PAWI
SINCE 1910
PENTECOSTAL ASSEMBLIES
OF THE WEST INDIES

CONSTITUTION
& BY-LAWS
2026

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Application for which shall be made to:
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P.O. Box 100, Port-of-Spain, Trinidad, West Indies

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SECTION 1

Constitution

CONSTITUTION

MISSION STATEMENT

The Pentecostal Assemblies of the West Indies International exists to fulfil the purpose of God by transforming people and communities everywhere, by the gospel of Jesus Christ and through the power and manifestation of the Holy Spirit, for the glory of God.

PREAMBLE

WHEREAS WE BELIEVE THAT:

1. God's purpose concerning man is to seek and to save the lost, to be worshipped by man, and to build a body of believers in the image of His Son; that these believers, saved and called out of the world, constitute the body or church of Jesus Christ built and established upon the foundation of the apostles and prophets, Jesus Christ himself being the chief cornerstone (Ephesians 4:11-13).

2. The members of the body, the Church (Ecclesia) of Jesus Christ, are enjoined to assemble for worship, fellowship, counsel and instruction in the Word of God, the work of the ministry and the exercise of those spiritual gifts and offices provided for New Testament church order (Hebrews 10:25);

3. The early apostolic churches came together in fellowship as a representative body of saved, spirit-filled believers who, under the supervision of the Holy Spirit, set over the Church the five-fold ministry which is set forth as the pattern for the leadership of PAWI (Ephesians 4:11).

4. The purpose of PAWI is to be an agency of God for evangelizing the world, a Fellowship in which people may worship God, and a channel of God's purpose to build a body of saints being perfected in the image of His Son (Ephesians 4:12).

5. PAWI exists expressly to give continued emphasis to all the above as indicated in the New Testament apostolic pattern, by teaching and encouraging the baptism of the Holy Spirit with signs following, thereby bringing a new dimension to worship and the demonstration of the fruit and gifts of the Spirit for the edification of the body of Christ (Acts1:8).

6. PAWI is a fellowship of Pentecostal believers from Assemblies or other bodies of like faith throughout the Caribbean and elsewhere, whose purpose is to recognize and promote scriptural methods and order for worship, unity, fellowship, the work and business for God, and endeavor to keep the unity of the Spirit in the bond of peace, "till we all come in the unity of the faith, and of the knowledge of the Son of God, unto a perfect man, unto the measure of the stature of the fullness of Christ" (Ephesians 4:13).

BE IT RESOLVED AS FOLLOWS:

ARTICLE 1 – INTERPRETATION

In this Constitution:

1. "Affiliated organizations" means Christian churches, ministries and para-church organizations

2. "Assembly" means a local church congregation of the Pentecostal Assemblies of the West Indies.

3. "Assistant Pastor" means A credential Holder appointed to assist the pastor in his repsonsibilities.

4. "Constitution" means the part of this document recording the fundamental laws and principles of the Fellowship.

5. "Credential holder" means a person holding a credential, that is, a license from the Fellowship for Ministry.

6. "District Conference" means the District Conference referred to in Article XI, Clause 4 below.
7. "District" means any geographical district established under Article XI, Clause 3 below.
8. "Duly registered" means that a person has received confirmation that they are registered for a General, National or District Conference.
9. "Fellowship" means the Pentecostal Assemblies of the West Indies International.
10. "General Conference" means the highest and ultimate governing body of the Fellowship.
11. "National Conference" means the geographical districts established under Article XI.
12. "Pastor" means A credential Holder appointed to direct the affairs of a congregation on behalf of PAWI.
13. "Bylaws" mean the part of this document comprising the laws adopted by the General Conference. (The Bylaws put into effect the principles of the Constitution and are subordinate to the Constitution.)
14. "PAWI" means The Pentecostal Assemblies of the West Indies International.
15. "Sex" in Bylaw 9.6.6.3 means lesbian, gay, homosexual, bisexual, transgendered, queer, pansexual, genderfluid, or terms that represent any of these identifications.
16. Words denoting the masculine gender shall include the feminine gender.

ARTICLE II – NAME

The name of the Fellowship shall be The Pentecostal Assemblies of the West Indies International (PAWI), with registered offices at Fourth Bridge, Maracas Royal Road, St. Joseph, Trinidad and Tobago.

ARTICLE III – INTENT

1. The Pentecostal Assemblies of the West Indies International is a Christian Religious Organization (Fellowship).
2. The Pentecostal Assemblies of the West Indies International is a voluntary association. It shall not exercise ecclesiastical jurisdiction or authority over the Church of God in general or over individual congregations in particular.
3. The Pentecostal Assemblies of the West Indies International does, however, retain the right of a voluntary association to define its own membership and to decide and declare, on occasion, when individual ministers or congregations are not recognized by the General Executive as adhering to the principles to which the Pentecostal Assemblies of the West Indies International itself is committed.

ARTICLE IV – OBJECTIVES, FUNCTIONS AND POWERS

1. The objectives of PAWI are to:
    - 1.1 Encourage and promote the worship of God as revealed in the Bible.
    - 1.2 Encourage and promote the evangelization of the world.
    - 1.3 Encourage and promote the edification of believers for making disciples of Jesus Christ.
    - 1.4 Establish physical and virtual places of worship for propagating the Christian faith.
    - 1.5 Provide a foundation for fellowship among Christians of like faith.
    - 1.6 Pursue such other measures as may be necessary for the fulfilment of its purposes.

2. The functions of PAWI are to:
   2.1 Engage in home and foreign missionary work for the spread of the Christian faith.
   2.2 Establish, maintain and operate such institutions and facilities as may be necessary for the propagation of the Gospel and the work of the Fellowship, including those relating to health-care, education and social life.
   2.3 Establish, manage and participate in pension funds, cooperatives, and non-governmental and community-based organizations, and exercise any of the powers conferred on duly incorporated and registered benevolent societies by local, regional or governmental authorities.
3. The powers of PAWI are to:
   3.1 Own, hold in trust, use, sell, convey, mortgage, lease, or otherwise dispose of such property, real or personal, as may be necessary for carrying out its purposes.
   3.2 Solicit and accept funds and donations and prescribe subscriptions for church related activities according to the laws of the country in which the specific activity is being carried out.
   3.3 Own, operate and/or use varied news media for the advancement of the Gospel.
   3.4 Discipline its members in accordance with the bylaws.

ARTICLE V – STATEMENT OF FAITH

(See also the expanded Statement of Faith appended to this Constitution.)

1. **WE BELIEVE** the Holy Scriptures, both Old and New Testaments, are the divinely inspired Word of God, without error in the original writings, and the final authority for all Christian faith and life (2 Timothy 3:16-17; 2 Peter 1:21).
2. **WE BELIEVE** in one God, infinite, perfect and eternally existing in three persons, Father, Son and Holy Spirit (Matthew 3:16-17; 28:19; 1 Peter 1:2; 2 Corinthians 13:14).
3. **WE BELIEVE** in the virgin birth of the Lord Jesus Christ, His unqualified deity, His sinless humanity, the eternal all-sufficiency of His atoning death, His bodily resurrection and His ascension to the Father's right hand (1 Corinthians 15:3-4; John 1:1, 20, 24-29; Hebrews 4:15; 1 Timothy 2:5; Revelation 20: 1-6).
4. **WE BELIEVE** in the personal and imminent, pre-tribulation return of Jesus Christ for His Church, i.e. the rapture; the pre-millennial return of Jesus Christ with His Church, and His millennial reign on earth (Hebrews 9:28; 1 Thessalonians 4:13-18; Revelation 20:1-6; 1 Corinthians 15:51; Philippians 3:20-21; Titus 2:13).
5. **WE BELIEVE** that Justification is a judicial act of God on the believer's behalf solely through faith in Christ's death and resurrection (Romans 3:24, 26; 4: 18-25; 5:1; 1 Corinthians 6:11; Galatians 3:24).
6. **WE BELIEVE** that man was created in the image of God but fell into sin and is under condemnation, and that it is only through the atoning work of the Lord Jesus Christ and regeneration by the Holy Spirit that salvation can be obtained (Genesis 1:26, 27; 2:17; 3:1-13; John 14:6: Acts 4:12; 1 Timothy 2:5-6).
7. **WE BELIEVE** that Water Baptism by immersion and the Lord's Supper are ordinances to be observed by the Church during the present age (Matthew 28:19; Mark 16:16; Acts 2:38; 1 Corinthians 11:17-34).
8. **WE BELIEVE** that the Christian life involves discipleship, obedience to the Word of God, holiness, witness and service through the power of the Holy Spirit (Matthew 28:19; Mark 16:16; Acts 1:8; 2:38; 2 Corinthians 6:14-18; 7:1).
9. **WE BELIEVE** in the Baptism with the Holy Spirit with the initial physical evidence of speaking in other tongues (Acts 2:4; 4:31; 10:46; 1 Corinthians 12: 13-14; Ephesians 5:18).
10. **WE BELIEVE** in the demonstration of the gifts of the Spirit, and the manifestation of the fruit of the Spirit (Galatians 5:22-23).
11. **WE BELIEVE** in the divine healing of the human body as provided for in the atonement, which is a privilege of all believers (Isaiah 53:4, 5; James 5:14, 15).

12. WE BELIEVE in Heaven as the eternal inheritance of the believers, and in Hell and the Lake of Fire as the place of eternal doom for the devil, his angels and all unbelievers (John 14:1-3; Revelation 20:10-15; 21:1-6).

13. WE BELIEVE that the true Church consists of all who through faith in Jesus Christ have been regenerated by the Holy Spirit (Ephesians 1:22, 23; 2:22; 4:3-6).

14. WE BELIEVE in and practice the five-fold Ministries and the supporting Ministries to be operational in the Church (Ephesians 4:11-13).

ARTICLE VI – MEMBERSHIP

1. Membership in PAWI shall consist of:
   - 1.1 All credential ministers and Bona fide members of each local assembly.
   - 1.2 Professing Christians, committed to live in obedience to biblical revelation, and who also fall into one or more of the following categories:
     - 1.2.1 Credentialed Ministers in good and regular standing.
     - 1.2.2 Governing Board Members of all of PAWI Assemblies.
     - 1.2.3 Missionaries who are commissioned by PAWI WMA.
     - 1.2.4 Members of Assembly's Committees defined by this Constitution and Bylaws.
     - 1.2.5 Lay members of PAWI congregations designated by their local church.
2. Membership in PAWI shall also be open to affiliated ministers and organizations who subscribe and agree to be governed by the Statement of Faith, principles, purposes and objectives of the Fellowship as set forth in the Constitution and Bylaws, and who are approved for membership.

ARTICLE VII – ORGANIZATIONAL STRUCTURE

The organizational structure of the Fellowship shall consist of the:

1. General Conference
2. General Executive
3. National Conference
4. District Conference
5. National Executive
6. District Executive
7. Local Assemblies and
8. Other affiliated organizations

ARTICLE VIII – GENERAL CONFERENCE

1. A plenary session of PAWI to be known as the General Conference shall be held quadrennially, physically, virtually or a combination of both, pursuant to a call by the General Executive.
2. Special Sessions of PAWI may be called by a majority of the General Executive
   - 2.1 A credential holder of PAWI or by any other body, may through the District Bishop request a special session.
3. The General and Special sessions of PAWI shall be attended by the General Executive and persons representing the Assemblies, Districts and other bodies on such bases as are prescribed in the Bylaws.

4. The General Conference shall have the exclusive authority to determine and approve scriptural doctrine and conduct governing the Fellowship.
5. The General Conference shall have power by a seventy-five percent (75%) majority of the members registered, present and voting to authorize a sale of the undertakings or assets and such properties as may be acquired by or belong to the Fellowship through the international Office.
6. The General Conference shall designate criteria for parliamentary procedure for itself, for its member districts and for other bodies of the Fellowship.
7. The General Conference shall elect officers in accordance with the provisions of the Bylaws.
8. The General Conference shall elect a Board of Elders from time to time from among PAWI members. The Board of Elders shall be credential holders, sixty-five years and older, possessing good mental capacities and have been recommended by the District Executive or National Executive. The Board of Elders shall serve in their area of competency in an advisory capacity and/or perform short term projects as assigned by the General, District or National Executive.
9. The General Executive shall determine the physical or virtual venue of the General Conference.

ARTICLE IX – COMPOSITION OF GENERAL EXECUTIVE

1. The affairs of the Fellowship shall be managed by the General Executive.
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. The management of PAWI shall be vested in the General Executive which comprises the following persons:
   - 3.1 General Bishop
   - 3.2 Assistant General Bishop
   - 3.3 General Administrator
   - 3.4 Executive Director of Church Ministries
   - 3.5 Executive Director of World Missions
   - 3.6 Districts' Presiding Bishops
   - 3.7 National Bishops
   - 3.8 Chairman of the Board of Directors of the West Indies School of Theology
   - 3.9 Three (3) persons recommended by the General Executive and approved by the General Conference.

ARTICLE X – DISTRICTS

1. PAWI shall establish Districts in various geographical areas, each of which shall be governed by a District Executive.
2. The District Executive shall have oversight of all the activities of PAWI in the particular District.
3. Districts comprising large geographical areas may subdivide into smaller Districts with the permission of the General Conference to facilitate continued growth and expansion.
4. PAWI may add Districts to the Fellowship from time-to-time on recommendation of the General Executive and approval of the General Conference.
5. Each District should have its own District Conference which may meet virtually, physically or a combination of both. Membership of the District Conference shall consist of all District credentialled ministers, and such delegates as may be elected by Assemblies or other bodies to represent them at the District Conference. Delegates shall be elected upon such bases as are prescribed in the Bylaws.

6. The District Conference shall be governed by the provisions of the Constitution and the Bylaws, and in carrying out its work shall ensure that it adheres to the principles of spiritual unity and cooperative fellowship to which PAWI is especially and unalterably dedicated.
7. The District shall be amenable to the General Executive and General Conference in matters of doctrine and the personal conduct of all credential holders.
8. The District Executive shall present an audited District consolidated financial report at each annual District conference, which shall comprise a statement of financial position, statement of comprehensive income, and cash flow statement representing the financial stewardship for the conference year under review.

ARTICLE XI – NATIONAL EXECUTIVES AND CONFERENCES

1. The management of the National Conferences shall be vested in the National Executive Council comprising:
   - 1.1 National Bishop
   - 1.2 Assistant National Bishop
   - 1.3 National Administrator
   - 1.4 Presiding Bishops of each District in the geographical boundary
   - 1.5 Such persons as may be specified from time to time.
2. National Conferences shall elect its own officers and establish its own procedures for the holding of meetings and the conduct of other business, subject to the Constitution and Bylaws of PAWI.
3. Membership of National Conferences shall consist of all credentialled ministers who are registered members of the Districts within the geographical boundaries and such delegates as may be elected by Districts or other bodies to represent them at the National Conference.
4. National Conferences shall be governed by the provisions of the PAWI Constitution and the Bylaws, and in carrying out its work shall ensure that it adheres to the principles of spiritual unity and cooperative fellowship to which PAWI is especially and unalterably dedicated.
5. National Conferences shall be amenable to the General Executive and General Conference in matters of doctrine and the personal conduct of all credential holders.
6. The National Executive Shall:
   - 6.1 Exercise discretionary powers in relation to the Districts within its boundaries.
   - 6.2 Act as the legal representative of PAWI in their geographical boundaries, performing regulatory functions with respect to matters of property acquisition and disposal.
   - 6.3 Arbitrate in matters of conflict and carry out appropriate disciplinary procedures in accordance with the Constitution and Bylaws.
   - 6.4 Act in an advisory capacity and assist in the ongoing development of each of its Districts.
7. The National Executive shall present an audited national consolidated financial report at each national conference, which shall comprise a statement of financial position, statement of comprehensive income, and cash flow statement representing its financial stewardship for the conference year/s under review.

ARTICLE XII – AFFILIATED ASSEMBLIES AND OTHER BODIES

1. Without prejudice to the provisions of this Article, the Bylaws may specify categories of Assemblies and other bodies which may be admitted to membership of the General Conference.
2. Each Assembly or other body which is a member of the General Conference shall pay tithes of its general tithes and offerings to its respective District, shall give missionary and other offerings to the Fellowship, and cooperate in the work and support the programmes of the General Executive and Districts.

3. Subject to the Constitution and Bylaws, each such Assembly or other body shall have the right to:
   - 3.1 Self-government.
   - 3.2 Choose or call its pastor/leader.
   - 3.3 Elect or ratify its Board.
   - 3.4 Transact all other business pertaining to its life.
   - 3.5 Acquire and hold title to property through District trustees in the corporate name of the Fellowship.
4. All Assemblies and other bodies are expected to have an interest in the objectives of PAWI and to provide contributions for support as prescribed in the Bylaws.

ARTICLE XIII – BYLAWS

1. The membership and structure of the General Conference, General Executive, National Conference, National Executive, District Conference, District Executive, Assemblies, and Affiliated churches and Organizations shall be prescribed in the Bylaws.
2. PAWI, through the General Conference, shall make Bylaws regarding:
   - 2.1 The establishment of Committees.
   - 2.2 The duties and functions of officers.
   - 2.3 The removal of any officer at any level and filling any vacancy arising for whatever reason.
   - 2.4 The issue and withdrawal of credentials.
   - 2.5 Disciplinary matters and proceedings.
   - 2.6 Ceremonies and ordinances.
   - 2.7 Privileges and responsibilities of credential holders and other members of the Fellowship.
   - 2.8 Financial matters and borrowings.
   - 2.9 Pension funds.
   - 2.10 The classification and other matters relating to Assemblies and other bodies.
   - 2.11 The functions of Departments/Ministries.
   - 2.12 The West Indies School of Theology (WIST) and other educational institutions.
   - 2.13 Any other matters the General Conference shall deem necessary from time to time.

