

THE CHURCH OF PENTECOST



MINISTERIAL HANDBOOK

Ministerial Handbook

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PREFACE

The Church of Pentecost traces its origin to the ministry began by Rev. James McKeown in 1937 and which culminated in the establishment of the Gold Coast Apostolic Church in 1953.

When the Gold Coast attained independence and the name Ghana replaced the Gold Coast, the Church became known as Ghana Apostolic Church. On the first day of August 1962, the Ghana Apostolic Church adopted the name The Church of Pentecost as its new name; and thereafter registered its Board of Trustees under the new name on June 14, 1971 under Certificate No. XO 158 as a religious, non-profit-making organisation.

The primary aims and objectives of The Church of Pentecost, hereafter referred to as “The Church” are to practise and propagate what our Lord Jesus Christ commanded in Mark 16:15-16, “He said to them, “Go into all the world and preach the good news to all creation. Whoever believes and is baptized will be saved, but whoever does not believe will be condemned”, in Matthew 28:19-20 “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age” and in Matthew 25:40 “The King will reply, ‘I tell you the truth, whatever you did for one of the least of these brothers of mine, you did for me’. What is contained in this handbook are guidelines which shall guide Ministers of the Church towards carrying out the Lord’s commission.

Vision Statement

To become a global Pentecostal church that is culturally relevant in vibrant evangelism, church planting, discipleship and holistic ministry.

Mission Statement

We exist to establish responsible and self-sustaining churches filled with committed, Spirit-filled Christians of character, who will impact their communities.

DEFINITIONS

“Church” means The Church of Pentecost.

“The General Council” means the highest policy-making body of the Church.

“The Executive Council” means the highest governing body elected by the General Council.

“Chairman” means the Chief Executive of the Church, appointed by the General Council of the Church and, in his absence, the Minister appointed to act for him.

“General Secretary” means the Minister appointed by the General Council of the Church to be responsible to the Chairman for Head Office administration and, in his absence, the Minister appointed to act for him.

“International Missions Director” (IMD) means the Minister appointed by the General Council to be responsible to the Chairman for the administration of the Church in the international missions and, in his absence, the Minister appointed to act for him.

“Director” means a Minister and any lay person appointed as the Head of administration of a Ministry or satellite organisation of the Church.

“Region” means the political seat of a Region and a geographically determined Area as defined by the Church.

“Regional/Area Head” means a Minister appointed by the Chairman in consultation with the Executive Council to head a Region/Area.

“Area” means a number of Districts located within geographically determined boundaries as defined by the Church.

“District” means a cluster of local Churches located in a geographically determined Area defined by the Church.

A Full-Time Minister of the Church refers to the Minister who does not have any other occupation apart from the work of the ministry.

A Tent Minister of the Church refers to the Minister of the Church who is a professional and works full-time in his profession with his skills and education. In other words, he is bi-vocational as the apostle Paul was by making tents while living and preaching in Corinth (Acts 18:3).

1.0 THE COVENANT

The Church of Pentecost has a divine destiny. It is marked out distinctively by her unique covenant and relationship with God.

1.1 God's Part

God's first Covenant with The Church of Pentecost dates back as far as 1931. This was confirmed in 1940 at the Easter Convention in Winneba and was reconfirmed at the 1948 General Convention at Koforidua.

"It is not because of how few or many you are in membership but according to my divine and eternal purpose and goodwill for my Church."

1.1.1 That God would raise a nation out of Africa that would be a spearhead and light to the world, heralding the Second Coming of Jesus our Lord.

1.1.2 That the Gold Coast has been chosen to fulfill this eternal will and purpose of God.

1.1.3 That God would accomplish this through a white missionary in future, and the group would, through many trials, tribulations, temptations and persecutions be nurtured, protected and grow up spiritually and numerically, and become a great international Pentecostal Church, which would send out missionaries from the country, the Gold Coast, to all parts of Africa and the world as a whole.

1.1.4 He God would call out men according to His own choice from time to time.

1.1.5 That God would ensure that "No weapon that is formed against the Church will prosper, and every tongue that rises against it in judgment shall be condemned. For this is the heritage of the servants of the Lord, and their righteousness is of Him," saith the Lord.

- 1.1.6** That God would meet the Church's financial needs in season and out of season for all other Churches to acknowledge that His divine presence, blessings and glory are with the Church.
- 1.1.7** That He would pour abundant spiritual gifts on both men and women.
- 1.1.8** That God would from time to time prune and purge His Church of all parasites, pests, personality cults, false doctrines, social and religious evil in order to make her holy and radiant. This will portray His divine presence, radiance and glory in her spiritual and physical performances, so as to avoid spiritual decline and apostasy.

1.2 The Church's Part

- 1.2.1** That the Church would know and understand His ways and obey His voice and commandments, so that the Church would keep herself holy, blameless and pure.
- 1.2.2** That the Church would make disciples for the soon-coming Christ.
- 1.2.3** That the Church is not to love and learn the things of the world nor its ways, for His ways are different from the ways of the world. Therefore, she should not imitate worldliness or any form of religious sects, organisations or "Churches" for He has chosen the Church to be holy, righteous, faithful, humble and obedient. She should be a different model and a peculiar people, to show forth His divine virtues to angels.
- 1.2.4** That the Church should not be covetous, money-minded, selfish, proud, arrogant and stubborn in her ways.
- 1.2.5** That in order to have a pure, disciplined, holy Church (which can stand the test of time), holiness should become her watchword throughout her entire life.

- 1.2.6** That the Church should not owe any man, borrow or seek financial aid, loans or grants from anywhere as God is her eternal riches, treasury and that He is able to sustain the Church in all her needs.
- 1.2.7** That the gifts that would be given by God must be controlled so that Satan would not use them to his advantage.
- 1.2.8** That the Church should remember not to harbour sins, evil deeds and evil people among her membership, but rebuke, discipline and restore backsliders in the spirit of love, compassion and patience. For if the Church would hearken to His voice and obey His precepts she would be blessed among her peers.

2.0 TENETS

2.1 The Bible:

We believe in the divine inspiration and authority of the Holy Scriptures. We believe that the Bible is infallible in its declaration, final in its authority, all-sufficient in its provisions and comprehensive in its sufficiency (2 Ti. 3:16; 2 Pet. 1:21).

2.2 The One True God:

We believe in the existence of the One True God, Elohim, Maker of the whole universe; indefinable, but revealed as Triune Godhead— Father, Son and Holy Spirit—One in nature, essence and attributes; Omniscient, Omnipotent and Omnipresent (Ge. 1:1; Mt. 3:16-17; 28:19; 2 Co. 13:14).

