION TO LODGES AND SECRET SOCIETIES

1. No member of any Assembly shall be allowed to be a member, follower or adherent of any lodge or secret society, or attend meetings or otherwise be associated with any such organizations, or become involved in any of their practices.
2. Applicants for membership of any Assembly of the Fellowship must have severed all

association with any lodge or secret society. A probationary period of six (6) months shall be required during which time the applicant shall attend induction classes before final determination for membership is made.

#### 9.10.4.CATEGORIES OF MEMBERSHIP

There are two types of membership of an Assembly:

1. Senior Members, comprising persons fifteen (15) years and over, with full voting privileges.
2. Junior Members, comprising persons less than fifteen (15) years, and having no voting privileges in Assembly meetings except by permission of the Church Board.

#### 9.10.5.TERMINATION OF MEMBERSHIP

Membership of an Assembly may be terminated on any of the following grounds:

1. A member withdrawing his membership.
2. Absence from the services of the Assembly without just cause for three (3) consecutive months or repeated abstinence from partaking of the Lord's Supper.
3. Propagation of doctrines and practices contrary to those specified in the Constitution and Bylaws.
4. Unchristian conduct in respect of which the member has not shown full repentance and restoration to Christian behaviour after he has been disciplined and counselled by the Assembly's officers (1 Corinthians 5:11).

#### 9.10.6. DISCIPLINE OF ASSEMBLY MEMBERS

1. Should a member of an Assembly be accused of a fault which adversely affects the spiritual standard or testimony of the Assembly the person in question shall be called before the Pastor and, if necessary, a Disciplinary Committee comprising the Church Board, and one or two mature members at the discretion of the Pastor (Matthew

18:15-17; 1 Corinthians 6:1-5).

2. The purpose of this committee shall be to correct the fault (2 Corinthians 7:8, 9), restore the delinquent member (Galatians 6:1; Matthew 6:15), protect the testimony of the Assembly (1 Timothy 3:7), and preserve the members from bad influence (1 Corinthians 5:6-7).
3. The accusation must be proved by trustworthy witnesses (1 Corinthians 5:3) before any disciplinary action is instituted.
4. Should the accused refuse to appear before the Pastor and, if necessary, the Disciplinary Committee, his case shall be judged according to the testimony of the witnesses (1 Corinthians 5:3).
5. The Committee shall strive to discover the truth. The accused shall be given every opportunity to prove his innocence if he denies the charge(s). If the accusation is well founded the delinquent shall be exhorted to repentance in a spirit of love and prayer that he may be re-established in the Lord (2 Corinthians 2:7-8).
6. In the event that the delinquent shows a spirit of repentance and asks forgiveness of

the Assembly he shall be forgiven.

7. Discipline shall not be imposed as punishment but as a means of testing the sincerity of the delinquent's repentance and also to give the members of the Assembly and the outsiders the opportunity to see that the person in question has been restored in the ways of the Lord before he is allowed to enjoy full privileges of membership once again (see Numbers 12:1).
8. Discipline shall normally be imposed for a period of two (2) to four (4) months (beginning after the delinquent has confessed his fault) as the committee shall judge necessary. This period may be exceeded in special cases. During this period the person in question shall be deprived of membership privileges except attending services, which shall be obligatory.
9. Should the delinquent persist in wrongdoing and be unrepentant before the Lord his name shall be removed from the membership list. However, he may continue to attend services in the hope that he would return to obedience to the Lord (1 Corinthians 5:13).

10. If such a person, after having lost his membership in the Assembly, should repent and desire to be reinstated, he should present his request to the Church Board in writing.

The Board shall restore the member under such conditions it deems appropriate in accordance with Scripture.

11. Any member out of fellowship in his home Assembly shall be considered out of fellowship in all the other Assemblies in the Fellowship and any wrong committed in his home Assembly must be made right before he can be accepted into fellowship at another Assembly.