ARTICLE XIV – POSITION PAPERS

PAWI may from time to time settle its policy positions on issues arising in society in Position Papers presented to and agreed upon by the General Conference or the General Executive.

ARTICLE XV – INDEMNIFICATION

1. No member of the General Executive shall be held liable either jointly or severally, for any act or omission of the Fellowship. The Fellowship shall indemnify and hold harmless any member of the General Executive absolutely and forever from and against any and all claims, actions, damages, suits, liabilities, obligations, costs, fees, charges, and any other expenses whatsoever, including reasonable attorneys' fees and costs, that may be asserted by a third party against any member of the General Executive in connection with anything done or omitted to be done in the fulfillment of their duties as members of the General Executive, except as as a result of the General Executive members gross negligence, willful misconduct, or act in bad faith.

2. No member of the District Executive shall be held liable either jointly or severally, for any act or omission of the District. The District shall indemnify and hold harmless any member of the District Executive absolutely and forever from and against any and all claims, actions, damages, suits, liabilities, obligations, costs, fees, charges, and any other expenses whatsoever, including reasonable attorneys' fees and costs, that may be asserted by a third party against any member of the District Executive in connection with anything done or omitted to be done in the fulfillment of their duties as members of the District Executive, except as as a result of the District Executive members gross negligence, willful misconduct, or act in bad faith.

ARTICLE XVI: DISPUTE RESOLUTION

All disputes or differences arising out of this constitution, arising as between PAWI and any of the districts and/or for General Executive members and/or District Executive and/or credential holders, or arising as between any of the aforementioned parties, shall be resolved through discussion and negotiations, failing which those disputes or differences shall be referred to mediation, and such disputing parties shall attempt to settle all such disputes or differences in good faith at mediation prior to adjudication.

ARTICLE XVII: NO DUTIES AS TRUSTEES

No General, National, or District Executive Member shall be assumed to have the duties of a trustee of a trust with respect to PAWI or with respect to any Property held or administered by PAWI, including property which may be subject to restrictions imposed by the donor or transferor of the property, except and unless any such member has, by virtue of an instrument of trust, been specifically designated as a trustee with respect to PAWI or with respect to any property held or administered by PAWI.

ARTICLE XVIII – AMENDMENTS

The provisions of this constitution may be amended or revoked, and new provisions made by PAWI in the general conference. Any resolution to amend the constitution must be communicated to the office of the general administrator in writing at least 40 days before the meeting at which the resolution is to be moved. Amendments to the constitution shall require two-thirds 2/3 majority vote of all members registered, present, and voting.

ARTICLE XIX – CONSTRUCTION OF TERMS

If there is any conflict between the provisions of this Constitution and Bylaws of this Organization, the provisions of the Constitution shall govern. Should any of the provisions or portions of this Constitution and Bylaws be held unenforceable or invalid for any reason, the remaining provisions and portions of this Constitution and Bylaws shall be unaffected by such holding.

ARTICLE XX – MISCELLANEOUS PROVISIONS

The headings throughout this Constitution and Bylaws are for convenience and reference only and shall in no way be deemed to define, limit, or add to the meaning of any provision hereof.

ARTICLE XXI - DISSOLUTION

In the event of the dissolution of a PAWI district, capital PAWI districts in a geographical nation, of PAWI, the general executive shall appoint a committee to advise the national or district executive on how it may dispose of its asset to a non-profit organization the core values and beliefs of which are aligned with PAWI's core values and beliefs and which operates exclusively for religious or charitable purposes, in accordance with the laws of the country in which the national body or district is located.

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SECTION 2

By-Laws

BYLAWS

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

BYLAW1 - 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.

BYLAW2 - 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 Districts by letters patent, and the incidental and auxiliary powers possessed by the Districts in accordance with laws of the various member countries.

2.2.2 The General Conference shall possess power to:

2.2.2.1 Make Bylaws from time to time for the conduct and management of the Fellowship.

2.2.2.2 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 property, real or personal, in the name of Pentecostal Assemblies of the West Indies International, and such other properties as may be acquired by or may belong to the Fellowship through the International Office.

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

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

2.3 BUSINESS

2.3.1 The business of the General Conference shall include::

2.3.1.1 The report of the General Bishop.

2.3.1.2 The report of the General Administrator.

2.3.1.3 The report of the Executive Director of Church Ministries.

2.3.1.4 The Report of the Director of World Missions

2.3.1.5 The financial report.

2.3.1.6 Other reports as deemed necessary.

2.3.1.7 Unfinished business.

2.3.1.8 New business.

2.3.1.9 Election of officers.

2.3.1.10 Adjournment

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

2.4 COMMUNICATION TECHNOLOGY

2.4.1 The General Executive may authorize remote communication for any meeting of the General Conference or General Executive including regular and special meetings if:

2.4.1.1 The identity of each member utilizing remote communication can be verified.

2.4.1.2 All participants may hear each other simultaneously during the meeting

2.4.1.3 The General Executive can provide the opportunity for voting and participation capabilities, including reading or hearing proceedings substantially concurrently with such proceedings.

2.4.1.4 participating via remote capability shall be deemed present in the meeting

2.4.1.5 these virtual meetings shall comply with the provisions in the bylaws for notice, quorum, and other general requirements as are applicable for in-person meetings.

2.5 ELECTIONS

2.5.1 VOTING CONSTITUENCY

2.5.1.1 The voting constituency shall comprise the following persons present, whether in person or virtual, and duly registered at a General Conference:

2.5.1.1.1 Members of the General Executive.

2.5.1.1.2 Accredited credential holders and missionaries under appointment.

2.5.1.1.3 Accredited representatives of affiliated Assemblies and other bodies.

2.5.1.1.4 District Heads of Departments.

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

2.5.2 QUORUM

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

2.5.3 RESOLUTIONS

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

2.6 VACANCIES

2.6.1 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 Executive shall fill the office within sixty (60) days. The District Executive shall recommend and vote by secret ballot. A simple majority of the votes cast shall constitute an election.

2.6.2 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:

2.6.3 NOMINATION PROCEDURE

2.6.3.1 A nominating ballot together with a list of ordained ministers in good standing with the Organization shall be mailed to every eligible voter on or before December 10th to be returned to the General Administrator not later than January 30th preceding the date of election. The ballot shall include the position(s) to be filled, the responsibilities of each position, the eligibility for each position, and a place for writing in the name of a nominee for each position.

2.6.3.2 A nominating committee shall be appointed by the General Executive.

2.6.3.2.1 Ordained ministers shall not be eligible to serve on this committee.

2.6.3.2.2 The nominating committee shall execute the responsibilities without influence from members of the General Executive or other credential workers.

2.6.3.2.3 The Nominating committee shall retain acceptable levels of confidentiality commensurate with this procedure.

2.6.3.2.4 This committee shall receive the nominating ballots to check the eligibility of the nominees according to Bylaws of PAWI and shall contact the nominees to determine whether they are willing to serve.

2.6.3.2.5 A tally shall be completed no later than February 15th. In order to be an eligible nominee, a person must be named on at least two (2) of the nominating ballots which are received within the stipulated time by the nominating committee.

2.6.3.2.6 The committee shall notify the eligible nominees within one (1) week of the completion of the tally.

2.6.3.2.7 Eligible nominees who are willing to serve shall submit a resume of their experience and qualifications, and a one-page philosophy of ministry statement not later than the end of February.

2.6.3.3 The names, resumes and philosophy statements of the eligible nominees for any position, and those who are qualified and willing to serve shall be presented or mailed to all eligible voters and published in alphabetical order in the official conference book.

2.6.3.4 The number of nominating votes shall not be reported.

2.6.3.5 It is not necessary for any officer to first relinquish his post in order to have his name included in the nomination listing of candidates for the position.

2.6.4 ELECTION PROCEDURE -

2.6.4.1 Election ballots containing the names of the candidates shall be distributed to eligible voters present, whether in person or virtual, at the General Conference for each position

2.6.4.2 Voters shall indicate appopriately by secret ballot the candidate of their choice.

2.6.4.3 The Returning Officer shall receive and tally the ballots and report the election results to the Conference Chairman

2.6.4.4 Any candidate who receives the simple majority of all valid votes cast shall be considered duly elected.

2.6.4.5 In the event of a tie, the Chairman shall have a casting vote.

BYLAW3 - 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:

3.3.2.1 Human resource development at all levels of the organization and coordination of development with respective District Executives.

3.3.2.2 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.

3.3.2.3 Maximizing present financial potential and creating new sources of income.

3.3.2.4 Creating a structure for effective communication throughout the Fellowship, especially from the International Office to all congregational members.

3.3.2.5 Encouraging real estate development.

3.3.2.6 Structuring and promoting World Missions.

3.3.2.7 Issuing and withdrawing credentials.

3.4 ORDER OF PRECEDENCE

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

3.4.1 General Bishop

3.4.2 Assistant General Bishop

3.4.3 General Administrator

3.4.4 Executive Director of Church Ministries

3.4.5 Executive Director of World Missions

3.5 QUALIFICATIONS

3.5.1 MEMBERS OF THE GENERAL EXECUTIVE

3.5.1.1 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.

3.5.1.2 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 CRITERIA FOR ELECTION TO OFFICE OF DISTRICT, NATIONAL, OR GENERAL EXECUTIVE

3.6.1 All those seeking to be elected to Office shall ensure that they have:

3.6.1.1 Met their personal and/or church financial obligations to the PAWI District in which they are working or the Fellowship.

3.6.1.2 Given consistent support (at least 60% attendance) to the programs of the PAWI District in which they are working.

3.6.1.3 Been consistently attending District and General Conferences.

3.6.1.4 All their dealings with financial institutions or other loan arrangements in an acceptable manner.

3.6.1.5 Demonstrated stability in their local assemblies or ministries in the last two years.

3.6.1.6 The relevant competencies for the Office.

3.6.2 The General Office would forward the details of nominees to the various districts no later than forty (40) days prior to commencement of General Conference.

3.7 TERM OF OFFICE

3.7.1 Executive members shall be elected for a term of four (4) years, the term of office commencing within three (3) months following the General Conference.

3.7.2 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.

3.8 DUTIES AND RESPONSIBILITIES OF EXECUTIVE OFFICERS

3.8.1 GENERAL BISHOP

The General Bishop shall:

3.8.1.1 Be the Chief Executive Officer of the Fellowship and shall normally preside at all meetings of the General Conference and General Executive.

3.8.1.2 Be the Spiritual Head of the Fellowship and shall promote and coordinate efforts towards the fulfillment of the objectives of the Fellowship.

3.8.1.3 Act in an advisory capacity to the Districts.

3.8.1.4 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.

3.8.1.5 Sign all instruments which require his signature and perform all duties as determined by the General Conference and General Executive.

3.8.1.6 Be an ***ex-officio*** member of all boards, conferences and committees of the Fellowship.

3.8.2 ASSISTANT GENERAL BISHOP

The Assistant General Bishop shall:

3.8.2.1 Act in the capacity of the General Bishop in the absence of the General Bishop.

3.8.2.2 3.8.2.2 The Assistant General Bishop shall be responsible for Church Planting and Evangelism from a macro perspective consistent with the strategic objectives of PAWI's strategic plan. Appropriate terms of reference shall be worked out and applied to the portfolio.

3.8.2.3 3.8.2.3 Perform such other duties that may be assigned to him from time to time by the General Bishop or General Executive.

3.8.3 GENERAL ADMINISTRATOR

The General Administrator shall:

3.8.3.1 Contribute to and assist in implementing the vision of the Fellowship.

3.8.3.2 Ensure that notices of all meetings of the General Executive and General Conference are issued in a timely fashion.

3.8.3.3 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.

3.8.3.4 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 that fall under the direct purview of the International Office.

3.8.3.5 Be responsible for the issuance of approved credentials.

3.8.3.6 Perform such other functions as are incidental to that office.

3.8.4 EXECUTIVE DIRECTOR OF CHURCH MINISTRIES

The Executive Director of Church Ministries shall:

3.8.4.1 Be responsible for directing the Ministries to fulfill their purpose as outlined in the Bylaws. These Ministries include Youth Ministries, Men's Ministries, Women's Ministries, Christian Education, and Crusaders.

3.8.4.2 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.

3.8.4.3 Be responsible for the preparation and publication of all information relating to the Ministries.

3.8.4.4 Be an ***ex officio*** member of the Standing Committees of the Ministries, and of all seminars conducted by the Ministries.

3.8.4.5 Have general oversight over the programs of the Ministries.

3.8.4.6 be responsible for regional conventions.

3.8.4.7 Execute all of the responsibilities itemized in Bylaw 11

3.8.4.8 Perform such other duties as may be assigned to him from time to time by the General Conference or the General Executive.

3.8.5 EXECUTIVE DIRECTOR OF WORLD MISSIONS

The Executive Director of World Missions shall:

3.8.5.1 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.

3.8.5.2 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.

3.8.5.3 Act as an acquisition agent for world missions' supplies.

3.8.5.4 Execute all of the responsibilities itemized in Bylaw 12

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

3.9 SUSPENSION OR REMOVAL OF GENERAL EXECUTIVE MEMBERS

3.9.1 Any member or officer of the General Executive may for cause, as represented in the PAWI code of ethics, 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.

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

3.9.3 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 Conference.

3.10 MEETINGS

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

3.10.2 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.

3.10.3 General Executive meetings shall be called no fewer than two (2) times per year. Additional meetings may be called as necessary from time to time

3.10.4 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.

3.10.5 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.

3.11 QUORUM

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

3.12 BORROWING POWERS

The General Executive shall have the power to:

3.12.1 Limit or increase the amount of money to be borrowed.

3.12.2 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.

3.12.3 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.

3.12.4 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.

3.12.5 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.

3.12.6 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.

3.12.7 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.

3.13 REMUNERATION OF OFFICERS

The remuneration of the officers of the Fellowship shall be determined by the General Executive and reviewed on the third year of the conference term.

3.14 ENDORSING OF DOCUMENTS

3.14.1 Contracts, documents or any instruments requiring the signature of the Fellowship shall be signed by the General Bishop, and any other General Executive Officer, and all contracts, documents, and instruments in writing so signed shall be binding upon the Fellowship without any further authorization or formality.

3.14.2 The General Executive may appoint any other officer or officers on behalf of the Fellowship to sign contracts, documents, or instruments in writing.

3.14.3 in the transaction of business, endorsement shall be deemed to include electronic signatures which I'll be of the same legal effect, validity, or enforceability as a manually executed signature, to the extent and as provided for in applicable governing law.

3.14.4 Accounting Documents shall have physical signatures only.

3.15 COMMITTEES

The General Executive shall appoint all General Conference committees.

3.16 STANDING COMMITTEES

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

3.16.1 World Missions Committee

3.16.2 Finance, Pensions and Benefits Committee

3.16.3 General Credentials Committee

3.16.4 Disciplinary Appeals Committee

3.16.5 Constitutional/Legal Committee

3.16.6 Board of Governors of the West Indies School of Theology

3.16.7 Any other committees which may be considered necessary from time to time.

3.17 AUDITORS

3.17.1 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.

3.17.2 The General Administrator shall present at each regular meeting of the General Conference a Statement of Financial Position, Statement of Comprehensive Income, and a Cash Flow Statement for the last fiscal period ending before the said meeting, along with the report of the Auditor utilizing the International Financial Reporting Standards for Small and Medium Sized Entities (IFRS for SMEs) as issued by the International Accounting Standards Board . Where International Financial Reporting Standards presented alternative accounting treatments, the General Executive can choose those considered most appropriate in the circumstance.

3.17.3 the auditor or audit firm appointed should be a charter of content that is independent of the Pentecostal assemblies of the West Indies international in accordance with the international ethics Standards Board for accountants code of ethics for professional accountants (IESBA code) and a member certified to conduct financial orders by the institute of Chartered Accountants.

3.17.4 Should an appointed auditor not be able to function or change of auditors is required for reasons of efficiency and greater effectiveness, a report request should be so submitted to the General Executive by the General Administrator who shall have the power to approve the change which must be ratified at the next Conference

3.17.5 The General Administrator shall ensure that Generally Accepted Accounting Practices (GAAP) is followed. Appropriate technological software will also be utilized to ensure proper reporting and compliance.

3.18 FISCAL MANAGEMENT

3.18.1 Fiscal Year. The fiscal year of the Pentecostal Assemblies of the West Indies International shall be January to December of each year.

3.18.2 Books and Accounts. The Pentecostal Assemblies of the West Indies International shall keep correct and complete books and records of accounts and shall keep minutes of the proceedings of the General Executive meetings and any committee having any of the authority of the General Executive. All such books and records shall be kept at the principal office of the Pentecostal Assemblies of the West Indies International unless the General Executive, by resolution, determines otherwise, subject to any requirements of law. All books and records of the General Executive may be inspected by any member of the General Executive for any proper purpose at any reasonable time.

3.18.3 Auditing and Reports. An annual report of the affairs of the Pentecostal Assemblies of the West Indies International for the previous fiscal year shall be submitted to the General Executive at each year under review and filed with the General Administrator. The Financial books and records of the Pentecostal Assemblies of the West Indies International shall be reviewed by an independent certified public accountant at the expense of the General Executive on an annual basis.