2.3 The Depraved Nature of Humanity:

We believe that “all have sinned and come short of the glory of God” (Ge. 3:1-19; Is. 53:6; Ro. 3:23), and are subject to eternal punishment (Mt. 13:41, 42; Ro. 6:23), and need repentance (Ac. 2:38; Mt. 4:17; Ac. 20:21) and regeneration (Jn. 3:3, 5; Tit. 3:5).

2.4 The Saviour:

We believe humanity’s need of a Saviour has been met in the person of Jesus Christ (Mt. 1:21; Jn 4:42; Ac. 2:36; Eph. 5:23; Php. 2:6-11), because of His Deity (Is. 9:6; Jn. 1:1; 20:28; Ro. 9:5; Tit. 2:13,14), Virgin Birth (Is. 7:14; Mt. 1:18; Lk. 1:25-27), Sinless Life (Jn 8:46; Heb. 4:15; 2 Cor. 5:21), Atoning death (Ro. 3:25; Heb. 9:22: 1 Jn. 2:2), Resurrection (Mt. 28:5-7; Ac 2:24; Ac. 2:36; 10:39,40; 1 Co. 15:3,4) and Ascension (Ac. 1:9-11; 2:33-36), His Abiding Intercession (Ro. 8:34; Heb. 7:25) and His second coming to judge the living and the dead (Ac.1:11; 10:42; 1 Th.4:16-18; 2 Ti. 4:1; Rev. 22:12, 20).

2.5 Repentance, Regeneration, Justification and Sanctification

We believe all humanity have to repent and confess their sins before God (Lk. 15:7; Ac. 2:38; 3:19; 17:30), and believe in the vicarious death of Jesus Christ before they can be justified

before God (Ro. 4:25; 5:1). We believe in the sanctification of the believer through the working of the Holy Spirit (1 Co. 1:30; 6:11) and God's gift of eternal life to the believer (Jn. 17:2, 3; 10:27, 28; Ro. 6:23b; 1 Jn. 5:11-13).

2.6 The Ordinances of Baptism and the Lord's Supper or Communion

We believe in the ordinance of Baptism by immersion as a testimony of a convert who has attained a responsible age of 13 years. (Mt. 3:16; Mt. 28:19; Mk. 1:9, 10; 16:16; Ac. 2:38). Infants and children are not baptized, but are dedicated to the Lord (Mk. 10:13-16; Lk. 2:22-24, 34). We believe in the ordinance of the Lord's Supper or Holy Communion, which should be partaken by all members who are in full fellowship (Lk. 22:19, 20; Ac. 20:7; 1 Cor. 11:23-33).

2.7 Baptism, Gifts and Fruit of the Holy Spirit:

We believe in the baptism of the Holy Spirit for all believers with the initial evidence of speaking in tongues (Joel 2:28,29; Ac. 2:3,4,38,39; 10:44-46; 19:1-6); and in the operation of the gifts and fruit of the Holy Spirit (1 Cor. 12:11-18; 28:30; Rom.12:6-8; Gal. 5:22,23).

2.8 Divine Healing:

We believe that the healing of sickness and disease is provided for God's people in the atonement. The Church is, however, not opposed to soliciting the help of qualified medical practitioners (2 Ki. 20:7; Mt. 9:12; Lk. 10:34; Col. 4:14).

2.9 Tithes and Offerings:

We believe in tithing and in the giving of free-will offerings towards the cause of carrying forward the Kingdom of God. We believe that God blesses a cheerful giver (Ge. 14:18-20; 28:20-22; Mt. 23:23; Ac. 20:35; 1 Co. 16:1-3; 2 Co. 9:1-9).

2.10 The Second Coming and The Next Life:

We believe in the Second Coming of Christ and the Resurrection of the dead, both the saved and the unsaved – they that are saved, to the resurrection of life; and the unsaved, to the resurrection of damnation (Mk. 13: 26; Da. 12:2; Jn. 5: 28-29; Ac. 1:11; 10:42; Ro. 2:7-11; 6:23).

2.11 Marriage and Family Life:

We believe in the institution of marriage as a union established and ordained by God for the lifelong, intimate relationship between a man as husband and a woman as wife, as biologically defined. We believe that God instituted marriage primarily for companionship, and for procreation and the Godly nurture of children, to enable them find the security of love and growth in the heritage of faith. (Ge.2:18; 21-25; Mt.19:4-6; 1 Cor.7:1,2)

3.0 CORE PRACTICES

3.1 Evangelism

It is the presentation of Jesus Christ in the power of the Holy Spirit with the view that people will trust Jesus as Saviour and Lord and serve him in the fellowship of the Church. Evangelism is the responsibility of every Church member and Minister. It is the prime duty of every believer to share his/her faith after conversion.

Through cross-cultural, mission-oriented evangelism, Church members who travel to other countries preach Christ, plant Churches and call for Ministers to pastor same. Besides, as was the practice of the founder, Pastor James McKeown, we respond to calls to missions as led by the Holy Spirit.

3.2 Discipleship

Discipleship is teaching and training believers to be like Christ in character and to make responsible choices. The emphasis is on holiness, righteousness, faithfulness, honesty, sincerity, humility, prayerfulness and the leading of disciplined and responsible lives.

This is done at the level of individuals, where mature members take up the responsibility to disciple new converts. The Church plays a leading role by providing systematic teaching and practical training.

Such teaching emphasises the four-square gospel, which is Christ-centred: i.e. Jesus the Saviour, Healer, Baptiser and Soon-Coming King; the Tenets of the Church; Bible reading/ study and scripture memorisation and application of the word to life situations.

3.3 Ministry Excellence

We seek to honour God who gave His best (Christ Jesus as the Saviour) by maintaining a high standard of excellence in all

our ministries and activities (Col. 3:23-24).

3.4 Prayer

Some of the normal practices are regular prayer for the Holy Spirit baptism with the initial evidence of speaking in tongues. Emphasis is placed on the fruit and gifts of the Spirit in the life of the believer.

Prayers are said for healing and deliverance of the afflicted as part of the initial exercises for salvation.

Services are marked as truly Pentecostal with praise and worship, teaching, exercise of gifts, prayer, testimonies, etc.

3.5 Ministry of The Holy Spirit

We believe in the presence of the person of the Holy Spirit and that the Christian life can be led only by His enablement. The new birth is the work of the Holy Spirit, and then the baptism of the Holy Spirit for power to serve and the gifts of the Spirit for building the body of Christ.