#### **BYLAW 10 – DEPARTMENTS, DIVISIONS AND MINISTRIES**

10.1. Departments, Divisions and Ministries shall exist at the levels of the Fellowship, the District and the Assembly, and shall be governed by rules and regulations relating to organizational matters and policy directions issued by the Fellowship.

10.2. The Departments, Divisions and Ministries of the Fellowship shall have as their general

responsibility the promotion of the spiritual life of their respective adherents.

Opportunities shall be provided for worship and prayer, fellowship, witness, service and training in righteousness to develop the spiritual lives of members and further the interests of the Kingdom of God.

### **10.3. GENERAL CHURCH MINISTRIES DEPARTMENT**

#### **10.3.1. Organization**

The Church Ministries Department shall be organized into:

1. Church Ministries Executive Council
2. Church Ministries General Council of Directors
3. Church Ministries National/District Council
4. Church Ministries Departments consisting of Christian Education, Men's Ministries, Women's Ministries, Youth Ministries and Pentecostal Crusaders International

## **10.3.2. Church Ministries Executive Council**

### **10.3.2.1. Composition of Church Ministries Executive Council**

The Church Ministries Executive Council shall comprise:

1. The Executive Director of Church Ministries.
2. The Executive Assistant Director of Church Ministries.
3. The respective General Departmental Directors.
4. A Secretary and a Treasurer selected from among the Executive or  
  
nominated by members of the Executive from among persons external to the  
  
Committee and ratified by the Committee.

### **10.3.2.2. Qualifications**

General Departmental Directors shall:

1. Be persons of mature experience, whose life and ministry are above question, and who possess such qualities and skills which shall determine their eligibility for office.
2. Have served in a leadership capacity in a Church Ministries Department.

#### **10.3.2.3. Duties and Powers**

The Church Ministries Executive Council shall:

1. Be subject to all decisions of the General Conference and the General Executive.
2. Meet at least once annually to formulate and review strategies and plans for the advancement of all aspects of Church Ministries, these being in accordance with the Constitution and Bylaws.
3. Establish policies and plans for the funding of Church Ministries across the Fellowship, bearing in mind that the Church Ministries Department shall be self-financing, self-propagating and self-governing.

4. Keep acceptable financial records of income and expenditure and shall present audited statements annually to the General Executive and biennially to the General Conference.
5. Receive reports, documents and other information related to Church Ministries from District Departmental Directors and shall disseminate relevant information and plans in a timely manner throughout the Fellowship.
6. Supervise the implementation of strategies for the development of Church Ministries across PAWI Districts and churches.

#### **10.3.2.4. Election/Appointment**

1. The General Council of Directors shall nominate candidates for respective positions as General Departmental Directors to the Church Ministries Executive Council for its consideration.

2. On the advice of the Executive Council, the Executive Church Ministries Director shall recommend to the General Executive persons who qualify to serve as General Directors of the respective ministries consistent with Bylaw 10, section 10.3.1.
3. The General Executive shall appoint General Departmental Directors and the decision shall be ratified by the General Conference.

### **10.3.3. Church Ministries General Council of Directors**

#### **10.3.3.1. Composition of Church Ministries General Council of Directors**

The Church Ministries General Council of Directors shall comprise:

1. The Executive Director of Church Ministries who shall be Chairman.
2. The Executive Assistant Director of Church Ministries who shall act as Chairman in the absence of the Executive Director.
3. The respective General Departmental Directors.

4. Directors representing all National/District Departments of the Fellowship.
5. A Secretary and a Treasurer nominated from among members of the Council  
  
and ratified by the Committee.

#### **10.3.3.2. Duties and Powers**

The Church Ministries General Council of Directors shall:

1. Be subject to all decisions of the General Conference and the General Executive
2. Meet once per year and shall review strategies and plans for the advancement of  
  
all aspects of Church Ministries in accordance with the Constitution and Bylaws.
3. be responsible for the implementation of strategic decisions made by the Church  
  
Ministries Executive Council for the development of Church Ministries across the  
  
PAWI Districts and churches.
4. Provide feedback through the respective National/District Departmental Directors to  
  
the Executive Church Ministries Director through written reports, documents and

other information related to Church Ministries operations and receive direction from him for the ensuing year.