3.18.4 Checks and Endorsement. All checks and drafts upon the funds or credit of the Pentecostal Assemblies of the West Indies in any of its depositories shall be signed by the General Bishop and the General Administrator or Assistant General Bishop. All checks, notes, bills receivable, trade acceptances, drafts, and other evidences of indebtedness payable to the Pentecostal Assemblies of the West Indies International shall, for the purpose of deposit, discount, or collection, be endorsed by the General Bishop and the General Administrator or Assistant General Bishop.

3.18.5 Execution of Instruments. The General Bishop and the General Administrator or Assistant General Bishop shall have power to execute on behalf and in the name of the Pentecostal Assemblies of the

West Indies International any deed, contract, bond, debenture, note or other obligations or evidences of indebtedness, or proxy, or other instrument requiring the signature of an officer of the Organization, except where the signing and execution thereof shall be expressly delegated by the General Conference to some other officer or agent of the organization. Unless so authorized, no officer, agent or Credential Holder shall have any power or authority to bind the Organization in any way, to pledge its credit or to render it liable pecuniarily for any purpose or amount.

3.18.6 Gifts. The General Executive Officers may accept on behalf of the Pentecostal Assemblies of the West Indies International any contribution, gift, bequest, or devise for the general purpose or of any special Purpose of the Organization.

3.18.7 Prohibition Against Private Inurement. No part of the net earnings of PAWI shall inure to the benefit of, or be distributable to the General Executive or other private persons, except that the PAWI shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes of this corporation.

BYLAW4 - PROPERTY

All property, both real and personal, acquired by, in the name of, or for the purpose of the Fellowship shall be vested in one of the Districts, National Office, or of the Fellowship or 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 and shall be vested in one of the districts of the Fellowship or in the Fellowship. All properties vested in one of the districts of the Fellowship or in the Fellowship shall not be transferred or disposed of without written consent under stamp or seal of the District or Fellowship, as the case may be, in the hands of the proper officers thereof.

BYLAW5 - MINISTERIAL CREDENTIALS

Authority

Credentials committees which have the authority to recommend suitably qualified members for credentials, also have the right to withdraw their approval and to recommend the recall of credentials

5.1 CLASSIFICATION

There shall be the following categories of credentials:

5.1.1 Certificate of Recognition

5.1.2 Lay Worker's Certificate

5.1.3 Licensed to Minister

5.1.4 Ordination

5.2 CATEGORIES OF CREDENTIALS

5.2.1 CERTIFICATE OF RECOGNITION (COR)

Certificate of Recognition may be granted to recognize persons who do not have formal certification in theological studies but have been certified by two or more ordained ministers as having a minimum

of two years constant active involvement in supportive ministries in key areas of the Fellowship at the District, National or General levels, or in assisting the leadership of a local assembly with pastoral functions or are active ministry partners with their spouses.

5.2.2 LAY WORKERS' CERTIFICATE (LWC)

Lay Workers' Certificate may be granted to persons who completed a recognized Certificate Course in theological studies and have been certified by an ordained minister as having three years consistent, active involvement in assisting with pastoral functions in local assemblies or who are elected as departmental directors at District, National or General levels.

5.2.3 LICENSE TO MINISTER (LTM)

License to Minister may be granted to persons who possess the minimum qualification of a recognized diploma in theological studies and have been involved in either pastoral, evangelistic, teaching, missionary, leadership or related spiritual ministries at a Church, District, National or General level for a period of exceeding two years prior to application.

5.2.4 ORDINATION

Ordination is the highest level credential offered by PAWI and may be granted to those who demonstrate faithfulness, humility, submission, fruitfulness and consistency as well as a recognized and proven spiritual ministry for a period of two continuous years since receiving the License to Minister Credential. It is a recognition of the candidates' outworking of the sovereign call of God and manifestations of the Five-Fold Ministry Gifts.

5.3 CREDENTIAL AND OTHER REQUIREMENTS

5.3.1 GENERAL

All applicants for PAWI credentials shall satisfy the following requirements:

5.3.1.1 Have a personal experience of salvation

5.3.1.2 Have proven themselves loyal to the Fellowship, by demonstrated adherence to its Doctrines, Values, Constitution, by-laws and position papers.

5.3.1.3 Are of sound mental and moral character and be in good relationship with fellow credential holders.

5.3.1.4 Are filled with the Holy Spirit with the physical manifestation of speaking in other tongues.

5.3.1.5 Shall possess a good report from outsiders, in accordance with I Timothy 3:7 and must demonstrate an attitude of Christian tolerance to all men.

5.3.1.6 Shall demonstrate a wholesome attitude to money or worldly goods in accordance with Matthew 6:24 and 1Timothy 3:3.

5.4 SPECIFIC QUALIFICATIONS

5.4.1 SPECIFIC QUALIFICATIONS /REQUIREMENTS CERTIFICATE OF RECOGNITION (COR)

A person shall be considered eligible for Certificate of Recognition credential if he satisfies the General Qualifications and:

5.4.1.1 Be a member in good standing of a Local assembly of the Fellowship and shall receive a recommendation by his/her Pastor.

5.4.1.2 Shall produce two (2) letters of recommendation, one from their employer and the other from a current active credential holder.

5.4.1.3 A candidate's spouse shall also submit a letter of recommendation and be available for an interview.

5.4.1.4 Have obtained the Certificate of Completion from PAWI's Distinctive Doctrines and Ideals (PDDI) Seminar.

And at least one of the following

5.4.1.5 Is a minister's spouse engaged in specific ministry areas for a period exceeding two years. This involvement shall be within the fellowship as an active partner with the spouse

5.4.1.6 Is engaged in supportive ministries exceeding two consecutive years at District, National or International levels in key areas of the Fellowship such as Men's, Women's and Youth Ministries, Christian Education, Missions and Crusaders;

5.4.1.7 Is a person without formal certificate in a theological field of study but has continuously assisted the leadership of a local Assembly in preaching, church planting, missionary, teaching and administration for a minimum of three years.

5.4.2 SPECIFIC QUALIFICATIONS /REQUIREMENTS LAY WORKERS' CERTIFICATE (LWC)

A person shall be considered eligible for Lay Workers' Certificate credential if he satisfies the General Qualifications and:

5.4.2.1 Be a member in good standing of a Local assembly of the Fellowship and shall receive a recommendation by his/her Pastor.

5.4.2.2 Have successfully completed a Certificate Course in Theology from the WIST or an equivalent qualification as approved by the General Executive.

5.4.2.3 Obtained the Certificate of Completion from PAWI's Distinctive Doctrines and Ideals Seminar.

5.4.2.4 Notwithstanding 5.4.2.3, Graduates of The West Indies School of Theology who received a passing grade these subjects will be exempted from attending the PDDI seminar: history, doctrines, values, and Constitution and Bylaws of PAWI.

And at least one of the following

5.4.2.5 Be assisting in leadership at his/her local Assembly in areas of preaching, church planting, teaching, missions, being a missionary, church administration and or ministry in the market place for a period of three continuous years.

5.4.2.6 Be a departmental head at District, National or International levels in key areas of the Fellowship such as Men's, Women's and Youth ministries, Christian Education, Missions or Crusaders.

5.4.3 SPECIFIC QUALIFICATIONS /REQUIREMENTS LICENSE TO MINISTER (LTM)

A person shall be considered eligible for License to Minister Credential if he satisfies all the following:

5.4.3.1 Be a member in good standing of a Local assembly and shall receive a recommendation from his pastor or senior pastor. If the applicant is the pastor the recommendation should come from an ordained minister who supervised the pastor.

5.4.3.2 Is the holder of a minimum qualification of a diploma in Theology from the WIST or an equivalent qualification as approved by the General Executive OR a satisfactory combination of biblical training and proven ministry experience for three continuous years.

5.4.3.3 Has been involved in either pastoral, evangelistic, church planting and growing, church leadership or related spiritual ministries, at a church, district, national or international, or consistent missionary involvement internationally, for a period of two continuous years prior to application.

5.4.3.4 Obtained the Certificate of Completion from PAWI's Distinctive Doctrines and Ideals Seminar.

5.4.3.5 Notwithstanding 5.4.3.4, Graduates of The West Indies School of Theology who received a passing grade these subjects: history, doctrines, values, and Constitution and Bylaws of PAWI, will be exempted from attending the PDDI seminar.

5.4.4 SPECIFIC QUALIFICATIONS /REQUIREMENTS ORDINATION

A person shall be considered eligible for ordination if he satisfies the following:

5.4.4.1 All candidates for Ordination Credentials shall be recommended by the respective District Executive and District Conference to the General Executive

5.4.4.2 Submitted recommendations from the following:

5.4.4.2.1 His Pastor, or an active pastor within the district in which he is applying. The recommending pastor shall be ordained by PAWI and have personal knowledge of the candidate.

5.4.4.2.2 The respective District Executive and District Conference to which the candidate belongs.

5.4.4.2.3 An ordained minister with PAWI

5.4.4.3 Is the holder of License to Minister Credential and is involved in active ministerial practice.

5.4.4.4 A candidate's spouse shall be interviewed by the District Credential Committee.

5.4.4.5 Is the holder of the Certificate of Completion from PAWI's Distinctive Doctrines and Ideals Seminar (PDDI Seminar).

5.4.4.6 Notwithstanding 5.4.4.5, Graduates of The West Indies School of Theology who received a passing grade these subjects: history, doctrines, values, and Constitution and Bylaws of PAWI, will be exempted from attending the PDDI seminar.

5.4.4.7 Successfully completed the two-year mentorship programme.

5.4.5 REQUIREMENTS FOR FIRST-TIME APPLICANTS

5.4.5.1 First-time applicants may apply for COR, LWC or LTM. All first-time applicants for credentials are required to:

5.4.5.1.1 Complete the credential form and submit to a respective PAWI District Office together with the required recommendations and testimonials.

5.4.5.1.2 Attend and actively participate in PAWI's Distinctive Doctrines and Ideals Seminar (PDDI) and successfully complete an assessment based on the material presented in the seminar.

5.4.5.1.3 Notwithstanding 5.4.5.1.2, Graduates of The West Indies School of Theology who received a passing grade in the following subjects: history, doctrines, values, and Constitution and Bylaws of PAWI, shall be exempted from attending the PDDI seminar.

5.4.5.1.4 Attend an interview with persons appointed by the District Executive in which the application is made.

5.4.5.1.5 A candidate's spouse shall be interviewed by the District Credential Committee.

5.4.5.1.6 Pay the fees for first-time credentials.

5.5 REQUIREMENTS FOR UPGRADE

5.5.1 Credential holders applying for upgrade shall satisfy both General and Specific Requirements for the respective category of credential for which they are applying.

5.5.2 Pay the fees for upgrade of credentials.

5.6 REINSTATEMENT OF CREDENTIAL

5.6.1 Former holders of PAWI credentials may have their credentials reinstated after being assessed and agreed to have satisfied both the General and Specific Requirements re. the category of credential for which they are applying in addition to the following:

5.6.1.1 A letter explaining the reasons for the lapse and the desire for reinstatement.

5.6.1.2 A testimonial from a member of the District Executive.

5.7 MINISTERS FROM OTHER ORGANIZATIONS

5.7.1 Holders of Ordination or LTM or equivalent credentials from other organizations who are approved by the General Executive may be granted credential with PAWI.

5.7.2 Notwithstanding this, the General Executive is under no obligation to accept the applicant's previous ministerial status or use it as part of the assessment process.

5.7.3 Applications shall be made through a PAWI District. The District Executive shall judge each applicant on his own merit and determine the level of credential for which he should be recommended.

5.7.4 Holders of Non-PAWI credential shall secure an interview with the District Executive to determine eligibility and satisfy all the General and specific Qualifications and Requirements for credential in addition to the following:

5.7.4.1 They shall conform to PAWI's Constitution and Bylaws, Code of Ethics and Statement of Faith for recognition.

5.7.4.2 They shall provide Three recommendations:

5.7.4.2.1 One from the organization that issued their credential;

5.7.4.2.2 Character reference from a member of the District Executive in which they are applying;

5.7.4.2.3 Leadership and spiritual ministry service recommendations from an ordained PAWI Minister.

5.7.5 Attend and actively participate in PAWI's Distinctive Doctrines and Ideals Seminar (PDDI) and successfully complete an assessment based on the material presented in the seminar.

5.7.6 Notwithstanding 5.7.5, Graduates of The West Indies School of Theology who received a passing grade in the following subjects: history, doctrines, values, and Constitution and Bylaws of PAWI, shall be exempted from attending the PDDI seminar.

5.7.7 Paid the requisite credential application fees.

5.8 TRANSFER OF CREDENTIALS

5.8.1 Holders of PAWI credentials in one district may have their credentials transferred to another PAWI district.

5.8.1.1 Requirements:

5.8.1.1.1 For transfer to another district the holder must be in good standing with the District in which he holds credential and shall submit a letter of recommendation as well as satisfy all the requirements for renewal of credential.

5.8.1.1.2 A credentialed holder who is desirous of transferring to another organization must be in good standing with the District in which he currently holds credential in order to be given testimonials from PAWI.

5.8.1.1.3 Graduates of The West Indies School of Theology who received a passing grade these subjects history, doctrines, values, and Constitution and Bylaws of PAWI, shall be exempted from attending the PDDI seminar.

5.8.2 A holder of ordination credential may also wish to have his credential transferred to another organization.

5.9 CEREMONIES AND ORDINANCES

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

5.9.1.1 Solemnization of marriages

5.9.1.2 Dedication of children

5.9.1.3 Performing water baptism

5.9.1.4 Observation of the Lord's Supper

5.9.1.5 Burial of the dead.

5.10 AUTHORITY

Notwithstanding the above, the General Executive reserves the right to grant appropriate levels of credentials to individuals with proven ministry, outstanding spiritual gifts and demonstrated Christian character.

BYLAW6 - 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 shall be redemptive in nature and corrective and shall be exercised with mercy.

6.1.2 Discipline is intended to provide tools for addressing conduct and performance issues in a reasonable, consistent, and effective manner.

6.1.3 Discipline is an exercise of scriptural authority for which the Church is responsible (Matt. 18:15-17; Gal. 6:1; Eph. 5:11).

6.1.4 The objectives are that those under discipline may be brought to repentance and restoration of their walk with God, that the purity and the welfare of the ministry may be maintained, and that God may be honoured.

6.2 CAUSES

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

6.2.2 Where member has been legally charged under the covenant laws of his country, disciplinary procedures will not be followed until a legal proceedings, including appeal, have run their course.

6.2.3 Continuing involvement in the local church and General Conference may be subject to restriction during the time of the legal proceedings at the discretion of the General Executive

6.2.4 A guilty verdict of a member following the legal proceedings, including appeal, shall automatically precipitate disciplinary procedures by the disciplinary committee as stated in the bylaws.

6.3 GENERAL PRINCIPLES

6.3.1 Fairness: The application of this procedure will be consistent, prompt, impartial, reasonable, and applied without discrimination.

6.3.2 Confidentiality: Information relating to an allegation of misconduct will not be divulged to any parties not involved in the disciplinary process. Statements, letters and other communications will be strictly confidential to those involved in the disciplinary procedure and records will be kept in accordance with Data Protection Acts or similar legislation in force in respective District territory or nation.

6.3.3 Natural justice: At every formal stage of the disciplinary procedure, the Credential Holder will be advised of the nature of the complaint and will be given the opportunity to state his case. Where a warning is given, the Credential Holder will be provided with appropriate support to improve his conduct.

6.3.4 Equal opportunities: This policy will be applied without any distinction to protected characteristics. PAWI District, National and General Executives shall monitor the use of its disciplinary procedure by the protected characteristics of those against whom action is taken to ensure that its implementation does not impact unfairly on any one group.

6.3.5 Representation: The Credential worker has the right to be accompanied by a companion at every stage of the formal procedure. The companion shall have an opportunity to address the hearing, put and sum up the Credential Holder's case, respond on behalf of the Credential Holder to any views expressed at the meeting, and confer with the Credential Holder during the hearing. The companion does not have the right to answer questions on the Credential Holder's behalf, address the hearing if the Credential Holder does not wish it, or prevent District, National or General Executive from explaining the case.

6.4 DISCIPLINARY PROCEDURE

6.4.1 Guiding Principles

All disciplinary proceedings within the Fellowship shall be conducted in a spirit of biblical justice, fairness, accountability, restoration, reconciliation, confidentiality, and due process.

The objective of discipline shall not only be corrective, but also restorative where possible, while preserving the integrity of the Fellowship, the ministry, and the Body of Christ.

6.4.2 Interpretation of Parties

6.4.2.1 - "Aggrieved Party" means the person against whom an alleged breach of discipline or misconduct has been committed.

6.4.2.2 - "Complainant" means the person who submits or lays a charge or allegation of misconduct against an alleged defaulter.

6.4.2.3 - "Alleged Defaulter" means a credential holder or any person subject to the Constitution and By-Laws, alleged to have committed misconduct or a breach of discipline.

6.4.2.4 - "Disciplinary Officer" means a person appointed by the District Executive to receive complaints, receive complaints, review applications for discipline, appoint investigators where necessary, and submit matters to the Disciplinary Committee where sufficient grounds exist.

6.4.2.5 - "Disciplinary Committee" or "Tribunal" means a panel appointed by the District Executive to hear and determine disciplinary matters.

6.4.3 Disciplinary Committee

6.4.3.1 - The Disciplinary Committee shall consist of not more than five (5) persons appointed by the District Executive.