The Holy Spirit helps the individual to develop a Christ-like character, manifested through bearing the fruit of the Spirit.

The leading of the Holy Spirit in all spheres of activity in the Church is paramount. Administrative structures and all other Church distinctiveness have been largely influenced by the leading of the Holy Spirit.

3.6 Leadership

Leadership development is based on the apostolic foundation. Appointments and callings into leadership positions are based on character, charisma, and the leading of the Holy Spirit. Leadership development is from the grassroots level with members maturing to lead sub-groups, Ministries, Assemblies, Districts and Areas. Team spirit with talent development shapes team work. Ministry is by both clergy and laity.

3.7 Church Culture

The following distinctive attributes help identify The Church of Pentecost:

1. Self-supporting attitude
2. Faithfulness and integrity
3. Distinctiveness in prayer
4. Church discipline without fear or favour irrespective of position, race or colour of members.
5. Congregational worship is based on spirit and truth and not necessarily on location or structure.
6. Fellowship and generosity.
7. Respect for authority.
8. Mutual respect and sense of belonging for all members without discrimination based on colour, gender, tribe, race or nationality.
9. Sacrificial service to the Church without expecting pecuniary reward.
10. Neighbourhood Churches: small/medium-sized community-based Church policy promotes Church planting.
11. Home cell system of fellowship fosters the creation of avenues for effective discipleship and promotes both numerical and spiritual growth.
12. Total abstinence from alcohol, tobacco and other hard drugs.
13. Monogamous marriage is upheld as well as chastity before marriage.
14. Homosexuality, lesbianism and other perverse sexual

practices are not permitted in the Church.

15. The Church upholds paternal inheritance.
16. Female visitors who attend Church services without a head-covering should be accepted as they are, without being either turned back or offered a “head covering”.
17. Women should fashion their hairstyles in a decent, modest and appropriate manner to the glory of God.
18. The wearing of seductive or sexually-provocative dresses should be discouraged in the Church.
19. Women must avoid the practice of cleavage (the partial exposure of breasts and other sensitive parts of the body) as that does not glorify the Lord.
20. Church Anniversaries can be celebrated only at the 10th, 25th, 50th, 75th etc, milestones.

3.8 Tithes and Offering

Faithfulness in giving offerings and paying tithes to enhance the ministry of the Church is emphasised. Periodic teaching on this subject is regarded as very important.

The Church and members depend solely on God as the source of financial supply. Borrowing by the Church is not encouraged. Lending with interest among members is also discouraged.

3.9 Social Activities

The Church believes in communal living with members supporting one another, and participating in communal work. The Church may also help the wider community by providing social needs such as health services, education, as well as donating to the needy in society.

3.10 Holiness of Members and Officers

The Church upholds holiness of members unto the Lord in all their endeavours (Rom. 12:1; Heb. 12:14).

3.11 Consistent Bible Teaching (Acts 2:42a).

The Church upholds the teaching of sound biblical doctrine and does not tolerate the propagation of erroneous doctrine.

3.12 All types of prayer such as thanksgiving; worship (adoration); supplication; intercession (Eph. 6:18-19; 1 Tim. 2:1-2).

3.13 Church Discipline(2Tim. 3:16-17; Heb. 12:7-11)

3.14 Respect for and obedience to authority.

3.15 Submission to corrective measures and policies of the Church.

3.16 Regular fellowship of the saints (Acts 2:42-47; Heb. 10:25).

3.17 Refer to Guidelines on Discipline and Restoration (see Appendix C).

4.0 FULL-TIME MINISTRY

According to the teachings of the New Testament, (Eph. 4: 11-13), the Minister is the one through whom the ascended Lord governs The Church (His body). He is a called worker by the Executive Council with the ratification of the General Council.

4.1 Call into the Full-Time Ministry

4.1.1 Procedures for Call into the full-time Ministry

- a. Local, District, Area and National Ministerial Committees are set up for the screening and vetting of prospective Workers into the ministry.
- b. No person is called into the ministry without the prior recommendation of the Ministerial Committee or the Executive Council and the ratification of the General Council, unless in some exceptional cases which may be determined on a case by case basis.
- c. Normally, the person passes through the Local, District, Area and National level of interviews before being accepted by the Executive Council and subsequently approved by the General Council. Names of successful candidates shall be published in a Chairman's circular to all assemblies to ensure that there are no adverse findings against the candidates who might be accepted by the Executive Council and subsequently approved by the General Council.
- d. All Ministerial candidates are screened together with their wives for the purpose of Ministerial suitability. However, wives of candidates are interviewed at Local, District/Regional/Area Levels. In some instances, it may be necessary for some wives of candidates to be interviewed at the National Level.

- e. Persons accepted for ministry are usually not above forty-two (42) years of age. In special cases, persons above forty-two (42) years, who have special abilities, are recommended by the Executive Council and ratified by the General Council.
- f. For a person to be eligible for acceptance into the ministry of the Church, he must be in a Christ-honouring marital relationship. In some exceptional cases the Executive Council may call an unmarried person into the full-time ministry.
- g. In the case of the external branches of the Church, the Executive Council shall call proven men of God into the ministry upon the recommendation of or in consultation with the relevant National Executive Council.

The length of service and end-of-service benefits of Ghanaian nationals called into the ministry from Mission stations who may seek for transfer to Ghana would be reckoned from the date they joined the ministry in Ghana. This does not include Ministers who would be transferred to Ghana at the instance of the Executive Council.

4.2 Medical Examination

As a requirement, a prospective Minister and his wife are expected to pass a medical examination conducted by a Medical Officer appointed or approved by the Church. Medical examination expenses shall be borne by the Church.

4.3 Declaration of Personal Details

- a. Every Minister shall on first appointment disclose his age and the date of birth substantiated by a birth certificate, baptismal certificate or an affidavit sworn to by the Minister. Once the affidavit is sworn, no change of the Minister's age shall be allowed. In case of doubt the

Executive Council shall request the appropriate tests to be conducted to ascertain the correct age.

- b. Every Minister, on first appointment, shall declare his hometown, wife and the number of children, their names, and dates of birth, supported with birth certificates, baptismal certificates or other vital documents related to the child.