5. Be responsible for disseminating relevant information and plans in a timely manner to the respective National/District Departments and for ensuring that a two-way flow of communication exists between and among Departments.
6. Nominate persons who may serve as General Departmental Directors to the Church Ministries Executive Council.
7. Be amenable to decisions of the General Conference, General Executive and the Church Ministries Executive Council.

#### **10.3.4. Church Ministries National/District Council**

##### **10.3.4.1. Composition**

The Church Ministries National/District Council shall consist of:

1. The Church Ministries National/District Director who shall be its Chairman.
2. The Church Ministries Assistant National/District Director who shall act as Chairman in the absence of the National Director.
3. Directors of respective National/District Departments.
4. Departmental Directors of each local assembly of the Nation/District.
5. A Secretary and a Treasurer nominated from among members of the Council and ratified by the Committee.

#### **10.3.4.2. Election/Appointment**

1. The respective National/District Council shall elect a suitable person to serve as Church Ministries National/District Director and as Church Ministries Assistant National/District Director in accordance with Bylaw 10.
2. Nominations and elections for the above positions shall be conducted by secret ballot and in accordance with Bylaw 2.5.2.

#### **10.3.4.3. Qualifications**

National/District Departmental Directors shall:

1. Be persons of mature experience, whose life and ministry are above question, and possess such qualities and skills which will determine their eligibility for office.
2. Have served in a leadership capacity in a Church Ministries Department.
3. Upon assumption of office, be eligible to apply for ministerial credentials (if not yet a credential holder) according to Bylaw 5.2.

#### **10.3.4.4. Duties of the National/District Director**

The duties of the National/District Director shall be determined by the Church Ministries

Executive Council and shall be reviewed from time to time.

#### 10.3.4.5. Duties and Powers of the National/District Council

The National/District Council shall:

1. Be subject to all decisions of the National/District Conference and the National/District Executive.
2. Meet at least half yearly and shall review strategies and plans for the advancement of all aspects of Church Ministries in accordance with directives of the Church Ministries Executive Council.
3. Be responsible for the implementation of strategic decisions made at the General Council of Departmental Directors.
4. Provide feedback through each local assembly's Departmental Director to the National/District Church Ministries Director through written reports, documents and other information related to Church Ministries operations and receive direction from him for the ensuing year.
5. Be responsible for disseminating relevant information and plans in a timely manner

to Departmental Directors in each local assembly and for ensuring that a two-way flow of communication exists between and among departments.

6. Be amenable to decisions of the General Conference, General Executive and the Church Ministries Executive Council.

#### **10.3.5. Term of Office**

The term of office for all Departmental Directors shall be two (2) years and shall be concurrent with the General Conference term of the PAWI Fellowship.

#### **10.3.6. DEPARTMENTAL OBJECTIVES**

Objective provisions for the operation of each Department shall be as follows:

##### **10.3.6.1. CHRISTIAN EDUCATION DEPARTMENT**

3.6.1.1 The Christian Education Department shall comprise the Sunday School, Children's Church, Daily Vacation Bible School, Bible Clubs, Child Evangelism Programmes, and such other programmes as may be determined from time to time.

3.6.1.2 The main objectives of the Department are to:

1. Evangelize the community and win the lost for Christ.
2. Teach the Word of God and establish and instruct converts in Christian living.
3. Provide training for Christian service and assist every member to realize and develop his ministry.
4. Deepen each member's commitment to missions.
5. Provide Christian Fellowship.
6. Promote efficiency in Christian Education through seminars, conventions, or other acceptable means.