6.4.3.2 - The Committee may include:

- an ordained minister in good standing for not less than fifteen (15) years;
- a legally trained professional or Attorney-at-Law;
- a lay member in good standing for not less than fifteen (15) years;
- a representative of the District Executive;
- and one other persons possessing expertise relevant to the matter under review.

6.4.3.3

Any member of the Committee having a conflict of interest or whose impartiality may reasonably be questioned shall disclose the same and recuse himself or herself from the proceedings.

6.4.4 Submission of Complaints

6.4.4.1

All complaints or allegations against a credential holder shall:

- be submitted in writing;
- signed by the complainant;
- and contain sufficient particulars and supporting evidence to establish the basis of the complaint.

6.4.4.2 - Complaints shall be submitted to the Disciplinary Officer.

6.4.4.3 - Where the complaint involves the Disciplinary Officer, the District Executive shall appoint another person to perform the functions of the Disciplinary Officer for that matter.

6.4.4.4 - Where the complaint involves the District Presiding Bishop, the Assistant District Presiding Bishop or another person appointed by the District Executive shall oversee the disciplinary process.

6.4.5 Preliminary Review and Investigation

6.4.5.1 - Upon receipt of a complaint, the Disciplinary Officer shall conduct a preliminary review to determine whether sufficient grounds exist to proceed.

6.4.5.2 - The Disciplinary Officer may appoint an investigator or investigative team where necessary.

6.4.5.3 - The investigator shall:

- gather relevant facts;
- interview persons connected to the matter;
- review documentary and other evidence;
- and submit a written report to the Disciplinary Officer.

6.4.5.4 - Where a prima facie case is established, the matter shall be referred to the Disciplinary Committee for adjudication.

6.4.5.5 - The Disciplinary Officer shall not determine guilt or innocence.

6.4.6 Interim Administrative Action

6.4.6.1 - Where allegations involve moral failure, safeguarding concerns, abuse, financial misconduct, criminal conduct, or conduct likely to bring the Fellowship into disrepute, the District Executive may impose temporary administrative leave, suspension, or restrictions pending completion of the disciplinary process.

6.4.6.2 - Such interim administrative action shall not constitute a finding of guilt.

6.4.7 Rights of the Alleged Defaulter

The Alleged Defaulter shall:

- receive written notice of the allegations;
- be given reasonable opportunity to respond;
- be permitted to present evidence and witnesses;
- and may be accompanied by a representative, advisor, or ministerial support person.

6.4.8 Hearings and Standard of Proof

6.4.8.1 - The Disciplinary Committee shall hear and determine matters fairly and impartially.

6.4.8.2 - The standard of proof in disciplinary proceedings shall be on a balance of probabilities.

6.4.8.3 - The Committee may:

- dismiss the complaint;
- issue corrective directives;
- impose disciplinary measures;
- suspend or revoke credentials;
- recommend restoration processes;
- or make such determinations as are authorized under the Constitution and By-Laws.

6.4.9 Confidentiality

6.4.9.1 - All disciplinary proceedings, investigations, reports, deliberations, and records shall remain confidential except where disclosure is:

- required by law;
- necessary for safeguarding;
- necessary for due process;
- or necessary for implementation of disciplinary decisions.

6.4.9.2 - All parties involved in the disciplinary process shall maintain confidentiality and avoid conduct that may unfairly damage reputations or compromise the integrity of the proceedings.

6.4.10 Frivolous or Malicious Complaints

Where a complaint is determined to be knowingly false, malicious, frivolous, or intended to cause harm, disciplinary action may be taken against the complainant in accordance with the Constitution and By-Laws.

6.4.11 Appeals

6.4.11.1

Any party dissatisfied with the decision of the Disciplinary Committee may appeal in writing within thirty (30) days of receiving the decision.

6.4.11.2

Appeals shall be heard by the Disciplinary Appeals Committee or such other body designated under the Constitution and By-Laws.

6.4.11.3

The Appeals body may:

- affirm the decision;
- vary the decision;
- overturn the decision;
- or remit the matter for rehearing.

6.4.12 Timelines

Reasonable effort shall be made to:

- complete investigations within sixty (60) days;
- and conduct hearings within ninety (90) days thereafter,

except where circumstances reasonably require an extension of time.

All parties shall be notified where timelines are extended.

6.4.13 Final Authority

6.4.13.1

The District Executive shall be informed of the final determination of the Disciplinary Committee and shall ensure implementation in accordance with the Constitution and By-Laws.

6.4.13.2

Nothing in this Bylaw shall diminish the ecclesiastical authority of the Fellowship in matters relating to doctrine, credentials, ministerial standing, or spiritual discipline.

6.5 DISCIPLINARY ACTION

6.5.1 If the District Disciplinary Committee is satisfied that a case has been made out, the Committee may censure or reprimand the credential holder. The Disciplinary Committee shall also recommend whether the circumstances of the case merit rehabilitation or dismissal. The Committee shall make recommendations on the:

6.5.1.1 Basis of the offence

6.5.1.2 Attitude of the offending credential holder toward the discipline

6.5.1.3 Manner and thoroughness of repentance

6.5.1.4 Willingness of the person to cooperate.

6.5.2 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.

6.5.3 In the event that a pastor's credential is revoked by the General Executive, the person shall be required to cease all operations immediately (the Church Board shall be required to comply with the decision). The pastor shall receive a minimum of three months salary, at the rate immediately prior to having his credentials revoked. An interim pastor shall be called to assume the role of pastor till a suitable candidate can be installed.

6.5.4 Appropriate efforts shall be made to lead the offending credential holder through a program of rehabilitation, administered without prejudice.

6.5.5 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.

6.5.6 The period and program of rehabilitation shall be determined by the District Executive.

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

6.5.7.1 **Suspension:** the credential holder shall be under suspension during the entire period of rehabilitation.

6.5.7.2 **Extent of ministry:** during suspension the minister shall not become involved in any unsupervised spiritual ministry.

6.5.7.3 **District membership:** the credential holder shall not be permitted to transfer his membership to another District during the period of rehabilitation.

6.5.7.4 **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.

6.5.7.5 **Supervision:** in the event that the individual's ministerial activity has been suspended, he shall become established in an Assembly and made accountable to a Senior Pastor.

6.5.7.6 **Reports:** the supervisor of the rehabilitation program shall submit quarterly reports to the District Presiding Bishop.

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

6.5.8 When a credentialed holder has been placed in a rehabilitation program 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.

6.5.9 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.

6.5.10 When the rehabilitation program has been satisfactorily completed, the suspension shall be lifted, and the credential holder shall be restored to good standing. This should not be construed to mean restored to former ministerial position.

6.5.10.1 During the rehabilitation process all parties involved and their representatives should be informed at every step of the procedure that a ministerial position is not assured upon completion.

6.5.10.2 Should reinstatement be a consideration of the appealant credential holder, A written request should be made upon sentencing and before the rehabilitation process begins. A written response should be delivered to the appealant as part of the decision of the appeal panel.

6.5.11 When 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.

6.6 RESTORATION OF CREDENTIALS

Any application for restoration of credentials shall be made to the District in which the applicant resides or last held credentials and shall 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

6.7 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 6.5.6 to 6.5.11.

6.8 RIGHT OF APPEAL

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

6.8.1.1 The appeal shall 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 application of the decision of the District Disciplinary Committee.

6.8.1.2 In the case of nations with more than one district, the appeal shall be made in writing to the National Executive through the National Secretary/Administrator within thirty (30) days of the date specified in the letter advising the applicant of the decision of the District Disciplinary Committee.

6.8.1.3 Both the applicant and the District Presiding Bishop or Assistant District Presiding Bishop shall appear in person before the National Executive or the General Executive acting as a Disciplinary Appeals Committee.

6.8.1.4 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.

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

6.9 FURTHER RULES OF DISCIPLINARY PROCEDURE

6.9.1 There are no set rules that will apply to all disciplinary situations. The course of action to be taken will depend upon the nature of the offense and the related circumstances. However, in administering the disciplinary function there are fundamental principles which should generally be observed.

6.9.2 The principles of natural justice govern the management of discipline, namely, the right to a fair hearing and the right to an unbiased decision-maker.

6.9.3 The right to a fair hearing includes the right of the individual to access any relevant, significant, credible material. However, the Disciplinary committee may limit access to material where ongoing investigations may be prejudiced or where there is a fear of reprisal.

6.9.4 Persons before the panel or their representative should have the right to expressly request that a person be recused/removed from their panel or the appeal panel.

6.9.5 The chairman of the Disciplinary committee shall not preside over a matter where there exists a close personal relationship with one of the parties, or where a direct pecuniary or propriety interest in the matter exists. Consideration shall also be given to the issue of perceived bias.

6.9.6 The appointment of an impartial person to investigate and report on allegations of unacceptable behaviour (such as misconduct or misbehaviour) may be necessary and should be determined on a case-by-case basis.

6.9.7 Disciplinary committees shall observe due process and provide the individual with an opportunity to show cause why disciplinary action should not be implemented and (if applicable) a further opportunity to show cause why the proposed disciplinary penalty should not be imposed.

6.9.8 In deciding the nature of a penalty the severity of the penalty must be appropriate to the nature of the behaviour or incident for which the member is being disciplined.

6.9.9 Summary dismissal will be considered in instances where the conduct of the individual strikes at the core of the organization values and is a repudiation of our basic operations or the behaviour is of a reprehensible or criminal nature. This process shall follow these guidelines:

6.9.9.1 The disciplinary process shall be undertaken in a timely way.

6.9.9.2 All stages of the process shall be documented (minutes should be taken and saved).

6.9.9.3 The Disciplinary committee shall ensure confidentiality.

6.9.10 Progressive discipline should always be used. Progressive Disciplinary Procedures involves the following:

6.9.10.1 Oral warning;(counseling)

6.9.10.2 Written warning

6.9.10.3 Suspension

6.9.10.4 Dismissal.

6.9.11 At each of the aforementioned stages of the process (6.9.9), with the exception of the ultimate sanction of dismissal, Bishops must ensure that the credentialed worker concerned shall be:

6.9.11.1 Explicitly informed in writing of the unacceptable behaviour or performance

6.9.11.2 Informed in writing of the acceptable behaviour or performance standards expected and given reasonable time to comply

6.9.11.3 Given an opportunity to be heard

6.9.11.4 Informed in writing of the consequences of failing to comply.

6.10 APPEAL OF DISCIPLINARY ACTION

6.10.1 Matters of appeals shall be heard by the District Executive first. If the initial appeal does not reach a satisfactory conclusion, the judgement of the District Executive may be appealed to the National Executive. Where there is no National Executive, the matter shall be heard by the General Executive.

6.10.2 The aggrieved individual should send a letter to the District, National or General Secretary or Administrator stating his reason for appeal and the evidence on which he relies in support of his application.

6.10.3 The appeal must be made in writing to the District, National or General Executive through the Secretary or Administrator within thirty (30) days of the date specified in the letter advising the applicant of the decision of the District or National Executive.

6.10.4 The District, National or General Executive and other persons co-opted from time to time shall constitute an Appeals Committee for credential holders within PAWI.

6.10.5 Members of the District against whom the complaint has been laid shall not form part of the Appeals Committee.

6.10.6 The Appeals Committee shall appoint a Chairman and a Secretary who will initiate a hearing into the complaint and call both parties to hear the matter at the same time. The principles of natural justice shall govern the hearing of the matter namely, the right to be heard, the right to a fair hearing and the right to an unbiased decisionmaker.

6.10.7 The right to a fair hearing includes the right of the individual to access any relevant, significant, credible material. However, the Appeals Committee may limit access to material where ongoing investigations may be prejudiced or where there is a fear of reprisal.

6.10.8 The chairman of the Appeals committee shall not preside over a matter where there exists a close personal relationship with one of the parties, or where a direct pecuniary or propriety interest in the matter exists. Consideration shall also be given to the issue of perceived bias.

6.10.9 The Appeals Committee may appointment an impartial person to investigate the matter from both sides and submit a report to the Committee.

6.10.10 The Appeals Committee shall observe due process and provide the respondent with an opportunity to show why their action was taken and the petitioner to show why he is of the view that the action was unjustified, and the disciplinary penalty/censor should not have been imposed.

6.10.11 In the event that either or both parties fail to appear before the Appeals Committee without good reason as determined by that Committee, the Committee may proceed with the matter and give a determination on it.

6.10.12 The Appeals Committee shall review all the evidence presented at the hearing by both parties and after deliberation shall submit its decision in writing on the validity of the disciplinary action.

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

BYLAW7 - 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

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

- 7.2.1.1 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.
- 7.2.1.2 Supervise all Assemblies and ministries in jurisdiction in accordance with the Bylaws.
- 7.2.1.3 Elect its Executive Officers quadrennially and hold meetings.
- 7.2.1.4 Establish and maintain such departments and institutions as may be necessary to attain its objectives.

7.3 MEMBERSHIP

7.3.1 All credential holders of the District, duly appointed or elected District Departmental Coordinators, and delegates representing Assemblies and other bodies shall be members of the District Conference. Delegates shall be elected on such basis of representation as may be determined from time to time by the District Conference.

7.4 OFFICERS

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

- 7.4.1.1 A Presiding Bishop
- 7.4.1.2 An Assistant Presiding Bishop
- 7.4.1.3 A District Secretary
- 7.4.1.4 District Treasurer
- 7.4.1.5 District Administrator (when the same person holds the offices of Secretary and Treasurer)
- 7.4.1.6 A District Coordinator of Church Ministries
- 7.4.1.7 A District Director of World Missions
- 7.4.1.8 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, Program 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, electronic mail or authorized social media platform to each member and Secretary/Administrator 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/Administrator 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 each quadrennial Conference.

7.6.5 Assemblies and other bodies shall have the right to appoint delegates to the Conference. Each Assembly or other body consisting of fifty (50) or more members shall have the right to be represented by one (1) delegate. Delegates shall be Holy Spirit filled members, in good standing with the Assembly.

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 two-thirds (2/3) 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. When combined this will be called District Administrator.

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 Candidate(s) for the office of District Missions Director shall be nominated by the District Executive and ratified by the District Conference.

7.8.5 Elections shall be conducted in accordance with paragraph 2.6.4 of Bylaw 2.

7.9 TERMS OF OFFICE AND VACANCIES

7.9.1 The term of office of all District Officers shall be four (4) 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 shall appoint a person to fill the office. This should be done within sixty (60) days after the person demitted office.

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 two (2) 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 two (2) 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 District Conference for the offices of Secretary, Treasurer and Administrator.

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:

7.11.2.1 The reading and adoption of the minutes of the last Conference.

7.11.2.2 The reports of the District and Departmental Officers.

7.11.2.3 The report of the Conference Committees.

7.11.2.4 The financial report.

7.11.2.5 Unfinished business.

7.11.2.6 New business.

7.11.2.7 The final report of the Roster Committee.

7.11.2.8 The election of Officers.

7.11.2.9 The adjournment.

BYLAW8 - DISTRICT EXECUTIVE

8.1 DUTIES OF DISTRICT OFFICERS

8.1.1 PRESIDING BISHOP

The Presiding Bishop shall:

8.1.1.1 Be the Chief Executive Officer of the District Conference and shall normally preside at all meetings of the District Conference and District Executive.

8.1.1.2 Act in a supervisory capacity over all ministers in the District and assist Assemblies with advice and ministry as the need may arise.

8.1.1.3 Administer discipline in all cases when requested to do so by the District Executive or General Executive.

8.1.1.4 Present a report at the annual District Conference.

8.1.1.5 Be an ex-officio member of all boards, conferences and committees of the District.

8.1.1.6 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:

8.1.2.1 Perform such functions as are usual and customary to the office or as may be designated by the District Conference or the District Executive.

8.1.2.2 Preside at meetings in the absence of the District Presiding Bishop.

8.1.3 DISTRICT SECRETARY

The District Secretary shall:

8.1.3.1 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.

8.1.3.2 Notify the General Credentials Committee through the General Administrator candidates who have been ordained to the ministry, and all candidates recommended the District Executive for other grades of credentials.

8.1.3.3 Keep a directory of all ministers and Assemblies in the District.

8.1.3.4 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.

8.1.3.5 Present a printed report at the annual District Conference.

8.1.4 DISTRICT TREASURER

The District Treasurer shall:

8.1.4.1 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.

8.1.4.2 Keep accurate records of all receipts and disbursements and shall conduct the work of his office according to acceptable business practices.

8.1.4.3 Disburse District funds as directed by the District Executive.

8.1.4.4 Give periodic reports to the District Executive as may be requested by that body.

8.1.4.5 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 District Executive, and that the report of the Auditor(s) is read at the next Conference.

8.1.4.6 District Treasurers shall comply with all requirements under presiding laws of the nation or jurisdiction.

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

8.1.5 DISTRICT COORDINATOR OF CHURCH MINISTRIES

The District Coordinator of Church Ministries shall:

8.1.5.1 Be responsible for assisting the Ministries/Departments of the District(s), such as Youth Ministries, Women's Ministries, Christian Education, Crusaders, and Men's Ministries to fulfil their purpose as outlined in the Bylaw 10.

8.1.5.2 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 these Constitution and Bylaws.

8.1.5.3 Provide leadership in programme development of the Ministries in the Nation/District.

8.1.5.4 Be responsible for the procurement and distribution of funds for the Ministries/Departments under his supervision.

8.1.5.5 Be responsible for the preparation and publication of all information pertinent to the said Ministries/Departments.