4.4 Nomination of Beneficiary

- a. Every Minister shall immediately after his calling into the ministry be required to complete a nomination form indicating the beneficiaries to whom the Church should pay his terminal benefits and other financial entitlements in the event of his death.
- b. If a Minister fails to make a nomination, payment of his entitlements shall be made to his wife and children, and in their absence, to his successor evidenced by Letters of Administration.

4.5 Confidentiality

It is expected of every Minister to confine decisions and counsel of the General Council to themselves. Breach of confidentiality is strictly prohibited and shall attract disciplinary action.

4.6 Core Duties

4.6.1 Probationary Overseers and Overseers

- a. Care for the flock
- b. Teach and preach the gospel
- c. Administer the Lord's Supper
- d. Visit members
- e. Baptise new converts and disciple them
- f. Dedicate children
- g. Bury the dead

- h. Do all other things incidental to the calling as assigned by a supervisor.

4.6.2 Pastors and Teachers

- a. Perform all the duties of an Overseer
- b. Bless marriages
- c. Do all other things incidental to the calling as assigned by a superior authority

4.6.3 Evangelists

- a. Perform all the duties of a pastor/Teacher
- b. Focus on preaching the gospel to the unsaved
- c. Break new grounds for the planting of Churches
- d. An Evangelist may serve as a District Minister.

4.6.4 Apostles and Prophets

- a. Perform all duties of a Pastor/Teacher and Evangelist
- b. Dedicate Church buildings
- c. Ordain Ministers and Officers
- d. Establish Churches
- e. Maintain discipline in the Church
- f. Impart spiritual gifts to others
- g. An Apostle or Prophet may serve as a District Minister

4.6.5 Tent Ministers

Core duties of tent Ministers of the Church include the following:

- a. Perform all the duties of a Pastor
- b. Discharge other duties incidental to the calling as assigned by a supervisor such as Apostle, Prophet, Evangelist or Area Head.

4.7

4.7.1 Probation

Every newly-called Overseer shall undergo a probationary period of up to twenty-four (24) months, including the period of the New Entrants' Course.

4.7.2

The probation period may be extended for not more than twelve months after which if the Overseer fails to establish his competence for the calling, the call shall be revoked, with stated reasons.

4.8 Ministers' Appraisal

- a. Ministers at the District level shall be appraised by their immediate National/Regional/Area Heads annually. This will be based on performance assessment in the ministry and conduct.
- b. The General Secretary shall appraise Head Office Ministers annually on their duties at the Head Office while their Area Heads appraise them on their Ministerial duties.
- c. Regional/Area Heads and Directors shall be appraised by the Chairman annually.
- d. National Heads shall be appraised by the International Missions Director biennially.
- e. The Chairman, General Secretary and the International Missions Director shall be appraised by Area Heads/Directors who are Apostles or Prophets.
- f. The appraised Minister shall be given the opportunity to discuss and sign his appraisal. Where in disagreement he shall be given the opportunity to state reasons in writing.
- g. The annual appraisal will be made on appraisal forms to be processed by the Chairman's Office.

- h. If an Area Head who has been transferred to a new Area is not sure of the conduct and output of his subordinate, due to the period he has known him, he may confer with the former Area Head on his appraisal reports.
- i. Similarly if a Pastor is transferred to a new station and his Area Head is not sure of his conduct and output the Area Head may confer with his former Area Head concerning his appraisal.

4.9 Duties of Area Heads

- a. Shall be responsible to the Chairman of the Church for the administration of the Church in the Area;
- b. Shall chair the meetings of the Area presbytery, the Area Executive Committee and every Area meeting, convention or rally he attends in the Area;
- c. Shall implement the policies and decisions of the General Council and the Executive Council in the Area;
- d. Shall be responsible for the day-to-day running of the Church in the Area and the implementation of the decisions of the Area Presbytery;
- e. Shall perform such functions as shall be assigned him by the Chairman and Executive Council;
- f. Shall be an ex-officio member of all Committees in the Area;
- g. Shall report on the Area to the General Council through the Chairman of the Church;
- h. Shall organize retreats, seminars and prayer sessions for the Area;
- i. Shall have the oversight of the Area in terms of planting and nurturing of churches;
- j. Shall be responsible for the spiritual and general well-

being of Ministers in the Area, and

- k. Shall lay foundation stone and dedicate church buildings
- l. Shall take on any other duties that shall from time to time be assigned him by the Chairman or his accredited representative.

4.10 Duties of District Ministers

As the key representative of the General Council in the District, the Minister is expected to perform the following duties:

- a. Preach the gospel
- b. Bless marriages (Pastors only)
- c. Administer the Lord's Supper
- d. Baptise new converts by immersion
- e. Dedicate children
- f. Officiate burials
- g. Provide administrative leadership in the District.
- h. Ensure that no false teachings and practices take place in the District.
- i. Coordinate the spiritual and physical activities in the District.
- j. Plant and nurture new Churches.
- k. Organize seminars, rallies, campaigns, conventions, retreats, crusades and other types of evangelistic activities in the District.
- l. Ensure that all the local assemblies in the District have suitable places of worship.
- m. Serve as the link between the District, the Area and the Headquarters in all Areas of the ministry such as payment of tithes and other funds, reports and other forms of

correspondence.

- n. Ensure that all the Ministries are functioning optimally in the District.
- o. Ensure that the assemblies are growing in peace and harmony.
- p. Ensure that all directives from the Area and Headquarters are fully implemented in the District.
- q. And any other duties that may, from time to time, be assigned him by his superior Ministers.

4.11 Pastoral Care

Scripture instructs Leaders (Pastors and officers) to take good care of the members. The New Testament church is built on good relationship among members. Our church, today, is faced with the challenge of poor follow up on new converts and backsliders. Lukewarm members who are supposed to be encouraged by leaders are seldom visited. The church has lost a lot of members and even continues to lose more. It is therefore, incumbent on all leaders to come to terms with the issue and help solve this problem once and for all. Against this background, and in order to improve on our pastoral care, the following steps are to be followed:

4.11.1 The Mark Of A Good Shepherd - Proverbs 27:23

“Be sure you know the condition of your flocks, give careful attention to your herd” (NIV).

“Know the state of your flocks, and put your heart into caring for your herd” (NLT).

“Be diligent to know the state of your flocks, and attend to your herd” (NKJV).

“Know your sheep by name; carefully attend to your flocks” (MSG).

The good shepherd is enjoined to know the state of his/her

flock to be able to meet their needs. Leaders must therefore, make conscious effort to be close to the members in order to know their condition and help them.