#### **10.3.6.2. YOUTH MINISTRIES**

The Youth Ministries Department shall serve the interests of youths up to thirty-five (35) years of age and shall:

1. Coordinate and facilitate evangelism, discipling ministries and social activities for youth.
2. Coordinate the development and promotion of projects of national, regional and international scope.
3. Promote and make available teaching materials and resources to equip youth ministry leaders.
4. Encourage and promote programmes relating to particular concerns of youth in schools and tertiary institutions of learning.

#### **10.3.6.3. MEN'S MINISTRIES**

The purpose of the Men's Ministries Department shall be to:

1. Win men to Christ.
2. Encourage the development of men towards spiritual maturity and Christ-like character.
3. Encourage the participation of men in all appropriate ministries of the Assembly.
4. Encourage men to support the pastoral leadership and all ministries of the Assembly.
5. Train men in personal witnessing and mentoring of the younger men within the Assembly.
6. Coordinate and facilitate the involvement of men in voluntary assistance programmes.
7. Encourage support of world missions.

#### **10.3.6.4. WOMEN'S MINISTRIES**

The purpose of the Women's Ministries Department shall be to:

1. Win other women to Christ.
2. Encourage fervent and effectual prayer among the women of the Fellowship.
3. Coordinate and facilitate ministries involving women responding to the spiritual, social and other needs in the Assemblies and communities.
4. Train women for effective outreach and ministry in their Assemblies, communities and elsewhere.
5. Encourage support of world missions within the Fellowship.
6. Train women in personal witnessing and mentoring of the younger women within the Assembly.

#### **10.3.6.5. PENTECOSTAL CRUSADERS INTERNATIONAL**

The purpose of the Crusaders Department shall be to:

1. Evangelize children under the age of fourteen (14) years, teach them the

Biblical priority of the Great Commission and provide a means for them to support world missions.

2. Develop Christian character.
3. Develop leadership ability and use teaching material and resources that will inspire and equip children to become leaders.
4. Provide basic manual training and recreational activities.

#### **10.4. WEST INDIES SCHOOL OF THEOLOGY EDUCATIONAL FOUNDATION INC**

10.4.1. There shall be a training institute of the Fellowship called the West Indies School of Theology Educational Foundation Inc. (WIST Educational Foundation Inc.) which shall make adequate provision to offer sound Biblical training for Christian education and ministry.

10.4.2. The WIST Educational Foundation Inc. shall:

1. Prepare people for Christian ministry.

2. Foster missionary interest and assist missionary candidates to prepare for their mission fields.
3. Assist students to develop spiritual, intellectual, social and moral values that they may be better prepared to live a Christian life, to be worthwhile citizens, and to have effective Christian service.
4. Provide opportunities for student participation in Christian Education and other church ministries.
5. Provide continuing Christian Education.
6. Perform such other functions as are incidental to and consistent with its mission.

## **10.5. WORLD MISSIONS AND EVANGELISM**

- 10.5.1. The main purpose of the PAWI World Missions and Evangelism Department is to inspire and enable the Pentecostal Assemblies of the West Indies as a

fellowship of Assemblies and Districts to fulfil the Great Commission as commanded by Jesus (Matthew 28:19-20), each Assembly and District assuming responsibility to spread the Gospel of Jesus Christ regionally and globally.

10.5.2. The objectives of the World Missions and Evangelism Department shall include:

1. The widest possible evangelization of the spiritually lost through every legitimate means, nationally, regionally and globally.
2. The establishment of indigenous assemblies after the New Testament pattern in neglected and unreached places.
3. The formation of national fellowships under national leadership as soon as they have matured sufficiently, that is, to be self-governing, self-propagating and self-financing.
4. The training of believers to proclaim the Gospel of Jesus Christ to their own people in an expanding mission to other peoples, emphasizing the need for all believers to respond to and participate in the Great Commission.

5. The promotion of world missions among all member churches, inspiring them to participate in going, sending and supporting missionaries and missionary families for short (three months and less), medium (four months to one year) and long-term (one to four years) missionary activity in and to other nations.
6. The display of compassion for suffering peoples in a manner that reflects the love of Jesus Christ, endeavouring to minister through social programmes, emergency relief and development aid as an integral part of fulfilling the Great Commission.
7. Providing a structure for the solicitation and collection of missionary funds, and a framework for judicious disbursement of those funds.