8.1.5.6 Be responsible for National/District Church Ministries Conventions.

8.1.5.7 Be the ex-officio Chairman of all Standing Committees of the Ministries, and of all seminars and conventions conducted by the Ministries.

8.1.5.8 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.

8.1.5.9 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 DISTRICT DIRECTOR OF MISSIONS

The National/District Director of Missions shall:

8.1.6.1 Be responsible to the National/District Executive and Missions Committee.

8.1.6.2 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.

8.1.6.3 Liaise with the Missions Department/Committee and the National/District Executive, seeking to ensure that information flows regularly and consistently between these bodies.

8.1.6.4 Promote the total Missions Programme within the Nation/District, always seeking to stimulate the flow of financial support into the Missions Programme.

8.1.6.5 Arrange for an annual missions' seminar in the Nation/District at which the Executive Director of World Missions or his designated representative shall present the Missions objectives and strategies of the Fellowship to the credential workers in the Nation/District.

8.1.6.6 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:

8.2.1.1 Be responsible for the supervision of all District matters.

8.2.1.2 Be responsible for the administration of District funds.

8.2.1.3 Be responsible for instituting disciplinary procedures against credential holders within the District.

8.2.1.4 Assign Classifications to assemblies which have met the requirements specified in these Bylaws.

8.2.1.5 Normally hold monthly Executive meetings, and special meetings at the discretion of the Presiding Bishop or as agreed by the District Executive.

8.2.1.6 Have authority to counsel any local Assembly as to the advisability of any project or projects.

8.2.1.7 Administer the mission policy of the District.

8.2.1.8 Act as facilitator/middle manager in ensuring that directives of the General Conference and/or the General Executive are carried out.

8.2.1.9 Be responsible for ensuring that the primary objectives of the District churches are mapped out and are being executed.

8.2.1.10 Act as liaison between the General Executive and credential workers and church congregations, ensuring a two-way flow of communication.

8.2.1.11 Appoint such Committees as it may deem necessary from time to time.

8.2.1.12 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 after the District Conference. 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 a statement of income and expenditure for the last fiscal period ending before the said meeting, along with the report of the Auditor and budget projections for the ensuing fiscal.

8.4 RECRUITMENT AND CONDITIONS OF SERVICE

8.4.1 The District Executive shall determine from time to time, conditions of service of members of the District Executive, subject to these Constitution and Bylaws.

8.4.2 In the event of an impasse between a General or National Executive Officer, the District where the Executive member holds credentials, and the Church Board or primary employer either party may seek the assistance of the District Bishop to resolve the issue.

BYLAW9 - ASSEMBLIES

9.1 CLASSIFICATION OF ASSEMBLIES

Assemblies shall enjoy those powers described below save and except those powers reserved to the District Conference and Executive, National Conference and Executive, or to the General Executive and General Conference as set out in these Constitution and Bylaws.

The District Executive or District Conference reserves the right to determine the classification of Assemblies

Member Assemblies shall be classified as follows:

9.1.1 PIONEER ASSEMBLIES

9.1.1.1 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.

9.1.1.2 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.

9.1.1.3 The District shall assume full financial responsibility for a Pioneer Assembly.

9.1.1.4 Any person associated or affiliated with the District must seek the approval of the District Executive before establishing such an Assembly.

9.1.1.5 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

9.1.2.1 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.

9.1.2.2 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.

9.1.2.3 The sponsoring Assembly shall assume full responsibility for its Branch Assembly, except where the District Executive has agreed to offer financial aid.

9.1.2.4 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

9.1.3.1 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.

9.1.3.2 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.

9.1.3.3 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

9.1.4.1 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.

9.1.4.2 An Autonomous Assembly is one which has reached a level of maturity to be

9.1.4.3 Self-financing, self-governing and self-propagating;

9.1.4.4 Is prepared to accept responsibility for the maintenance of scriptural order;

9.1.4.5 Has been designated as such an Assembly.

9.1.4.6 An Autonomous Assembly shall elect its own Pastor(s) and shall appoint delegates to represent it at the General, National and District Conferences.

9.1.4.7 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.

9.1.4.8 Autonomous assemblies' bylaws or articles of association must be consistent with the Constitution and Bylaws of PAWI.

9.2 PAWI AFFILIATED 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 supervision 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 passed by a simple majority of the

members of the Assembly.

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

9.2.5 A memorandum of understanding shall be signed by the trustees of the Assembly seeking affiliation and the Officers of the supervising District Executive.

9.2.6 Subject to the Bylaws, Affiliated Assemblies shall have the right to govern their own affairs, including the appointment of Pastors and other personnel.

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

9.2.8 Where a District Executive or an affiliate assembly finds it impossible to work harmoniously, either party shall be free to refer the matter to the General Executive for resolution.

9.2.9 An affiliate assembly shall be regarded as an assembly that wishes to enjoy a certain level of fraternal relations with the PAWI Fellowship, but not be fully integrated into the administration. The terms of affiliation shall include.

9.2.9.1 Acceptance of the Statement of Faith of the PAWI

9.2.9.2 Holding of credentials (of its principal officer/officers)

9.2.9.3 Attendance at conferences with full voting rights

9.2.9.4 Fulfil obligations as stated in the Constitution and Bylaws of PAWI.

9.2.10 Credentials may be issued to affiliate ministers who function extra-regionally or are former credential holders. Persons in this category shall be governed by the following regulations:

9.2.10.1 The PAWI General Executive shall determine the terms and conditions under which credentials may be granted and whether the individual shall be affiliated to a particular district or to the International Office.

9.2.10.2 Applications shall be made to: The General Administrator, PAWI International Office.

9.2.10.3 The General Executive 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.

9.2.10.4 At least one General Executive Officer and another person competent in the language (in the case of a non-Anglophone country) shall be deputed to interview the leadership of the assembly or individual and to ensure their understanding and views are compatible with PAWI's teachings.

9.2.11 Credential holders of affiliate assemblies shall not be eligible to hold any District Executive, National Executive or General Executive office.

9.3 RESPONSIBILITIES OF PAWI ASSEMBLIES TO THE DISTRICTS

Each Assembly shall:

9.3.1 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.

9.3.2 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.

9.3.3 Have an Annual Congregational Business Meeting.

9.3.4 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.

Each assembly shall erect a sign at a visible appropriate position on the location of the assembly stating the name of the assembly. the sign stating the name of the assembly shall always include in visible bold lettering "A member Church of the Pentecostal assemblies of the West Indies", using the PAWI logo and colors.

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 ASSEMBLY OFFICERS

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

9.6.2 THE PASTOR

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

9.6.2.2 Election of the Pastor: The Pastor of shall be elected in accordance with Bylaw 2.6.4 from among credential holders of the Fellowship, 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 election.

9.6.2.3 In circumstances where it is deemed necessary, invitations will be sent to candidates from Associated Fellowships that are approved by the General Executive.

9.6.2.4 The election shall be conducted by secret ballot in the absence of the candidate(s).

9.6.2.5 The process of election shall be managed by the District Executive and the Board of the Church.

9.6.2.6 The District Executive shall have authority to interview and determine which candidates shall be presented to the congregation.

9.6.2.7 Candidates shall be presented to the Assembly by the Presiding Bishop or his representative (and, where appropriate, the last Pastor).

9.6.2.8 Autonomous Assemblies shall have the right to allow the District Executive and the Board of the church to elect the pastor. The election shall be done by secret ballot in accordance with Bylaw 2.6.4.

9.6.3 SELECTION OF ASSISTANT PASTOR/ASSISTANT TO THE PASTOR/SUCCESSOR TO THE PASTOR

9.6.3.1 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.

9.6.3.2 The term of office of Assistant Pastors or Assistants to the Pastor shall be terminated upon the installation of the succeeding Pastor.

9.6.3.3 Where the Assistant Pastor or Assistant to the Pastor desires to apply for the pastoral vacancy, his term of office shall end concurrently with the date of the retirement, resignation, removal, or death of the Pastor.

9.6.3.4 The Pastor or Senior Pastor of an Autonomous Church shall identify a suitable candidate to be recommended as successor.

9.6.3.4.1
The person identified shall, at the time of appointment, satisfy the credential, moral, doctrinal, and ministerial qualifications required for pastoral leadership within the Fellowship and the local Assembly.

9.6.3.4.2
The pastor or Senior Pastor shall present the proposal to the church Board, and the decision to accept or reject the proposal shall be recorded. The vote shall be by secret ballot, and a simple majority shall constitute an election.

9.6.3.4.3
The Pastor and the church Board shall submit a written proposal to the District Executive for the appointment of a successor to the Pastor. The District Executive shall respond in written form to the decision of the executive. Failure to obtain approval from the District Executive concludes the process.

9.6.3.4.4
Upon receiving written approval from the District Executive, the Assembly shall convene a duly constituted Church Business Meeting at which the proposed successor shall be presented to the membership for approval by secret ballot, requiring a two-thirds (2/3) majority of members present and voting.

9.6.3.4.5
The approved successor shall undergo a period of structured mentorship and ministerial assessment for not less than two (2) years, one (1) year of which shall be served in another Assembly approved by the District Executive.

9.6.3.4.6
The mentorship process shall include periodic evaluations conducted by the supervising pastors and reviewed jointly by the Church Board and the District Executive. The evaluation tool will be developed by the mentoring pastors and approved by the District Executive.

9.6.3.4.7
At the conclusion of the mentorship period, and upon the intended retirement, resignation, or transition of the Senior Pastor, the Assembly shall convene a Church Business Meeting to ratify the successor as Senior Pastor by secret ballot, requiring a simple majority of members present and voting.

9.6.3.4.8
If the Senior Pastor demits office through death, retirement, resignation, dismissal, or incapacity prior to the completion of the mentorship process, the succession process shall automatically cease unless otherwise determined by the District Executive in consultation with the Church Board.

9.6.3.4.9
The appointment of a successor under this Bylaw shall not diminish the constitutional authority of the Assembly to choose or call its pastor pursuant to Article XII Clause 3.2 of the Constitution. Rather, this provision shall constitute an approved mechanism through which an Autonomous Assembly may exercise that right in an orderly and structured manner.

9.6.4 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:

9.6.4.1 Give himself primarily to the ministry of the Word and prayer (Acts 6:4).

9.6.4.2 Be the spiritual head of the Assembly and shall be assisted by the Church Board in supervising all activities of the Assembly.

9.6.4.3 Be responsible for all the services of the Assembly and all activities of the Departments.

9.6.4.4 Have final authority in respect of anyone speaking in or as the representative of the Assembly.

9.6.4.5 Arrange for all special meetings, prayer or training conventions, and crusades.

9.6.4.6 Give full cooperation to the promotion of the work of the District.

9.6.4.7 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.

9.6.4.8 Give precedence to the Presiding Bishop or other Executive official who has come to preside at special meetings of the Assembly.

9.6.4.9 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.

9.6.5 RESIGNATION

9.6.5.1 The Pastor may resign by giving at least one (1) months' notice in writing to the Secretary/ Administrator of the Church Board and the Presiding Bishop. Violation of this rule will seriously affect his standing as a credential minister and may be cause for withdrawal of his credentials.

9.6.5.2 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.

9.6.5.3 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.

9.6.6 STUDY LEAVE

Study leave may be granted to the credential worker in accordance with the provisions of this Bylaw as follows:

9.6.6.1 Full-time credential holders may be considered for study leave after five (5) consecutive years in the same ministry.

9.6.6.2 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.

9.6.6.3 The worker shall inform the Presiding Bishop as soon as he approaches his own Board with an application for study leave.

9.6.6.4 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.

9.6.6.5 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.

9.6.6.6 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.

9.6.6.7 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 two-third (2/3) of the financial benefit granted.

9.6.6.8 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/ Administrator of the Board and to the worker's last known address.

9.6.6.9 Failure to observe these regulations shall constitute grounds for the withdrawal of credentials.

9.6.7 OTHER CONDITIONS OF SERVICE

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

9.6.7.2 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.

9.6.8 RETIREMENT/TERMINATION OF SERVICES

9.6.8.1 If a Pastor becomes ill for a period not exceeding one year, 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.

9.6.8.2 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.

9.6.8.3 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.

9.6.8.4 Having attained the compulsory retirement age of 75 years, the Pastor may have further pastoral, mentorship, or administrative ministry involvement on a temporary basis as the District Executive deems appropriate.

9.6.9 PASTOR AND ASSEMBLY RELATIONS

9.6.9.1 Assemblies seeking the help of the District Executive in solving difficulties between the Pastor and the Assembly, which do not affect 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.

9.6.9.2 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.

9.6.9.3 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.

9.6.9.4 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:

9.6.9.4.1 Take a leave of absence during which period the District Executive will provide ministry for the Assembly, leaving room for reconciliation.

9.6.9.4.2 Consider a transfer.

9.6.9.4.3 Call an Assembly Business Meeting over which the Presiding Bishop or his authorized representative shall preside.

9.6.9.5 At least a fifty-one (51) 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.

9.6.9.6 In the event of a financial disagreement, the matter shall be settled by arrangement between the Church Board and the District Executive.

9.6.9.7 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 then proprietor to remain in the house.

9.6.9.8 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.

9.6.9.9 Where a Pastor advance claims for personal funds owed to him by the Assembly, the District Executive shall appraise the matter and determine the validity of the claim.

9.6.9.10 A Pastor shall not hold title to the Assembly's property.

9.6.9.11 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 not exceeding two (2) years.

9.6.9.12 Only credential holders of the Fellowship shall be allowed to pastor member assemblies.

9.6.10 POLITICAL INVOLVEMENT OF CREDENTIAL HOLDERS

9.6.10.1 The Fellowship encourages active participation in politics by a credential holder under certain conditions:

9.6.10.2 A credential holder who wishes to contest for a seat in the Parliament of his/her respective country or to campaign in any form whatsoever on behalf of a particular political party, must be given leave of absence without pay to do so. Such leave of absence shall normally be no more than three (3) months.

9.6.10.3 A credential holder who is elected or appointed to a seat in parliament must relinquish his/her credential and vacate any office or post held in the Fellowship forthwith, upon such election or appointment. Such person, however, may remain a member of the Fellowship and be considered for reinstatement of credentials and the assumption of various office therein once he/she has ceased partisan political activities.

9.6.10.4 A credential holder may continue to hold credential and office in the Fellowship if appointed by the Head of State, i.e. President, Governor General, as the case may be, to a parliamentary position on a non-partisan basis.

9.6.11 THE SECRETARY AND TREASURER

9.6.11.1 Qualifications

The Secretary and the Treasurer or Administrator 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.

9.6.11.2 Duties of the Secretary/Administrator

The Secretary/Administrator's duties shall include:

9.6.11.2.1 Keeping accurate records of various Assembly meetings.

9.6.11.2.2 Preparing reports as directed by the Church Board.

9.6.11.2.3 Preserving the records of the Assembly.

9.6.11.3 Duties of the Treasurer

The Treasurer's duties shall include:

9.6.11.3.1 Keeping an accurate record of all the Assembly's accounts.

9.6.11.3.2 Depositing the Assembly's funds in a chartered bank.

9.6.11.3.3 Ensuring that at least two (2) persons check all the Assembly's offerings.

9.6.11.3.4 Disbursing such funds as authorized by the Church Board.

9.6.11.3.5 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.

9.6.11.3.6 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.

9.7 PREROGATIVES AND LIMITATIONS OF ASSEMBLIES

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

9.7.2 Each autonomous and 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 when 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. A meeting shall be called for this purpose and the vote taken by all present.

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 one of the Districts of the Fellowship and held by one of the Districts of the Fellowship 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

9.8.1.1 The Board shall comprise the Pastor, not less than three (3) and not more than twelve (12) members. The number of Board Members shall be dependent on the size of the Assembly.

9.8.1.2 Each Board member shall be a spiritually mature and an active member in good standing with the Assembly.

9.8.1.3 Election of Board members shall be done by secret ballot.

9.8.1.4 A simple majority of votes cast shall constitute an election to the Board.

9.8.1.5 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

9.8.2.1 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.

9.8.2.2 The Board shall respect the opinions of the Pastor, particularly on matters that are not clearly defined by Scripture.

9.8.2.3 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.

9.8.2.4 The Board shall meet a minimum of eight times annually to discuss the business of the Assembly. Minutes of each session shall be kept as part of the records of the Assembly.

9.8.2.5 The Board shall ensure that the Pastor has a regular salary, congenial accommodation, vacation allowance, adequate transportation, Pastor's appreciation events, 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

9.8.3.1 Not more than two persons of one immediate family shall be members of the Board at one and the same time.

9.8.3.2 A simple 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.

9.8.3.3 A simple majority of the Board shall have the right to ask the Pastor to convene an official Board meeting.

9.8.3.4 The Pastor and Board shall agree on times for meetings to transact the business of the Assembly.

9.8.3.5 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.

9.8.4 TERM OF OFFICE

The term of office of all officers of the Assembly, except the Pastor(s), shall be 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 marriage shall be solemnized between two believers with mutual agreement

9.9.6.2 No marriage shall be solemnized between a believer and an unbeliever.

9.9.6.3 No marriage shall be solemnized between two persons of the same sex.

9.9.6.4 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.

9.9.6.5 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:

9.9.6.5.1 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.

9.9.6.5.2 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.

9.9.6.6 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.

9.9.6.7 Persons divorced and remarried shall not hold positions at the District Executive, National Executive or General Executive level.