4.11.2 Steps To Effective Pastoral Care

- a) Gathering of personal information: This shall include Name, Sex, Age, residence, place of work and employment, phone numbers and email addresses.
 - i) Annual compilation of church membership list shall be done from 1st Nov. – 31st Dec.
 - ii) Final list shall be compiled on 31st December, since there is normally maximum attendance during watch nights.
- b) The list shall be grouped into zones using the place of residence as the basis.
 - i) Two or more Home-Cells (up to eight Home-Cells) form the Zone or small Assembly.
 - ii) Medium, Large and Mega Churches have many Zones in big Towns and Cities.
- c) Members shall be shared among officers (Elders, Deacons and Deaconesses)/Mature Spirit-filled members
 - i) Particulars of the members assigned to an officer shall be readily available for use and follow up by the Presiding Elders/District Pastor.
 - ii) In addition to ordained officers, members may be assigned to mature Spirit-filled disciples as their mentors.
- d) Each officer/mentor shall be responsible for taking care of the members given to him/her for a year.
 - i) The officer/mentor shall visit the members put under his/her care at least once a Month.
 - ii) Effort shall be made to send text messages, emails, etc to

make contacts.

- e) The Presiding elder shall visit/contact the members in his local at least once in six months.
- f) The District pastor shall plan and make sure he visit/contact every member within a year.
- i) Effort shall be made to send text messages, emails, etc to make contacts.
- g) Special follow-up teams.
 - i) Committed officers and mature spirit-filled members shall be sent out on Sundays during church service to follow up lukewarm and backslidden members.
 - ii) This may be done on monthly basis.
- h) Recognition of Birthdays and important celebrations by the leadership:
 - i) Text messages, emails, phone calls shall be used to wish members well on such occasions.
 - ii) They may be prayed for at church.

5.0 CODE OF CONDUCT

The code of conduct sets out the core values of The Church of Pentecost, relating to lawful and ethical conduct in the ministry.

5.1 Misconduct and Unsatisfactory Service

Any act done without reasonable excuse by a Minister which amounts to failure to perform in a proper manner any duty assigned to him or which contravenes any regulations or policy relating to the Church or which is otherwise prejudicial to the efficient conduct of the Church or tends to bring the Church into disrepute shall constitute misconduct.

It is misconduct for a Minister to:

- a. be absent from his duty station without leave or permission from a superior authority;
- b. show insubordination or disrespect to superior authority;
- c. use, without the consent of the prescribed authority, any property or facilities provided for the purposes of the Church for a purpose not connected with his official duties;
- d. engage in any activity outside his official duties which is likely to lead to his taking improper advantage of his position in the Church;
- e. fail to submit reports/information as required by regulation or as a routine duty.

5.2 Loyalty

All Ministers shall be required to show loyalty to the Church. They shall discharge diligently all duties and tasks assigned to them with the aim of achieving the objectives of the Church. Ministers must refrain from making pronouncements and statements which affect the Church in a negative manner and

portray the image of the Church in a bad light.

5.3 Conduct

It is expected that all Ministers would conduct themselves at all times with decorum and exhibit Christian character and conduct. All Ministers must be conscious of the fact that they are first and foremost Christians and must therefore conduct themselves as such.

5.4 Integrity

It is essential that total honesty prevail in handling Church funds and properties and in respect of dealing with members and the general public. Dishonesty and unchristian conduct shall not be tolerated.

5.5 Work Attitude

- a. Ministers are required to maintain a positive attitude towards their work. Commitment, co-operation, sacrifice and diligence in furthering the Church's interests are qualities for which Ministers should strive.
- b. Ministers should demonstrate resourcefulness and initiative to achieve set targets and improve existing work procedures to facilitate smooth operations.

5.6 Press/Police Statements

Ministers are prohibited from making statements to the press or Police on behalf of the Church without prior approval from the Chairman or his delegated authority.

5.7 Political Outlook

While Ministers are free, in terms of Ghana's Constitution, to take part in the election of people to political offices, they should recognise the necessity of refraining from public discussions on politics where personal opinions expressed might be construed to be those of the Church.

5.8 Pastors and Politicians/Politics

When a Minister is invited to a political rally to pray, he may

do so, but he must ensure that he remains completely non-partisan. The prayers that are offered, should be well thought through and written down, so that it will not seem as though he is praying for a particular party to win. Usually, such prayer may include:

- a. Acknowledgement of God's grace and goodness to the nation.
- b. Thank God for appointing men and women who are prepared to serve God and their Nation.
- c. Prayer for peace and justice in the country.
- d. That there would be free, fair and peaceful election.
- e. Prayer for the will of God to be done in the nation.
- f. When he is called to preach, the message should be written down and copies sent to the Chairman's office for his input or editing before the message is preached. The reason for this is that any message preached on a political platform has a consequence on the entire Church and may be construed as the position of the Church. As such, there is the need for the Chairman or his representative's to give their input. The rationale is to have another person look through what the preacher intend to preach and make suggestions where possible.
- g. All Pastors must endeavour not to say anything negative against any political party.
- h. At special Church programmes, such as rallies, conventions, retreats and joint services acknowledge the presence of members of The Church of Pentecost who may be standing for presidential or parliamentary elections. Members who are politicians and may be vying for various political positions should not be permitted to do partisan politics during Church service. However, as

members they are at liberty to sing, give testimony, thank God and preach from the Church's platform. Prayer must also be said for them.

5.9 Conflict of Interest

Conflict of interest is a situation where a Minister's outside activities could negatively affect the Church's or the Minister's performance. Ministers should themselves avoid and encourage their families to also avoid engaging in any activity of financial interest that would create a conflict with the performance of their (Ministers') duties. They should not knowingly use the Church's property, funds, position or power for personal or political gain. They are not therefore to engage in any business activity that competes or conflicts with the Church's interest.

5.10 Misuse of Position

A Minister must not use the Church's name or facilities for personal advantages in political, investment or retail purchasing transactions or in similar type of activities. The use of their position to obtain preferential treatment is strictly prohibited.

5.11 Dishonesty in performance of Duties

- a. Falsifying reports or records, whether written or oral, with the intent of covering up true and accurate facts.
- b. Willful failure to report and account, in accordance with instructions, for all monies, materials and physical equipment.
- c. Fraudulently obtaining money, material or property from the office, storehouse or other assigned place.

5.12 Public Relations

- a. Courtesy, civility and attention at all times are expected from all Ministers in dealing with Church members and the general public.

- b. As far as possible, Ministers should use plain language and avoid ambiguity, obscurity and unnecessary use of technical jargons.
- c. Utmost courtesy must be observed at all times when speaking on the telephone and the same attention should be given at an interview.