## **10.6. FINANCE**

### 10.6.1. DEPARTMENT OF FINANCE

There shall be a Department of Finance which shall have responsibility for:

1. Maximizing the present potential of financing through tithing, missionary, designated and other giving.
2. Creating new streams of income, together with savings and investments portfolios.
3. Addressing financial viability and financing capital projects.
4. Safeguarding and supervising the funds collected.
5. Receiving audited and other financial reports from the various Districts.
6. Preparing composite statements for the General Executive and the General Conference.
7. Undertaking such other financial responsibilities as the General Executive or the General Conference may direct from time to time.

#### 10.6.2.PENSION FUNDS AND INVESTMENTS

1. Pension Funds shall be established in each District of the Fellowship. Membership shall be open to all ministers holding credentials and to General (International) Office staff members of the Fellowship. The operation of these Pension Funds shall be governed

by regulations approved by the General Conference.

2. Pension Funds shall be administered in each member District by an independent Board of Trustees appointed by and accountable to the District Executive.
3. The Presiding Bishop of each District shall be the Chairman of the District's Pension Funds Board.
4. The District Treasurer shall be the Treasurer of the Pension Fund.

#### **10.7. SAVING OF EXISTING FUNCTIONS**

The existing provisions governing the procedure of appointment of officers and members of the Departments of the Fellowship and other related matters shall continue in force until repealed or amended in accordance with Bylaw 13.

### **BYLAW 11 – MINISTERIAL CODE OF ETHICS**

#### **11.1. OBJECTIVE**

The objective of this document is to present guidelines for the ethical and professional

discharge of service or duty by PAWI Ministers referred to in Bylaw 6.2. A code of ethics is a system of rules and regulations for the purpose of ensuring adequate standards of practice and uniformity of workmanship are adhered to or maintained. The concept of ethics is the study and philosophy of human conduct with emphasis on the determination of right and wrong. Ethics are basic principles of right action.

## **11.2. CODE OF ETHICS**

### **11.2.1. The Minister and His Image in the Community**

1. Attire: The Minister, as a servant of Christ should seek at all times to be appropriately dressed.
2. Deportment: The Minister in his general deportment should display a noble respectability and dignity; at all times having control of his speech and temper.
3. Pulpit Decorum: The pulpit is a sacred precinct and must be duly respected. Banality in speech or manner ought to be avoided at all cost. The pulpit is a place from which God's Holy Truth is to be declared, not one from which a person can throw words, or indulge in scandalous diatribe. Sermons must be scripturally based, Christ centered, edifying and inspiring. The Minister, after all, is God's messenger.

### **11.2.2. Relation to the Opposite Sex**

Discretion in dealing with members of the opposite sex must be observed always (use wisdom when visiting alone). Avoid situations which may give rise to gossip or innocent misunderstanding on the part of an observer. Such gossip can be damaging to one's credibility.

### **11.2.3. The Minister and Church Doctrine**

1. The Doctrine as taught by PAWI and outlined in its Statement of Faith must be adhered to assiduously. Deviation from the PAWI Statement of Faith is a grave offence. The Minister's teaching, preaching must ever project the doctrine of the Fellowship.
2. Care should be exercised in choosing speakers (i.e. from other denominations) to occupy our pulpits.

### **11.2.4. The Minister and His Relationship with Fellow Ministers**

1. The Minister must display as a brother, an amicable attitude toward his fellow ministers.
2. Unfavorable comments regarding his predecessor to a congregation is in very poor taste and must be eschewed. Having left an assembly, the Minister must avoid interfering in any way in the internal affairs of the assembly.
3. During a church service over which he is presiding, the Minister should show every

courtesy to visiting Ministers in good standing with the Fellowship.

4. Ministers of other approved Christian denominations known to be in good standing with their denomination may discreetly be accorded this courtesy also.
5. No Minister should visit the flock of a fellow Minister with intent to proselyte.