9.9.6.8 Ministers are cautioned that the sanctity of marriage is still to be observed as the Fellowship standard for all ministers, and although the Fellowship may arrive at new positions on the matter of divorce and remarriage, every effort shall 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

9.10.1.1 Any person desirous of becoming a member of an Assembly shall:

9.10.1.1.1 Give evidence of an experience of salvation through the Lord Jesus Christ and a desire to follow Him faithfully.

9.10.1.1.2 Have been baptized in water by immersion according to Matthew 28:19.

9.10.1.1.3 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.

9.10.1.1.4 Accept the doctrinal and practical truths held by the Fellowship.

9.10.2 NOMINAL MEMBERS

9.10.2.1 Children born to members of Assemblies of the PAWI Fellowship or dedicated in these assemblies and whether or not are in regular attendance in these assemblies shall not be accorded rights and privileges of members of the assemblies of the Fellowship but shall for all purposes be classified for national and legal purposes as Pentecostals in religious classification. Should these children desire membership status, compliance with Bylaw 9.10.1 shall become applicable.

9.10.2.2 In terms of reporting information on membership, PAWI shall recognize members, children born to members and adherents.

9.10.3 TRANSFER OF MEMBERSHIP

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

9.10.3.1 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.

9.10.3.2 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.

9.10.4 RELATION TO LODGES AND SECRET SOCIETIES

9.10.4.1 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.

9.10.4.2 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.

9.10.5 CATEGORIES OF MEMBERSHIP

There are two types of membership of an Assembly:

9.10.5.1 Senior Members, comprising persons fifteen (15) years and over, with full voting privileges.

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

9.10.6 TERMINATION OF MEMBERSHIP

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

9.10.6.1 A member withdrawing his membership.

9.10.6.2 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.

9.10.6.3 Propagation of doctrines and practices contrary to those specified in the Constitution and Bylaws.

9.10.6.4 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).

9.10.7 DISCIPLINE OF ASSEMBLY MEMBERS

9.10.7.1 Should a member of an Assembly be accused of a fault which adversely affects the spiritual standard or testimony of the Assembly, and the accusation proves to be true, the person in question shall be called before the Pastor and, where deemed to be 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).

9.10.7.2 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 (I Timothy 3:7), and preserve the members from bad influence (1 Corinthians 5:6-7).

9.10.7.3 The accusation must be proved by trustworthy witnesses (1 Corinthians 5:3) before any disciplinary action is instituted.

9.10.7.4 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 (1Corinthians 5:3).

9.10.7.5 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).

9.10.7.6 In the event that the delinquent shows a spirit of repentance and asks forgiveness of the Assembly he shall be forgiven.

9.10.7.7 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).

9.10.7.8 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.

9.10.7.9 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).

9.10.7.10 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.

9.10.7.11 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.

BYLAW10 - DEPARTMENTS, DIVISIONS AND MINISTRIES

10.1 Departments, Divisions and Ministries shall exist at the levels of the Fellowship, the National/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:

10.3.1.1 Church Ministries Executive Council

10.3.1.2 Church Ministries General Council of Directors

10.3.1.3 Church Ministries National/District Council

10.3.1.4 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

The Church Ministries Executive Council shall comprise:

10.3.2.1 The Executive Director of Church Ministries.

10.3.2.2 The Executive Assistant Director of Church Ministries.

10.3.2.3 The respective General Departmental Directors.

10.3.2.4 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.

10.3.3 QUALIFICATIONS

General Departmental Directors shall:

10.3.3.1 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.

10.3.3.2 Have served in a leadership capacity in a Church Ministries Department.

10.3.4 DUTIES AND POWERS

The Church Ministries Executive Council shall:

10.3.4.1 Be subject to all decisions of the General Conference and the General Executive.

10.3.4.2 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.

10.3.4.3 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.

10.3.4.4 Keep acceptable financial records of income and expenditure and shall present audited statements annually to the General Executive and biennially to the General Conference.

10.3.4.5 Receive reports, documents and other information related to Church Ministries from National/District Departmental Coordinators and shall disseminate relevant information and plans in a timely manner throughout the Fellowship.

10.3.4.6 Supervise the implementation of strategies for the development of Church Ministries across PAWI National/Districts and churches.

10.3.5 ELECTION/APPOINTMENT

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

10.3.5.2 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 10.3.3.

10.3.5.3 The General Executive shall appoint General Departmental Directors and the decision shall be ratified by the General Conference.

10.4 CHURCH MINISTRIES GENERAL COUNCIL OF DIRECTORS

10.4.1 THE CHURCH MINISTRIES GENERAL COUNCIL OF DIRECTORS SHALL COMPRISE:

10.4.1.1 The Executive Director of Church Ministries who shall be Chairman.

10.4.1.2 The Executive Assistant Director of Church Ministries who shall act as Chairman in the absence of the Executive Director.

10.4.1.3 The respective General Departmental Directors.

10.4.1.4 Coordinators representing all National/District Departments of the Fellowship.

10.4.1.5 A Secretary and a Treasurer nominated from among members of the Council and ratified by the Committee.

10.4.2 DUTIES AND POWERS

The Church Ministries General Council of Directors shall:

10.4.2.1 Be subject to all decisions of the General Conference and the General Executive

10.4.2.2 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.

10.4.2.3 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.

10.4.2.4 Provide feedback through the respective National/District Departmental Coordinators 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.

10.4.2.5 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.

10.4.2.6 Nominate persons who may serve as General Departmental Directors to the Church Ministries Executive Council.

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

10.4.3 CHURCH MINISTRIES NATIONAL/DISTRICT COUNCIL

The Church Ministries National/District Council shall consist of:

10.4.3.1 The Church Ministries National/District Coordinator who shall be its Chairman.

10.4.3.2 The Church Ministries Assistant National/District Coordinator who shall act as Chairman in the absence of the National Director.

10.4.3.3 Departmental Coordinators of each local assembly of the Nation/District.

10.4.3.4 A Secretary and a Treasurer nominated from among members of the Council and ratified by the Committee.

10.4.4 ELECTION/APPOINTMENT

10.4.4.1 The respective National/District Council shall elect a suitable person to serve as Church Ministries National/District Coordinator and as Church Ministries Assistant National/District Coordinator in accordance with Bylaw 10.

10.4.4.2 Nominations and elections for the above positions shall be conducted by secret ballot and in accordance with Bylaw 2.6.4.

10.4.5 QUALIFICATIONS

National/District Departmental Coordinators shall:

10.4.5.1 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.

10.4.5.2 Have served in a leadership capacity in a Church Ministries Department.

10.4.5.3 Upon assumption of office, be eligible to apply for ministerial credentials (if not yet a credential holder) according to Bylaw 5.2.

10.4.6 DUTIES OF THE NATIONAL/DISTRICT COORDINATOR

The duties of the National/District Coordinator shall be determined by the Church Ministries Executive Council and shall be reviewed from time to time.

10.4.6.1 Duties and Powers of the National/District Council

The National/District Council shall:

10.4.6.1.1 Be subject to all decisions of the National/District Conference and the National/District Executive.

10.4.6.1.2 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.

10.4.6.1.3 Be responsible for the implementation of strategic decisions made at the General Council of Departmental Directors.

10.4.6.1.4 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.

10.4.6.1.5 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.

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

10.4.7 TERM OF OFFICE

The term of office for all Departmental Directors shall be four (4) years and shall be concurrent with the General Conference term of the PAWI Fellowship.

10.4.8 DEPARTMENTAL OBJECTIVES

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

10.4.8.1 CHRISTIAN EDUCATION DEPARTMENT

10.4.8.1.1 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.

10.4.8.2 The main objectives of the Department are to:

10.4.8.2.1 Evangelize the community and win the lost for Christ.

10.4.8.2.2 Teach the Word of God and establish and instruct converts in Christian living.

10.4.8.2.3 Provide training for Christian service and assist every member to realize and develop his ministry.

10.4.8.2.4 Deepen each member's commitment to missions.

10.4.8.2.5 Provide Christian Fellowship.

10.4.8.2.6 Promote efficiency in Christian Education through seminars, conventions, or other acceptable means.

10.4.8.3 YOUTH MINISTRIES

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

10.4.8.3.11 Coordinate and facilitate evangelism, discipling ministries, and social activities for youth.

10.4.8.3.22 Coordinate the development and promotion of projects of national, regional, and international scope.

10.4.8.3.33 Promote and make available teaching materials and resources to equip youth ministry leaders.

10.4.8.3.44 Encourage and promote programmes relating to particular concerns of youth in schools and tertiary institutions of learning.

10.4.9 MEN'S MINISTRIES

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

10.4.9.1.1 Win men to Christ.

10.4.9.1.2 Encourage the development of men towards spiritual maturity and Christ-like character.

10.4.9.1.3 Encourage the participation of men in all appropriate ministries of the Assembly.

10.4.9.1.4 Encourage men to support the pastoral leadership and all ministries of the Assembly.

10.4.9.1.5 Train men in personal witnessing and mentoring of the younger men within the Assembly.

10.4.9.1.6 Coordinate and facilitate the involvement of men in voluntary assistance programs.

10.4.9.1.7 Encourage support of world missions.

10.4.10 WOMEN'S MINISTRIES

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

10.4.10.1.1 Win other women to Christ.

10.4.10.1.2 Encourage fervent and effectual prayer among the women of the Fellowship.

10.4.10.1.3 Coordinate and facilitate ministries involving women responding to the spiritual, social, and other needs in the Assemblies and communities.

10.4.10.1.4 Train women for effective outreach and ministry in their Assemblies, communities and elsewhere.

10.4.10.1.5 Encourage support of world missions within the Fellowship.

10.4.10.1.6 Train women in personal witnessing and mentoring of the younger women within the Assembly.

10.4.11 PENTECOSTAL CRUSADERS INTERNATIONAL

10.4.11.1 The purpose of the Crusaders Department shall be to:

10.4.11.1.1 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.

10.4.11.1.2 Develop Christian character.

10.4.11.1.3 Develop leadership ability and use teaching material and resources that will inspire and equip children to become leaders.

10.4.11.1.4 Provide basic manual training and recreational activities.

BYLAW 11 WEST INDIES SCHOOL OF THEOLOGY

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

11.2 WIST shall be governed by the WIST Charter (See appendix 1).

BYLAW12 WORLD MISSIONS AND EVANGELISM

12.1 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.

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

12.2.1 The widest possible evangelization of the spiritually lost through every legitimate means, nationally, regionally and globally.

12.2.2 The establishment of indigenous assemblies after the New Testament pattern in neglected and unreached places.

12.2.3 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.

12.2.4 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.

12.2.5 The promotion of world missions among all Assemblies, 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.

12.2.6 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.

12.2.7 Providing a structure for the solicitation and collection of missionary funds, and a framework for judicious disbursement of those funds.

BYLAW13 FINANCE

13.1 DEPARTMENT OF FINANCE

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

13.1.1 Maximizing the present potential of financing through tithing, missionary, designated and other giving.

13.1.2 Creating new streams of income, together with savings and investments portfolios.

13.1.3 Addressing financial viability and financing capital projects.

13.1.4 Safeguarding and supervising the funds collected.

13.1.5 Receiving audited and other financial reports from the various Districts.

13.1.6 Preparing composite statements for the General Executive and the General

13.1.7 Undertaking such other financial responsibilities as the General Executive or the General Conference may direct from time to time.

SECTION 3

CODE OF ETHICS AND **CONDUCT** STATEMENT

THE PENTECOSTAL ASSEMBLIES OF THE WEST INDIES

CODE OF ETHICS AND CONDUCT STATEMENT

1. Rationale for the Code

And working together with Him, we also urge you not to receive the grace of God in vain— giving no cause for offense in anything, so that the ministry will not be discredited. (2 Corinthians 6:1, 3)

Only conduct yourselves in a manner worthy of the gospel of Christ . . . (Philippians 1:2).

The Pentecostal Assemblies of the West Indies Code of Ethics and Conduct Statement is created pursuant to PAWI Bylaws 3.9.1, 5.7.4.1, and 6.2.1.

2. Preamble

Ministry is a call to serve both God and people. Credentialed Holders are firstly accountable to God (1 Corinthians 4:4-5), but also to church members and those who receive ministry (Ephesians 4:1-2). Credential Holders are public figures whose lives are on display and are viewed with considerable public scrutiny. The role of the minister encompasses a maze of responsibilities. Within these countless experiences of daily living, the field is ripe for ethical dilemmas. A high degree of conformity is expected with the biblical call to holiness (Matthew 5:48; Titus 2:7-8). Accordingly, ministerial relationships are to be characterized by love, justice, care, and compassion (Micah 6:8). As stated by Joe Trull (January 2003) a code of ethics "will not keep anybody from sinning, nevertheless, a good code of ethics, rightly used, is an encourager to do the right thing" Additionally, it is expected that every profession should have a code of conduct that sets an example of excellence for the society in which it seeks to minister.

3. The Purpose of the Code

PAWI is a Christian organization committed to advancing Christian principles, this Code of Conduct is reflective of its belief. PAWI believes it is imperative to be clear with Credentialed Holders, Executive Boards, and Church Staff about its expectation that they uphold the highest Biblical standards of conduct, personally and professionally. The code of ethics is a set of principles for ministerial behavior. The laws of society provide a general standard; but that is only the beginning. The code of ethics calls for a rise above the minimum.

This document aims to present guidelines for the Biblical and ethical discharge of service or duty by PAWI Ministers referred to in Bylaw 6.2.

The guidelines are designed to identify areas, articulate relevant principles, note areas of caution, and state what is clearly prohibited in terms of biblical conduct for Credential Holders of PAWI.

4. OUTLINE OF CODE

The code of ethics is specific enough to give real-life application but broad enough for the inevitable unaddressed issues that arise. This code of ethics will not address every potential conundrum. That would be as futile as it is cumbersome. Instead, the code offers general guidelines and rules that uphold core values for a variety of unforeseen situations. The structure consists of Values; Principles; Statements of Intent and Guidelines/Rules.

Values: The starting point for the code is the values that are integral to the Pentecostal Assemblies of the West Indies International, all decision making is based on these.

Principles: The principles present the values in an understandable way; they are positive assertions of how the minister fleshes out the value. They are basic truths, concept or motivating force that addresses appropriate areas of conduct for Credential Holders

Statements of Intent: The rationale underlying a principle and why that ethical principle is important to PAWI and its overall goals and mission.

Guidelines/Rules: The criteria for decision making that are specific to PAWI. These guidelines and rules may prohibit certain actions and require others. The guidelines provide a basis for ethical decision making for Credential Holders and employees. Rules where used have a standard setting function. They may draw on biblical instructions, or existing law as a source or they may lay down other obligations for the fellowship.

5. PURITY

5.1 Value: Godliness. A demonstration of our adherence to the virtues of God.

13.1.8 Core Principle

5.1.0.1 PAWI believes that the relationship of marriage is between one man and one woman, and that God intends that those who enter into marriage shall seek mutual love and respect to live as one man and one woman in Christian fidelity as long as they both shall live. Therefore, PAWI follows the biblical formula of being born male and female as constituting manhood and womanhood.

5.1.0.2 PAWI believes that God specifically and expressly condemns sexual intercourse outside of the marriage covenant (Exo. 20:17; Matt 5:27-28). This prohibition applies to married persons committing adultery, to sexual relationships between unmarried men and woman, and because God intends that the sexual relationship is between male and female, to homosexual practice.

5.2 Intent

5.2.1 To document PAWI's interpretation of Biblical standards for sexual behaviour and the requirement for Credential Holders to live and minister in accordance with biblical values.

5.2.2 To set the standard of purity and be an example for others.

5.2.3 To earn individual respect and increase our credibility with those we serve

5.3 Guidelines

5.3.1 Ministers should be "above reproach" (1 Timothy 3:2). The values of the Gospel of Christ should be obvious to members of the church and wider society (Matthew 5:16; 1 Corinthians 11:1).

5.3.2 An effective minister should have a healthy lifestyle and a balance of service, recreation, and family (Ecclesiastes 3:1-11; Titus 1:6).

5.3.3 The unique roles of the male and female as clearly defined in the scriptures and that Romans 1:24-32 condemns the homosexual lifestyle (Romans 12:1-2, 1 Corinthians 6:9-20; Ephesians 4:1-11, 5:3-5, 1Thess. 4:3-8; 1Timothy 4:12, 2Timothy 2:19-22, 1Peter 1:15-16, 2:1517 and 1John 3:1-3).

5.3.4 Children under and within your authority shall be safe and protected from abuse and maltreatment.

5.3.5 Physical contact: Caution shall be exercised when initiating or receiving physical contact including gestures of comfort that may be unwanted or misinterpreted.

5.3.6 Pastoral conversations: A Minister shall be careful in pastoral conversations when a person talks about sexual problems. Consideration shall always be given to whether it is appropriate to refer a person to a suitable counsellor.

5.3.7 If a single credential holder meets in a pastoral setting (not a counselling relationship), and there is mutual attraction, then it is important for both parties to acknowledge that the nature of the relationship is changing. Once mutually recognised and acknowledged, it is the responsibility of the Credential holder to disclose this to the Senior Pastor or their supervisor, and to arrange for someone else to assume pastoral responsibility for that person.

5.4 Rules

5.4.1 Credential holders shall violate their employment with PAWI or holding PAWI credentials by engaging in any immoral or illicit sexual behavior including but not limited to premarital, extramarital, homosexual activity; sexual harassment; use or viewing of pornographic material or websites; and sexual abuse of children.