5.13 Intellectual Property

All Ministers must be aware that the Church retains legal ownership of the product of their work. No work product created while in the service of the Church can be claimed, construed or presented as property of the individual, even after termination of service. This includes written and electronic documents, audio and video recordings, system code, and also any concept, ideas, or other intellectual property developed for the Church, regardless of whether the intellectual property is actually used by the Church. Although it is acceptable for a Minister to display and/or discuss a portion or the whole of certain work products as an example in certain situations (e.g. on a resume), one must bear in mind that information classified as confidential must remain so even after the end of employment, and that supplying certain other entities with certain types of information may constitute a breach of confidentiality.

6.0 MINISTERIAL ETHICS

1. Dress well as a Minister.
2. Let your speech be seasoned at all times.
3. Avoid too much talking and complaints.
4. Desist from making derogatory statements about your fellow Ministers, superiors or the Church in general.
5. You may lay hands on either the head or shoulders of the opposite sex when praying for them.
6. Avoid laying hands on sensitive parts of the body.
7. Avoid visiting the opposite sex alone.
8. Do not allow the opposite sex (other than your wife or close relative) to sit in the front seat of your car when you are driving alone.
9. Do not counsel the opposite sex alone in an enclosure or at odd times.
10. Be time-conscious.
11. Establish good relationships with fellow Ministers.
12. Avoid making unguarded and unsubstantiated statements during Church services, especially during ceremonial functions.
13. Do not keep Church money. Appoint competent treasurers/financial secretaries/accounts clerks and as much as possible run cash-less office operations.
14. All Church funds or offerings must be sent to the bank promptly.
15. Do not take loans for foreign trips.
16. Never manipulate the Church system to your personal

advantage.

17. Avoid 'mechanical anointing.'
18. Be faithful in all financial matters (i.e. imprest for transport and travel, payment of bills, tithes and offerings).
19. Avoid witch-hunting. Do not be overtaken by claims of self-confessed witches and the demon-possessed
20. Baptise converts in the company of Church leaders, including deaconesses.
21. Avoid prescribing medication for the sick.
22. Do not allow herbalists to advertise their concoctions and preparations in your Church.
23. Avoid buying on credit as much as possible, especially from Church members.
24. Be conscious of authority levels when embarking on major projects.
25. Ensure the confidentiality of official stamps.
26. Ensure that all your Assemblies are properly housed.
27. Ensure discipline/holiness in the Church.
28. Aim at upgrading yourself academically and spiritually.
29. Take Church administration seriously.
30. Build a close relationship with the presbytery, Church members and the wider community.
31. Visit your assemblies frequently.
32. Take special interest in new converts.
33. Spend quality time with your family.
34. Accept transfers as part of God's plans for your life.

7.0 OTHER MINISTERIAL DOS AND DON'TS

1. Use seat belts when driving a car, and crash helmets when riding a motor cycle.
2. Control expenditure in the Church and the Mission house.
3. Avoid closing your eyes as much as possible when praying for the sick. A lunatic or demon-possessed person may harm you or any of the members present.
4. Take good care of Church property (Keep a proper and up-to-date inventory).
5. Avoid shoddy jobs. Seek technical advice on all Church projects.
6. Do not allow unknown persons to mount your platform or preach in your Church (2 Jn. 7-11).
7. Avoid starting school or medical projects without a feasibility plan for their viability and sustenance.
8. Collaboration with NGOs or assistance from any such group should be agreed upon with PENTSOS Directorate first for direction and guidance.
9. Respect laid down labour laws when engaging workers for the Church. Where in doubt consult the Human Resource Director.
10. No new prayer centre may be opened and operated without the permission of the Executive Council.
11. Tributes at funeral services should not be written and read as if directed at the dead. Tributes should, therefore, be written and read in the third person, such as he/she, mother/father was..., etc. for example, "Mother was a very loving and caring mother"

12. Do not sign indentures covering landed properties of the Church. Such documents should only be signed by Church Trustees. Do not dispose of landed properties of the Church without permission from the Trustees.

8.0 REVIEWED MINISTERIAL WELFARE PRACTICES

8.1 Background

Scripture directs that those who proclaim the gospel should get their living by the gospel (for e.g. 1 Cor. 9:3-18, Lk. 10:1-7, Gal. 6:6). Against this background, The Church of Pentecost has decided to pool its resources into one central fund and pay salaries and allowances out of this central fund. Salaries, accommodation, transportation and utility bills are all paid by the church. Besides, the church motivates church members to take care of their Ministers. Sometime ago, visitors support was singled out and paid to Ministers. However, when the salary and allowances were consolidated into one inclusive salary, it appears some Ministers have lost sight of the fact that visitors support is part of their consolidated salary. Thus, church officers have to give additional support to Ministers for visitors and mission house upkeep through this means. This appears to have become a 'second salary' for some Ministers.

Of late, it has been observed that in many Areas, leaders of the church have approved the giving of some special monthly support towards the upkeep of the Area mission houses which is taken from the Area Development Fund and other internally generated Area funds. In addition, Districts are made to give monthly financial contributions to support the Area mission house. This is paid when the Districts are submitting their tithes returns. In some cases, the money is collected at the Area office and added to the Area Head's salary and fuel allowance and paid directly into the Area Head's accounts. In many cases, the total amount of allowances appears far more than the salaries of the Ministers concerned.

Probably for the sake of courtesy, and since these allowances pass through the staff at the Area offices, the gesture has been extended to cover Headquarters staff working in the Area offices and also Area Deacons and Area Secretaries.

Similar arrangements are being practiced at the District level. Obviously, the spirit behind such giving is based upon the biblical principle that, "...those who preach the gospel should receive their living from the gospel" (1 Cor. 9:14). Thus, the spirit behind the giving of these gifts may not be wrong.

Nevertheless, sometimes, the mode, quantum and source of funding of these gifts and allowances appear questionable and, therefore, if not reviewed, the integrity and sanctity of the church may be seriously dented in this generation and the generations to come. As people who have been given positions of trust, we should be found to be faithful and not seeking our own interest (1 Cor. 4:1-2). It is expected that the basic responsibility of the church to Ministers will be salaries and other contractual allowances. Any other gift is as a result of the members' sacrificial scriptural giving, and must be taken as such.