#### **11.2.5. The Minister and His Administrative Superiors**

1. The Minister should show to his administrative superiors the respect and courtesy which properly benefit their office.
2. All Constitutional and Bylaw directives from his superiors must be carried out.

#### **11.2.6. The Minister and Finance**

1. Caution and discretion must be exercised and observed in all monetary transactions.
2. Caution should be taken in the use of credit cards, hire purchase and other credit instruments.
3. Honesty is expected of a Minister. He should settle his bills promptly and not incur debts, which he has no reasonable prospects of repaying, in the agreed time.
4. A Minister should endeavour to live within his income.

#### **11.2.7. The Minister and Church Ceremonies**

Discretion and the regulatory Bylaws of the Fellowship regarding baptism, marriage ceremonies, infant dedication etc. should be observed at all times. The minister should be careful not to bring reproach on his calling by joining in marriage improper persons. The PAWI Minister therefore must avoid issuing infant dedication certificates where there is no evidence of registration by law of the infant's birth.

#### **11.2.8. Personal Demeanor**

1. A Minister is expected to set a high moral standard of speech and conduct.
2. A Minister should not divulge confidential information entrusted to him.
3. It is the Minister's personal and professional duty to maintain physical fitness.
4. The physical, mental and spiritual spheres of a person inter-relate to contribute to 'perfect soundness.' A weekly day-off and an annual vacation should be taken and used for rest and renewal.

#### **11.2.9. The Minister and His Work**

1. A Minister is expected to devote time to prayer and study of the Word of God, and to keep abreast of religious thinking.
2. As a minister controls his own time, he should make it a point of honor to give full service to his parish.

3. Part of the minister's service as a leader of his people is to reserve sufficient time for serious study in order to apprehend his message thoroughly, to keep abreast of current thought, and to develop his intellectual and spiritual capacities.
4. As a public interpreter of divine revelation and human duty, the minister should tell the truth as he sees it and present it tactfully and constructively.
5. As an ethical leader in the community, it is incumbent on the minister to be scrupulously honest in all spheres of living.

#### **11.2.10. The Minister's Relations with His Parish**

1. It is unethical for a minister to break his contract made with the assembly he leads.
2. As a professional man the minister should make his service primary and the salary secondary. His efficiency however demands that he receives an adequate living standard in that parish which he serves.
3. It is unethical for the minister to engage in other lines of remunerative work without consultation of the church's official board.
4. The confidential statements made to a minister by his parishioners are privileged and should never be divulged without the consent of those making them.
5. It is unethical for a minister to take sides with factions in his parish.
6. The minister must recognize himself to be the servant of the community in which he resides.

### **11.2.11. The Minister's Relations with His Profession**

1. Ministerial service should not be rendered to the members of another parish without consulting the minister of that parish.
2. It is unethical for a minister to make overtures to or consider overtures from another church whose pastor has not yet resigned.
3. It is unethical for a minister to speak ill of the character or work of another minister, especially of his predecessor or successor.
4. It is the duty of a minister however, in flagrant cases of unethical conduct, to bring the matter before the proper body.

### **11.2.12. The Disciples Code**

The Disciples Code personalizes the minister's commitment to uphold and promote the tenets of the Code of Ethics by a series of declarative statements that relate to his personal and family life, to the assembly which he serves, to fellow ministers, to the community or parish and to the PAWI Fellowship.

#### **12.1 My Ministerial Code of Ethics**

I am a minister of the Lord Jesus Christ, called of God to proclaim the unsearchable riches of His love. Therefore I voluntarily adopt the following principles in order that through

dedication and self-discipline I may set a more worthy example for those whom I seek to lead and serve.