5.4.2 Credential holders shall avoid sinful sexual behavior and inappropriate involvement with other persons. Resist temptation: ". there shall not be even a hint of sexual immorality" (Eph 5:3a).

5.4.3 Credential holders in the local church shall implement the PAWI approved Child Protection Policy and procedures

5.4.4 Credential holders shall not join in marriage transgender or homosexual persons.

5.4.5 Credential holders shall establish clear boundaries when ministering to persons with sexual concerns (Prov 5:21).

5.4.6 All inappropriate sexual behavior is forbidden. A Minister shall not have a sexual relationship with a member of the church or anyone who is receiving, or has recently received, pastoral ministry from him/her. It is never acceptable to blame the person who has received counselling or ministry.

5.4.7 A Credential worker shall not engage in Sexual innuendo or compliments of a sexual nature.

5.4.8 A Credential Worker shall not view pornographic material or go to places of where sex is commercialized, such as strip clubs or visit a brothel (Matthew 5:28; 2 Peter 2:14a; Proverbs 5:3-6; 1 Corinthians 6:18-20; Ephesians 5:12).

5.4.9 Credential Workers shall not visit online chat rooms or internet sites of a sexual nature for the purpose of pleasure.

6. PROFESSIONAL CONDUCT

6.1 **Value:** Integrity - Wholeness and completeness, uprightness of heart is the bedrock of our actions and decision making.

6.2 **Core Principle:** PAWI Credential Holders, shall add value to the organizations and contribute to its ethical success. They are also advocates for the profession by engaging in activities that enhance its credibility and value. And shall strive to meet the highest standards of competence and commit to strengthen their competencies on a continuous basis.

6.3 Intent

6.3.1 To build respect, credibility, and strategic importance for the work of PAWI and Credential Holders, the local churches, and the communities in which they work.

6.3.2 To inform and educate current and future PAWI Credential Holders, the organizations we serve, and the general public about professional principles and practices that we hold firm in the ministry.

6.4 Guidelines

6.4.1 Credential Workers shall develop an awareness of their personal needs and vulnerabilities.

6.4.2 Ministry gifts: It is a Pentecostal distinctive to honour the role of the Holy Spirit who imparts spiritual gifts (1 Corinthians 12:7). There are a variety of gifts (1 Corinthians 12:4) and the true exercise of these

gifts will always be consistent with the fruit of the Spirit (Galatians 5:22-23).

6.4.3 Public statements: Credential workers shall show respect and godly care to all people, inside or outside the Christian community (Colossians 4:6).

6.4.4 Care shall be taken in how Workers speak of the ministry of others in public (Mark 9:40) since reputation is something highly valued in Scripture (Proverbs 22:1).

6.4.5 Care shall be exercised when Ministers express a personal opinion on controversial matters. They shall distinguish expressing an opinion from speaking on behalf of a local church, the District, National or General body (1 Corinthians 7:12).

6.4.6 Efforts should actively be made to resolve differences with others (coworkers, administration) by following the Biblical pattern of Matthew 18:15-17. Should the Credential Holder have unresolved issues with other credential holders or governing body after utilizing the Matthew 18 principle, the Credential Holder is bound by PAWI Dispute Resolution and disciplinary procedures.

6.4.7 At all times, recognize that you are a part of a Fellowship that has made significant contributions to your assembly, education, and ministry. As a result, a debt of loyalty is required to the Fellowship and shall strive to fulfill its obligations to co-operate in its efforts to extend the Kingdom of God.

6.4.8 After retirement or resignation from a ministry, the Credential Workers shall terminate existing pastoral relationships to allow their successor to assume responsibility. Friendships may continue as long as the end of the pastoral relationship is mutually recognised. Any request for a continuing pastoral relationship shall only occur with the permission of the new Pastor or the person who has overall pastoral oversight.

6.4.9 It is unethical to be employed by a church, to build up that ministry, and then resign or be dismissed and then start a new work incorporating former church members without the prior knowledge and consent of the former Pastor. It is also unethical for a Minister to do anything to encourage a member of another church to join his or her church/ministry.

6.4.10 Earnestly seek the help of the Holy Spirit for guidance and spiritual growth.

6.4.11 Be faithful to maintain a heart of devotion to the Lord. Be consistent and intentional in prayer and scriptural study: "Take captive every thought to make it obedient to Christ" (2 Corinthians 10:5).

6.4.12 Study the Bible regularly and carefully to understand its message and embrace biblical doctrine.

6.4.13 Informing theology, consider biblical teaching authoritative over all other sources.

6.5 Rules

6.5.1 Credential workers shall Identify a minister/counselor who can provide personal counseling and advice when needed.

6.5.2 Credential holders shall not take advantage of the vulnerabilities of others through exploitation or manipulation.

6.5.3 Credential holders shall directly address the misconduct of another clergy member or, if necessary, through appropriate persons to whom that member of the clergy may be accountable.

6.5.4 Qualifications: Credential Holders shall not misrepresent their competence, qualifications, training, or experience.

6.5.5 Credential workers shall not steal church property, coworkers' property, or any other person's property.

6.5.6 Credential holders shall not refuse or deliberately fail to carry out a reasonable instruction of your supervisor.

6.5.7 Staffing and volunteers: Credential holders shall be transparent and express Godly motivation in any employment or ministry offer extended to another credential holder, staff member, or volunteer serving in church or ministry.

6.5.8 Credential holders shall be affected by being indicted or conviction of a felony.

6.5.9 A Credential Holder shall display a godly attitude toward his fellow ministers. Unfavorable comments regarding a predecessor to a congregation are in abysmal taste and shall be eschewed.

6.5.10 Having left an assembly, the Credential Holder shall not interfere in any way in the internal affairs of the assembly. The Credential Holder that interferes shall be deemed to breach this Code and is liable to be sanctioned.

6.5.11 Credential holders shall have breached this Code of Ethics through Excessive tardiness or unauthorized absences.

6.5.12 Credential holders shall have breached this Code of Ethics through public arguing and/or fighting with coworkers, members, or guests.

6.5.13 Credential holders shall have breached this Code of Ethics through using or possessing alcohol or illegal drugs at work or coming to work under the influence of alcohol or illicit drugs.

6.5.14 Credential holders shall have breached this Code of Ethics by using abusive, vulgar, or profane language.

6.5.15 Credential holders shall have breached this Code of Ethics through behavior indicating abuse of alcohol, a controlled substance, or illegal drugs (Colossians 3:17, Titus 2:7-8, 1 Thessalonians 2:10 and Thess. 5:18, 22-23, and James 3:17-18).

6.5.16 Credential holders shall have breached this Code of Ethics through entering into unfair competition with other ministers to secure a place of honor.

6.5.17 Credential holders shall have breached this Code of Ethics through personal conduct of a verbally or physically abusive nature.

6.5.18 Credential Workers shall refrain from the following:

6.5.18.1 Failing to carry out reasonable job assignments.

6.5.18.2 Violating Biblical Principles or church rules adopted by PAWI.

6.5.18.3 Unlawful discrimination or harassment.

6.5.18.4 Possessing any unlawful weapon (Gun, knife, or any device prohibited by the ministry to be brought on the premises.) on the work sites.

6.5.18.5 Using church property or equipment for the Credential Holder's personal use without the prior consent of the church.

7. Accountability

7.1 Value:

Taking full responsibility for our actions and decisions and being answerable to their resulting consequences.

7.2 Core Principle

We are answerable to our congregation, our staff, our spouse, our children, our fellowship, doctrinal statements, and position papers. We are shepherds of God's flock that are under our care, watching over them—; not pursing dishonest gain, but eager to serve; not lording it over those entrusted to you, but being examples to the flock. (1 Peter 5:2-3)

7.3 Intent

A Minister shall set an example of proper financial accountability in all their financial dealings. This would include the timely payment of debts, the effective management of finances, as well as providing for their family (Romans 13:7-8).

7.4 Guidelines

7.4.1 Finances. Credential holders shall ensure the implementation and use of accepted accounting practices and annual audits.

7.4.2 Failure to get along with coworkers to the point that morale and productivity suffer.

7.4.3 Credential holders shall be willing to be held accountable, admitting to the possibility of human error when exercising the gifts of the Spirit (1 Thessalonians 5:19-21).

7.4.4 Credential holders accepting a gift to satisfy cultural traditions shall be sensitive and gracious while still considering the appropriateness of gift. Where Credential holders do accept the gift, they should then look at the appropriate use of the gift to benefit the community of faith. Credential holders should not seek to use "cultural traditions" as a basis for accepting an otherwise inappropriate gift.

7.4.5 Credential holders shall ensure clarity in authority structures, decision-making procedures, position descriptions, and grievance policies.

7.4.6 Credential holders shall avoid borrowing money from, or lending money to, a person with whom there is a pastoral relationship.

7.4.7 Particular care shall be exercised in the appointment of a spouse or family member to a paid position in the church or ministry. It shall be done only with careful consultation with the Board.

7.5 Rules

7.5.1 Credential holders shall ensure that church funds are used for their intended ministry purposes.

7.5.2 Credential holders shall avoid Intentional falsification of an employment application, expense claim, or other church documents.

7.5.3 Credential holders shall refrain from using church equipment, personnel, or facilities to falsify documents or information.

7.5.4 Credential holders shall not seek financial gain for themselves or their families from a pastoral relationship beyond recognized fees, stipends, and entitlements.

7.5.5 Where Credential holders receive gifts resulting from the ministerial relationship the Credential holders shall use discretion concerning the acceptance or return of gifts by considering the intent, value, and affordability of the gift and whether there is a risk of the Minister being compromised or losing objectivity. Credential holders shall seek advice from the appropriate Senior Pastor or District

Executive if the Credential holders is uncertain, or others have expressed uncertainty about the appropriateness of a gift.

7.5.6 Credential holders shall not use their ministry to recruit clients for private practice or commercial interests.

7.5.7 Credential holders in fulltime ministry shall not use their ministry skills as a basis for significant commercial benefit while in fulltime ministry with the Fellowship.

7.5.8 The Senior Pastor and the leadership of the local church shall have responsibility for the sound management of church and ministry finances.

7.5.9 The senior Pastor should not be involved in counting or actual transactions but shall ensure the implementation of a proper system for financial integrity and accountability.

7.5.10 All church and ministry accounts should be independently audited.

7.5.11 Credential holders shall Ensure compliance with all PAWI standards and expectations, including regular reports.

7.5.12 Conflicts of interest between personal finances and pastoral responsibilities shall be avoided. If there is anything that could lead to a conflict of interest, then it shall be immediately disclosed to the Board.

7.5.13 It is important to disclose to the Senior Pastor or Board any personal gift or bequest (2 Corinthians 8:21; James 2:1, 2-4) of a large value.

7.5.14 Taxation: Credential holders shall exercise caution with tax minimization strategies and shall not improperly use fringe benefit allowances.

7.5.15 Credential holders shall not seek additional personal advantage or financial gain because of a pastoral role. Naturally, this includes any benefit to a spouse and/or immediate member of his or her family.

7.5.16 Credential holders shall disclose to their Board any situation that could be viewed as a dual relationship, including business agreements.

7.5.17 Credential holders shall never borrow or take church funds without proper authorization.

7.5.18 Credential holders shall not seek financial support from people in a previous church or ministry unless there is authorization by the current Senior Minister, or Board.

7.5.19 On termination of employment with a church (ministry or agency), a Credential holders shall not expect a payment that is excessive, illegal or by private arrangement. In cases of dispute, the matter shall be referred to the District Executive.

7.5.20 Credential holders and members of PAWI shall not place themselves in a position where there is a conflict of interest between their duties as members and personal interests. Every member who is in any way directly or indirectly interested in or may become interested in an existing proposed contract, transaction, or arrangement or who otherwise has a conflict of interest by virtue of involvement of a family member or the involvement of an employer, partner, business associate, or a corporation that the member is involved with as either director, shareholder, officer, Credential Holder, or agent, ventures member shall declare a conflict of interest fully at a meeting of the General, National or District Conference and withdraw from any discussion or vote.

8. Confidentiality

8.1 **Value:** Respect –

We shall demonstrate utmost respect for ourselves, for others and whatever information is at our disposal.

8.2 Core Principle

Trust is essential in pastoral ministry. Those involved in pastoral care shall note that documents received, formal interviews and casual conversations in a ministry context are pastoral encounters where confidences are shared, and confidential information received. This information shall not be disclosed and shall be treated with the utmost care.

8.3 Guidelines

8.3.1 Pastoral records: Pastoral notes and records are important, but caution shall be taken with securing them.

8.3.2 Particular care shall be exercised in the publication of personal information in church directories, newsletters, rosters, and websites, etc. This also extends to publishing voices and images of individuals.

8.3.3 Preachers should be careful with sermon illustrations, in teaching and especially in publications (Proverbs 11:13).

8.3.4 In the processes of the church, there are also times when, because of its personal nature or its potential for misuse or harm, some information may be designated confidential, and is only intended for a particular audience such as a District meeting in closed session, a local church board.

8.3.5 In a pastoral relationship Ministers shall take care to discuss the nature and limits of their confidentiality with the other person.

8.4 Rules

8.4.1 Credential holders shall ensure computer membership records shall be password protected and access limited to authorized persons.

8.4.2 Credential holders shall paper records shall be locked up and access limited to authorized personnel alone.

8.4.3 Credential holders shall ensure confidentiality be preserved in peer supervision or in mentoring relationships. All care should be taken to avoid disclosing those being discussed.

8.4.4 Credential holders shall not disclose confidential pastoral conversations except if required by law or if there is a concern for the safety of the person or another person (James 5:16).

8.4.5 Credential holders shall not breach confidentiality except as required by law. (Confidentiality is not about secrecy. In the context of a pastoral relationship, it is an assurance that Ministers will not share written or spoken information about an individual without their approval or use it for a purpose other than for which it was collected.)

8.4.6 Credential holders shall ensure information received in the context of a pastoral relationship shall remain confidential unless: (i)

8.4.6.1 The person gives permission for the particular disclosure

8.4.6.2 Retaining such information would result in significant physical, emotional, or sexual harm to another person or persons.

8.4.6.3 Required by law.

8.4.6.4 Disclosure is necessary to prevent financial loss to some other person due to fraud or other dishonesty.

8.4.7 Undue hardship might result.

8.4.8 Credential holders shall ensure the integrity of any records, particularly electronic records, by putting in place appropriate security procedures. Confidentiality also requires that Ministers shall not seek to gain sensitive or confidential information to which they are not entitled, or which would require another person to breach a confidence.

9. ACCEPTANCE AND CONFRIMATION

I acknowledge that I have received, read, and understood the Code of Ethics of PAWI. I am in full and complete agreement with the terms of the Code of Ethics and agree to them without reservation. I further covenant and pledge to keep the Code of Ethics. If at any time I should cease to agree with the Statement of Beliefs or the Code of Ethics, I will resign my position as a minister with the Pentecostal Assemblies of the West Indies.

I also acknowledge that, should I cease to agree with the Statement of Beliefs or act in any way to violate the Code of Ethics that this will result in disciplinary action up to and including termination of employment and the withdrawal of credentials as a minister within the Pentecostal Assemblies of the West Indies.

Please sign, date this acknowledgment, and return it to the District/National/International Office.

Date: _____

Print Name:_____

Signature:_____

SECTION 4

CONSTITUTION & BYLAWS

CHARTER OF THE WEST INDIES SCHOOL OF THEOLOGY

PAWI Constitution and Bylaws
By-Law 11– Charter of the West Indies School of Theology
(Revised January 2018)

PENTECOSTAL ASSEMBLIES OF THE WEST INDIES
CONSTITUTION, BYLAWS & POLICIES

BY-LAW 11

CHARTER OF THE WEST INDIES SCHOOL OF THEOLOGY

ARTICLE I – MEANING

In this charter:

"The Fellowship" means "The Pentecostal Assemblies of the West Indies International."

"The General Executive" means "The General Executive of the Fellowship."

"The General Conference" means "The General Conference of the Fellowship."

ARTICLE II – NAME

The name of the Institution shall be the West Indies School of Theology.

ARTICLE III – LOCATION

The location shall be Number Four Bridge, Maracas Royal Road, Curepe, Republic of Trinidad and Tobago.

ARTICLE IV – STATEMENT OF FAITH

The Statement of Faith of the School shall be the Statement of Faith of the Fellowship.

ARTICLE V – PURPOSE

1. The purpose of the School shall be to:
   - prepare men and women for Christian ministry.
   - foster missionary interest and to help missionary candidates to prepare for their fields of calling.
   - help students develop wholesome spiritual, intellectual, social and moral attitudes that they may be better prepared to live a Christian life, for effective Christian service and to be worthwhile citizens.
   - provide opportunities for student participation in Christian Education and various Church ministries.
   - provide opportunities for life-long learning and continuing professional development.
   - promote the continuing professional development of all staff of the School.
   - promote research into and publication on subjects which advance the cause of the School's vision and mission.
   - do all things incidental and consistent with its purpose to fulfil its mission.
2. In pursuance of the purposes stated the School shall:
   - Provide and develop through means deemed desirable such physical facilities that are appropriate to its purpose.
   - Hire administrative, teaching, clerical staff and other employees as deemed appropriate.
   - Conduct or participate in such research as will inform its purposes.
   - Offer, award and confer on persons certificates, diplomas and degrees as evidence and in recognition of having met the School's standards for academic achievement and excellence.
   - Solicit and accept donations and contributions in accordance with Biblical principles.
   - Manage the assets of the School in accordance with the provisions of this Charter, the Bylaws and the Schedules attached hereto.
   - Be vigilant to ensure that the pursuit of academic inquiry should not take precedence over the emphasis on spiritual truth.