Accordingly, considering that the church has already put into place solid systems that take care of the Ministers' remuneration, other emerging forms of support and welfare need to be monitored to avoid a situation whereby they lead to a breach of ministerial ethics. The case of unscriptural practices of the children of Eli, who adopted their own practices of apportioning to themselves portions of sacrifices offered, and attracted the wrath of God and serious consequence for the entire nation, could be avoided in our time, if we take only what belongs to us as Ministers who live by the gospel (1 Sam 2: 12-26; 32-36).

Our concern is shown in what Paul states: "do not mean that others should be eased and you burdened, but that as a matter of fairness, your abundance at the present time should supply their need, so that their abundance may supply your need, that there may be fairness". We take this course so that no one should blame us about this generous gift that is being

administered by us” (2 Cor 8:13-14, 20, ESV). We trust that once we avail ourselves to do the will of God, he will always supply our needs (Mt 6:19-34). As Paul says in 2 Corinthians 8:21, “For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of men” (NIV).

Being concerned about the current situation, the Executive Council set up a committee to examine the issues and also review previous operational guidelines. The report of the committee was discussed with the Finance Board and members of the Board of Trustees. Thereafter, the Executive Council had several meetings, and finally, at the November 2014 Heads’ prayer meeting, the paper was discussed with all National and Area Heads, wives of Area Heads, together with Area Deacons and Women Ministry Leaders, Ministry Directors, Head Office Ministers, Chairmen of Boards of Committee, Ministers on secondment, Area Heads on retirement and sub-sector heads

Accordingly, the Executive Council, in consultation with all participants at the meeting, having prayerfully considered all the issues raised, hereby directs as follows:

8.2 Programmes and Activities which Attract Travel and Transport and Donations

1. It has been observed that some ministerial functions and activities which are not supposed to attract extra travel and transport or donations currently do. In view of this, the following are being directed:
 - a. Ministers are discouraged from taking travel and transport allowance and/or cash donations when they undertake their ministerial functions as enshrined in the church’s constitution and ministerial handbook such as the preaching of the gospel, blessing of marriages, providing administrative leadership, planting and nurturing new churches and ensuring that all the Local assemblies

have suitable places of worship. In addition, foundation stone laying ceremonies, dedication of church buildings and mission houses, funeral, retirement, farewell and welcome services, weddings, child naming, fund raisings also should not attract travel and transport and donations.

- b. Monies given at such programmes must stop because the monthly fuel allowance given to Ministers are meant for rounds within the minister's official station. If a minister spends more, he should submit receipts and claim the difference. However, the practice of giving gifts to officers and Ministers who are invited or sent to minister outside their duty stations may continue.
- 2. It has been observed that during Apostolisation (Officers' Retreats) in some Areas participants are made to pay registration fees.
 - a. It is being directed that no registration fees should be charged.
 - b. Areas/Districts/Locals should make budgetary allocation for such activities.
 - c. Normal offerings could be taken during the meetings to support the programme.
 - d. Such activities should not be considered as a means of generating income. However participants could be asked to pay for the materials used during the Lay Leaders' School only.

8.3 Direct and Indirect 'Thank You' Envelopes

The church has instituted grants such as Accelerated Infrastructure Development Fund, Area Development Fund, Community Based Church Building Project Fund, and other Headquarters' grants which are being administered through the Areas. In addition, Areas and Districts give grants to support projects. It has been observed that when such grants are giv-

en to Locals or Districts, sometimes the recipients in turn give out gifts to the respective officers, which appear like ‘thank you envelopes’.

It has also been noted that after fund raising, some ‘envelopes’ are given to some Ministers. In view of this, the following are being directed:

- a. There must be no ‘thank you envelope’ to anyone from any grants given to an Area, District or Local. Such ‘thank you envelopes’ may be considered as kick backs.
- b. After fund raising, no amount must be given from the money raised to Ministers and officers. This will defeat the objective of the fundraising.
- c. An offering given by a minister during fundraising must not be ‘refunded’ to him indirectly by giving him an envelope.
- d. It is expected that high levels of ministerial integrity will be maintained in all situations.

8.4 Support and Gifts given from Church Funds to Ministers during Weddings, Engagements and Bereavement

It has been observed that in some cases, the funding of engagements, wedding of Ministers’ children or relatives and funeral celebrations of Ministers’ relatives are done by the church. Also, in some cases some Districts pay donations on behalf of their Ministers during funeral or wedding. It is thought that these put an undue burden on the church. In view of this, the following are being directed:

- a. Ministers and their children should be encouraged to plan and fund their own engagement and weddings without recourse to the church’s funds. In the case of weddings of Ministers’ children, the gifts and support, if any, must go to the children directly as is done for other church members.

- b. Funding funerals for relatives shall be the sole responsibility of Ministers without burdening the church at all levels. However, donations from central church funds may be given to Ministers/ wives during the funeral of their parents, spouses and children.
- c. No monies must be taken from church funds and given as donations on behalf of a minister by a Local, District, Area, or National Church, on occasions such as funerals and weddings.

8.5 Various Gifts and Allowances Given to Ministers and Officers from Church Funds

It has been observed that some Locals, Districts and Areas give allowances such as monthly support to the Pastor, Local officers, Area Head, buying of mobile phone credit to Ministers and some officers, weekend allowance, paying of school fees of some Ministers' children, monthly Area Mission House support to the Area Head, and District Institutionalised Area Mission House support. In view of this, the following are being directed.

- a. While appreciating the commitment and sacrificial service of our unpaid officers, it is expected that official expenses of presiding elders and other officers will be paid. However, flat monthly supports are not to be paid to presiding elders and other officers.
- b. Weekend allowances must not be paid to any minister.
- c. Ministers' children's school fees must not be the responsibility of the Area/District/Local.

8.6 Monthly Allowance to Area Heads, other Area Staff, Some Area Office Holders and District Ministers

It has been observed that monthly allowances from various levels are given to Ministers and Area staff and some Area office holders. In addition, it has been a convention that visi-

tation schedules are done on rotational basis to assist Ministers. It has been realised that these supports have become a burden on some of the Local assemblies, Districts and Areas, and also become a concern to some people. In view of this, the following are being directed:

1. The giving of the special monthly allowances from the ADF and Area funds to Area Heads, Area Deacons, Area Secretaries and Headquarters staff in the Areas should be stopped.
2. The actual travel and transport allowance for Headquarters staff in the Areas must be paid by the Area. This covers their actual travelling expenses from their home to the office and back. The reason is that this is part of the condition of service of the Headquarters staff in the Area.