12.1.1. My Personal Conduct

***As a credentialed worker of the Pentecostal Assemblies of the West Indies, organizational leader and/or staff member of the Fellowship, I will....***

1. Cultivate my devotional life, continuing steadfastly in reading the Bible, meditation and prayer.
2. Endeavour to keep physically and emotionally fit for my work.
3. Be fair to my family and will endeavour to give them the time and consideration to which they are entitled.
4. Endeavor to live within my income and will not carelessly leave unpaid debts behind me.
5. Strive to grow in my work through comprehensive reading and careful study, and by attending conventions and conferences.
6. Be honest in my stewardship of money.
7. Not plagiarize.
8. Seek to be Christ-like in my personal attitudes and conduct toward all people regardless of race, class or creed.

12.1.2. My Relationship to the Assembly Which I Serve

***As a credentialed worker of the Pentecostal Assemblies of the West Indies, organizational leader and/or staff member of the Fellowship, I will....***

1. Dedicate my time and energy to my Christian ministry and maintain strict standards of discipline.
2. In my preaching, exalt the Bible and be true to my convictions, proclaiming the same in love.
3. Maintain a Christian attitude toward other members of the church staff and will not hold unreasonable expectations of them.
4. In my pastoral calling, have respect for every home I enter, for I am a representative of Christ and His Church.
5. In my administrative and pastoral duties, be impartial so no one can truthfully say that I am pastor of only one group in the assembly.
6. Strive with evangelistic zeal to build up the assembly I serve, and maintain a Christian attitude at all times toward members of other religious bodies.
7. Under no circumstances violate confidences that come to me as a minister.
8. When leaving a pastorate, strive to strengthen the congregation regardless of the circumstances.

12.1.3. *My Relationship to Fellow Ministers*

***As a credentialed worker of the Pentecostal Assemblies of the West Indies, organizational leader and/or staff member of the Fellowship, I will....***

1. Refuse to enter into unfair competition with other ministers in order to secure a pulpit or place of honor.
2. Seek to serve my fellow ministers and their families in every way possible.
3. Refrain from speaking disparagingly about the work of either my predecessor or my successor.
4. Refrain from frequent visits to a former field and if, in exceptional cases, I am called back for a funeral or a wedding, I will request that the resident minister be invited to participate in the service.
5. Never embarrass my successor by meddling in the affairs of the assembly I formerly served.
6. Be courteous to any predecessor of mine when he returns to the field, and be thoughtful of any retired minister.
7. Upon my retirement from the active ministry, give my pastor loyal support.
8. Not gossip, about other ministers.
9. Hold in sincere respect any minister whose work is well done, regardless of the size or the nature of the field he serves.
10. Consider all ministers my co-laborers in the work of Christ and even though I may differ from them, I shall respect their Christian earnestness and sincerity.

12.1.4. My Relationship to the Community

***As a credentialed worker of the Pentecostal Assemblies of the West Indies, organizational leader and/or staff member of the Fellowship, I will....***

1. Strive to be humane in all my relationship to the community but never lower my ideals in order to appear “a good fellow”.
2. Be considerate of the working hours of business and professional men and not consume their time with unimportant matters.
3. Consider that my first duty to my community is to be a conscientious pastor and leader of my own congregation, and not use this fact as an easy excuse to escape reasonable responsibilities that the community calls upon me to assume.

12.1.5. My Relationship to My Fellowship

***As a credentialed worker of the Pentecostal Assemblies of the West Indies, organizational leader and/or staff member of the Fellowship, I will....***

1. At all times recognize that I am a part of a Fellowship that has made large contributions to my assembly, my education and my ministry. In view of this fact, I acknowledge a debt of loyalty to my Fellowship and will strive to fulfill my obligations to co-operate in its efforts to extend the Kingdom of God.

## **BYLAW 12 - RESIDUAL POWERS**

Where the Bylaws are silent with respect to the exercise of any power, the exercise of that power shall reside in the General Executive acting on behalf of the General Conference.

## **BYLAW 13 - REPEAL AND AMENDMENTS**

Subject to Bylaw 2.4.3, the Bylaws or any provision thereof may be repealed or amended by a simple majority vote of persons registered at the General Conference.