ARTICLE VI – SEAL

1. The School shall possess its own Seal.
   - The President shall ensure the safe custody of the School's Seal.
   - The Seal of the School shall be impressed on all certificates, diplomas, degrees and transcripts issued by the School.
   - The Seal of the Fellowship shall be used on all legal documents as may be required by Act Number 24 of 1985 of the Laws of the Republic of Trinidad and Tobago.

ARTICLE VII – ORGANIZATION AND MANAGEMENT

The School shall have a Board of Governors, a Board of Directors, a President and other Staff.

1. The Board of Governors
    - The Board of Governors shall be the General Executive of the Fellowship and shall include the Chairman of the Board of Directors.
    - All powers in this Charter not conferred directly on the Board of Governors, the Board of Directors or any other Body or person shall be vested in the Board of Governors.
    - The Board of Governors shall appoint a Board of directors for such periods as may be determined from time to time by the General Conference.
    - Notwithstanding the provisions of Article VII, Section 1 (3), the Board of Governors may with justifiable cause declare vacant the seat of any member of the Board of Directors.
    - The Board of Governors may delegate to the Board of Directors authority to exercise any of the residual powers of the Board of Governors except the powers conferred directly by this Charter on the Board of Governors.
    - The Board of Governors shall select the President on recommendation of the Board of Directors.
    - The Board of Governors shall approve the Strategic Plan of the School.
2. Board of Directors
    - The Board of Directors shall be appointed by the Board of Governors for such periods as the Board of Governors shall decide.
    - The President shall be a member of the Board of Directors
    - The Board of Directors shall be responsible for supervision of the business of the School and for this purpose shall exercise all the powers conferred on it by the Charter or delegated to it by the Board of Governors.
    - The Board of Directors shall recommend to the Board of Governors candidates for appointment as President of the School
    - The Board of Directors shall approve the appointment of the Vice President for Academic Affairs and any other position in the opinion of the Board of Directors, which it should.
    - The Board of Directors shall transmit the Strategic Plan of the School to the Board of Governors for approval.
    - The Board of Directors shall approve the Annual Business Plan of the School.
    - The Board of Directors shall approve any changes to the organisational structure of the School.
    - The Board of Directors shall approve the terms and conditions for staff of the School.
    - The Board of Directors shall approve any changes to the academic programmes offered by the School
3. The President

The President shall:

- Be selected by the Board of Governors based on the nomination of the Board of Directors.
- Represent the values of the Fellowship and be an example of servant-leadership to staff and students.
- Provide leadership in the interpretation of the vision and mission of the School
- Be the Chief Executive Officer of the School and shall exercise such supervision and direction as is proper for its development.
- Be the Principal of the School.
- Be the principal adviser to the Board of Directors
- Advocate and promote the School's interests to stakeholders.
- Motivate staff to achieve the vision of the School.
- Ensure that staff and the Board of Directors have sufficient and up-to-date information
- Provide the interface between the Board of Directors and staff.
- Interface between the School and the community
- Formulate policies and planning recommendations to the Board
- Oversee operations of the organization
- Implement plans
- Manage the human resources of the organization
- Manage the financial and physical resources

4. Staff

- The Board of Directors, in consultation with the Administrative Committee shall determine the level of staffing in the School.
- All staff shall be appointed by the President with the exception of the Vice President for Academic Affairs, whose appointment the President shall make with the consent of the Board of Directors.

ARTICLE VIII – PROPERTY

- All property, real or chattel, shall be taken, held, sold or transferred in the corporate name of the Fellowship.
- Authorization for purchase, sale, lease, encumber or alienation of the real property of the School shall be given only by the required majority of the quorum present and voting at a regular or special meeting of the General Executive of the Fellowship.
- The authorized signatures for purchase, sale, encumber, alienation of the real property of the School shall be the same as authorization for the same purposes for the Fellowship.

ARTICLE IX – INTERPRETATION

No article, session, clause or schedule of this Charter may be interpreted to construe a meaning that is repugnant or ***ultra vires*** to the Constitution of the Fellowship.

The interpretation of this Charter, its Bylaws and its Schedules by the General Conference shall be final and authoritative. Between sessions of the General Conference, the Board of Governors shall act as the interpreters of this Charter, subject to the ratification of the General Conference.

ARTICLE X – AMENDMENTS

- Amendments to this Charter may be made at the duly called meeting of the Board of Governors.
- Written notice of the proposed amendment shall be sent to each member of the Board of Governors not less than thirty (30) days prior to the meeting of the Board of Governors at which the amendment is to be considered.
- Amendment shall be by a simple majority at the meeting of the Board of Governors in favour of the Amendment.

ARTICLE XI – SUSPENSION OF PROVISIONS

- The General Executive of the Fellowship may suspend any of the provisions of this Charter for a period no longer than that remaining in the term of the General Executive provided that there is a three-quarters vote of the full Executive.
- At the meeting of the General Conference following such suspension a report outlining reasons for the suspension of provisions shall be submitted to the General Conference for its ratification.

SECTION I – DIRECTION

A. The Board of Governors

B. The Board of Directors

SECTION II – OFFICERS

A. President

B. Vice President, Academic Affairs

C. Vice President, Student Affairs

D. Registrar

SECTION III – COMMITTEES

The Administrative Committee

The Academic Affairs Committee

The Student Affairs Committee

SECTION IV – STAFF

SECTION V – STAFF CONTRACTS

SECTION VI – THE STRATEGIC PLAN

SECTION VII – BUSINESS PLAN

BYLAWS & SCHEDULES

CHARTER OF THE WEST INDIES SCHOOL OF THEOLOGY

(Revised January 2018)

SECTION I – DIRECTION

A. The Board of Governors

1. The General Executive, when sitting as the Board of Governors, shall maintain the same rules of procedure.
2. Any member of the General Executive who is also a full-time employee of the School shall be entitled to participate when the General Executive sits as the Board of Governors, such persons shall not, however, be entitled to vote on any issues related to the School.
3. The Board of Governors shall consider the Strategic Plan of the School and give final approval to the Board of Directors within six weeks of receipt.
4. The Board of Governors shall review the annual report for the previous year and the Business Plan for the subsequent year presented by the Board of Directors for its consideration.
5. The Board of Governors shall be responsible for ensuring that the institution has the resources needed for sustaining and developing the School.
6. The Board of Governors shall be responsible for macro policy formulation and institutional integrity.

B. The Board of Directors

1. A quorum of the Board of Directors shall be not less than fifty percent of its membership.
2. The Board of Directors shall meet at least twice during the academic year and more often if necessary.
3. Any other person not normally entitled to attend meetings of the Board of Directors may do so if, in the opinion of the Chairman, such a person would assist the Board of Directors in its deliberations. Such a person shall not exercise a vote.
4. The Board of Directors shall prepare and transmit to the Board of Governors the Strategic Plan of the School.
5. The Board of Directors shall submit to the Board of Governors the Annual Report of the School together with Business Plan for the succeeding academic year.
6. The Board of Directors shall submit to the Board of Governors its nomination for appointment to the post of President.
7. The members of the Board of Directors shall be:
   a. The Chairman
   b. The President
   c. A minimum of five (5) and maximum of nine (9) other persons, inclusive of the Secretary/ Administrator to the Board, who shall be appointed by the Board of Directors from amongst its members.
   d. These persons, whose contributions should enhance the mission of the School, shall be drawn from the education, legal, business and clergy disciplines.

SECTION II – OFFICERS

A. President

The President shall:

Leadership

1. Be the Chief Executive Officer of the School
2. Be a member of the Board of Directors
3. Advise the Board of Directors on policy development and review
4. Provide executive leadership in the development and achievement of the vision and mission of the School.
5. Submit a draft of the Strategic Plan to the Board of Directors.
6. Prepare and submit the annual business plan and budget to the Board of Directors.
7. Have supervision of, and do his utmost to promote, the devotional and spiritual life of the School.
8. Preside at commencements and public exhibitions of the School, shall sign diplomas and certificates, and shall confer such diplomas, certificates and honours.
9. Ascertain that adequate working plans, procedures, and controls are established to make possible the achievement of the objectives of the School in all areas of assigned operation.
10. Develop and sustain a high performing executive leadership team

11. Model and sustain effective servant-leadership and shared governance practices which enhance achievement of the goals of the School

Management

1. Appoint persons to fill staff positions approved for the School.
2. Develop and submit to the Board of Directors for approval, administrative rules needed for effective School operations or to carry out Board policy.
3. Be a signatory on all School accounts.
4. Provide the Board of Directors with a timely flow of information regarding the School and its needs.
5. Prepare agenda materials, with the approval of the Chairman of the Board of Directors for board meetings and maintain a record of the proceed-ings.
6. Make recommendations to the Board for the adoption of instructional programmes and other educational and community services.
7. Ensure alignment and integration of the strategic plan with the School's operations and the annual operating budget.
8. Review the educational programmes on a con-tinuing basis, effect changes that will improve the quality and scope of services offered and enhance student success.
9. Promote and sustain a healthy institutional cli-mate of mutual respect and high standards of per-formance for all faculty and staff in achieving high levels of student success.
10. Maintain the orderly functioning of the School and take appropriate action, within the limits of Board of Directors' policy, as may be necessary to prevent any interference with such orderly opera-tion of the School.
11. Develop succession planning to ensure continuity of School operations.
12. Promote a culture of accountability, which guides implementation of best practices, and continuous quality improvement of instruction and student support services.
13. Represent the School, in cooperation with the Board of Directors and staff, to the constituencies and develop appropriate partnerships which as-sist in the advancement of the School's mission and vision.
14. Perform such other functions that are in keeping with the prestige and stature of his office, as may be assigned to him by the Board of Directors from time to time.

A. Vice President, Academic Affairs

The Vice President, Academic Affairs shall:

1. Be appointed by the President with the consent of the Board of Directors.
2. Be responsible for developing and maintaining a collegial environment that is conducive to the scholarly interaction of students and faculty.
3. Provide leadership to the academic staff in determining how best to meet the educational needs of students.
4. Ensure the academic integrity and the scholastic development of the School.
5. Have the primary responsibility for designing and maintaining the curriculum of the School.
6. Supervise the work of all members of the teaching faculty.
7. Manage the assessment of the performance of academic staff of the School.
8. Provide direction for professional development programmes for staff development.
9. Supervise the development of the School's library.
10. Arrange class and examination timetables each semester.
11. Co-sign all certificates, diplomas and degrees conferred by the School.
12. Present to the President, candidates for graduation.
13. Ensure effective coordination of the School's academic advising system.
14. Manage effective academic standing review procedures as well as methods to deal with violations of academic integrity codes.
15. Encourage faculty to produce papers/books.
16. Perform the duties of the President, in the absence or incapacitation of the President.
17. Be a member of all faculty and administrative committees.

18. Perform such functions and duties that are in keeping with the prestige and stature of his office as may be assigned to him from time to time by the President of the School.

B. Vice President, Student Affairs

The Vice President, Student Affairs shall:

1. Be appointed by the President for a period specified in the contract of appointment.
2. Espouse, embody and impart the values of the Community Creed within our residential community.
3. Work to create a culture of care for students, their families, faculty and staff by providing exemplary programmes and services designed to enhance students' academic and personal success.
4. Provide leadership for the design of student support services, including security, safety, accessibility, encouragement to students, student accommodation, student counselling and student health and wellness.
5. Develop a rich residential environment where students can interact with each other, faculty, staff, and other persons, in order to help students develop personally and academically.
6. Design and manage programmes and systems for helping students to learn and grow in a safe environment.
7. Seek to enhance academic performance and intellectual excellence by building effective learning communities that emphasize the active engagement of students, faculty and staff
8. Have primary responsibility for regulating all of the disciplinary procedures.
9. Develop orientation, mentoring, and counselling programmes to enhance the quality, character, and perspectives of students.
10. Be the principal liaison between the School's authorities and the Student Council and other students' organisations
11. Develop programmes to expand opportunities for experiential learning, civic engagement, cultural enrichment, leadership development, and service learning.
12. Conduct ongoing assessments upon which to generate policies and programmes that meet the changing needs and interests of students and to increase the School's capacity for doing so.
13. Provide intellectual challenge and increase the overall sense of community by generating dialog around issues of tolerance, justice, moral responsibility, and human dignity.

C. Registrar

The Registrar shall:

1. Provide leadership to plan, organize and manage all of the activities related to student records and registration.
2. Organize and administer the Schools admissions processes including transcript evaluations
3. Ensure the integrity of all student records.
4. Supervise the coordination, evaluation, and certification of all graduation applications.
5. Analyse statistical data on registration and student performance for administrative use.
6. Prepare statistical reports on educational activities for government and educational agencies and interprets registration policies to faculty and students.
7. Compile information, such as class schedules and graduation requirements, for publication in school bulletins and catalogues.
8. Disseminate information on courses offered and procedures students are required to follow in order to obtain transcripts.
9. Under the direction of the President determine how best to have graduation, orientation and admissions events so that they advance the mission of the School and appropriately represent its programmes.

SECTION III – COMMITTEES

A. The Administrative Committee

1. The members of the Administrative Committee shall be the President, the Vice President, Academic Affairs; The Vice President, Student Affairs; the Registrar; and any other persons deemed necessary by the President.

2. The Administrative Committee shall:
    a. Assist in coordinating the management of the School.
    b. Inform the President of administrative matters not primarily involving academic policy.
    c. Establish a continuing planning and evaluation process to ensure that the School's Strategic and Business Plans are implemented,that the plans are monitored appropriately and periodically updated, and that progress toward achievement of programme goals are periodically reported to the faculty and staff.
    d. Propose tactical plans and actions that will facilitate the School's progress toward its strategic goals.
    . Consider and make recommendations on requests for exemptions from School regulations.
    e. Periodically review the School's calendar, functions and structures of the committees of the School.
    f. Receive and consider reports from other committees.

B. The Academic Affairs Committee

1. The members of the Academic Affairs Commit-tee shall be the Vice President Academic Affairs,the Registrar, the Librarian, a Head of Department Representative/ Faculty Representative, and two others appointed by the President.
2. The Academic Affairs Committee shall:
    a. Monitor and review policies and practices of the School covering admission, assessment, academic progress and academic grievance procedures.
    b. Monitor student feedback on their perception of courses and the learning environment.
    c. Provide advice to the Board of Directors on the academic standards of the programmes provided by the School through the Vice President, Academic Affairs.
    d. Make recommendations to the Administrative Committee on policies and procedures relating to the: academic standards of the School.
    including the admission, assessment and academic progress of its students.
    e. Advise on other matters referred to it by the Board of Governors, the Board of Directors, the President, or the Vice President for Academic Affairs.

C. The Student Affairs Committee

1. The members of the Student Affairs Committee shall be the Vice President, Student Affairs, the Registrar, one member of teaching staff and two representatives of the Student Council.
2. The Student Affairs Committee shall:
    a. Have primary responsibility for bringing student viewpoints and needs to the attention of the Board of Directors and the Administrative Committee.
    b. Represent students' interests in all policy decisions.
    c. Define and recommend to the appropriate body institutional policy as it affects students, including but not limited to the following areas: student life services; advising and counselling; Student Council; financial aid; foreign students and other special groups; health ser-vices; housing; student government; student conduct and student justice.
    d. Be responsible for ensuring that adequate provisions are made in respect of student accommodations.
    e. Formulate programmes to ensure the spiritual and social development of the student body.
    f. Maintain a counselling and support network, including peer groups.

SECTION IV – STAFF

1. The number and level of staff, including full-time and part-time, with the exception of the President, the Vice President for Academic Affairs, the Vice President, Student Affairs and Registrar shall be determined by the Board of Directors.
2. The qualifications for each staff position shall be determined by the Board of Directors on consider-ation of the proposals of the Administrative Com-mittee.

SECTION V – STAFF CONTRACTS

1. Each employee of the School, whether full-time or part-time, shall be given a contract of engagement in writing. Each contract will carry the following:
    a. The designation of the position for which engaged.
    b. A detailed outline of the responsibilities of the position.
    c. Duration of the engagement.
    d. Level of remuneration.
    e. Entitlement with regard to various categories of leave of absence.
    f. Any other terms and conditions of engagements.
2. The contract of the President shall be signed by the Chair of the Board of Governors.
3. The contracts of all other categories of staff shall be signed on behalf of the School by the President.

SECTION VI – THE STRATEGIC PLAN

1. The strategic plan shall be prepared for three-year cycles, at a minimum.
2. The strategic plan will be a clear articulation of the desired future for the School at the end of the planning period and shall contain strategies and a roadmap for achieving that desired future.
3. The strategic plan shall include an assessment of the institution, an assessment of the external environment and how it impacts on the viability of the School and its mission, an articulation of the unique value proposition that the School offers, opportunities for growth and expansion, threats to continuity and strategies aligned to the opportunities and threats to ensure viability and continuity.
4. The strategic plan shall be presented by the Board of Directors for consideration and transmission to the Board of Governors.

SECTION VII – BUSINESS PLAN

The Annual Business Plan shall be the operational framework for each academic year. The business plan shall include, at minimum, strategies for the applicable year from the approved strategic plan along with the budget and appropriate staff levels to achieve the stated goal(s).

Dated this 25th day of January, 2018

General Bishop, Chairman - Board of Governors

General Administrator, Board of Governors

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GETTING IT RIGHT, THE Capacity TO DO

2026 GENERAL CONFERENCE

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