Headquarters staff in the Areas who receive fuel allowance from the Headquarters are not part of this arrangement.
3. The church has got a tradition of giving gifts to its Ministers during Christmas. This is encouraged. However it must be done judiciously and within the means of the Local, District or Area concerned.
4. The following directives are being made in addition to gifts given during Christmas:
 - a. The Districts (including the Ministries at the District level) may periodically support their Area Heads. This means that a District Ministry, such as Women's Ministry, will not be singled out to visit the Area Head. The reason is that the members of the ministries are also members in the Districts. 'Periodically' here means not more than two times a year. The Districts must not levy the Local assemblies for this. Such support may come from the District accounts.

- b. The Local assemblies (including all the Ministries at the Local level) may periodically support their District Ministers. This means that a Local Ministry such as Evangelism Ministry will not be singled out to visit the District Minister. The reason is that members of the ministries are also members in the Local assemblies. 'Periodically' here means not more than two times a year. Members must not be levied for this. Such support may come from the Local accounts.
- c. Periodic reasonable support can be made to the Minister. Here 'Periodic' means not more than three times in a year. This applies to all Ministers. At the Area level, the Area Executive Committee shall be responsible for this. At the District level, the District Executive Committee shall be responsible for this. At the Head Office, for Principal Officers and Ministry Directors, the Finance Board in the consultation with the Executive Council shall be responsible for this. Such support may come from Area funds, District Funds and Head Office coffers respectively. Being 'responsible' here means monitoring and reporting.
- d. The Areas (including all the Ministries at the Area level) may periodically support the Principal Officers, that is; the Chairman, General Secretary and IMD. Preferably those in Greater-Accra Region (GAR). This means that an Area Ministry such as the Women's Ministry will not be singled out to visit the Principal Officers. The reason is that members of the ministries at the Area level are also members in the Areas. 'Periodically' here means not more than twice a year.
- e. Other Areas besides GAR may visit at their own discretion but not more than once a year. The Areas must not levy the Districts for this. Such support may come from the Area Accounts.

- f. The Ministries at the Area level may support the Area Head once a year. Areas must not levy Districts for this. Such support may reasonably come from the Area Ministries' Accounts. Ministry leaders at the Area level should not go beyond their Areas to give gifts to the Principal Officers; that is Chairman, General Secretary and the International Missions Director, or other personalities outside their Area. Individuals can do this on their own.
- g. The Ministries at the District level may support the District Minister once a year. Districts must not levy Local Assemblies for this. Such support may reasonably come from the District Ministries' Account. Ministry leaders at the District level should not go beyond their Districts to give gifts to Area Heads or other personalities outside their District. Individuals can do this on their own.
- h. The Ministries at the Area level may periodically support their Directors. They are not to extend it to the principal officers at the Headquarters. 'Periodically' here means once a year. The Ministries must not levy Districts for this.
- i. The Ministry Directorates may periodically support the Principal Officers at the Headquarters. 'Periodically' here means once a year. The directorate must not levy Areas for this.
- j. For Area Deacon and Area Secretary occasional support can be given to them. 'Occasional' here means as and when the need arises and must not be more than twice a year. Official expenses of Area Deacon and Area Secretary should be paid for.
- k. As a convention, each Minister must be taken care of by his constituent. For example, Pensa travelling secretaries may be supported periodically by the Areas they cover. 'Periodically' here means not more than two times in a year.

- l. The Head Office shall provide fuel and an all-inclusive allowance to the PENSA travelling secretaries.
- m. Individual giving is encouraged at all levels.

8.7 Other Relevant Issues

- a. The practice where all the Areas are given quotas as arranged by the Executive Council to support retiring Ministers has been reviewed. Henceforth, voluntary donations from the Areas can be sent to retiring Ministers.
- b. During retirement and farewell services, the Saturday gathering for the purpose of making presentations is stopped. Instead gifts must be paid into the minister's bank account before the retirement or farewell day. The Executive Committee and the Women Leader and assistants shall represent the Area or District concerned to do the presentation at an appropriate time in consultation with the officiating minister. This is to avoid the undue attractions the gathering on Saturdays brings and its attendant security challenges. The officiating minister shall report verbally to the appointing authority.
- c. As far as welfare issues are concerned there shall be no levies, targets or quotas.

9.0 OPERATIONAL GUIDELINES FOR TRANSFERS AND RETIREMENT OF MINISTERS

9.1 Overview

Scripture instructs God's people to take good care of those who minister among them (e.g. 1 Tim 5:17-18; Num 18:21; Deut 25:4). It also directs that such ministers must retire from regular service when they are old (e.g. Num 8:23-26). As the Scripture commands that proper care must be taken of the ministers, so it is also assumed that proper care must be taken of those who go on retirement. While Scripture expects that such ministers must be taken care of properly, so does it also warn that godliness must not be used as a means to financial gain. Against this background, in order to make farewell and retirement of ministers more dignified, the following policies will apply:

9.2 Transfer of Ministers

The Church reserves the right to transfer a Minister to any Region/Area, District or outside the country in accordance with the exigencies of the work either permanently or temporarily. However, a reasonable period of notice shall be given to the Minister to enable him make necessary domestic arrangements.

- a. The Church shall bear the total cost of transporting the Minister, his family and personal belongings to the new station within the country.
- b. Where a Minister is transferred outside the country, the Church shall bear the cost of transporting the Minister, his spouse and two children below the age of twenty-one (21), who may go with them.
- c. A flat rate for rent and utilities shall be given to the minister on transfer outside the country throughout the period he shall serve outside the country.

- d. New entrants shall be farewelled at their local assemblies. One offering shall be raised for the outgoing new entrant at the local level. Individuals are also encouraged to give personal donations.
- e. If a minister is transferred, adequate preparations shall be made from the time he is transferred to the time he is to be sent off. Often this is between the months of May and August. The district or area concerned shall endeavour to raise not more than two offerings toward the farewell service. One Week of the three weeks allocated to the area/district shall be used to raise funds in addition to the Appreciation Week.
- f. The Appreciation Week shall be organised before the week of the farewell service and the proceeds paid to the transferred minister. Besides this, no district, ministry or local assembly, in the area/ district that is seeing off the minister is to raise any additional offering by any means and donate same in their name. Rather, individuals should be encouraged to make personal donations or presentations.

Areas, Districts and Local Assemblies outside the jurisdiction of the transferred minister may make donations.

- g. Ministers who served on various Ministry's Executive Committees in the Area, may be given a token from the Ministry's Area account.

9.3 Farewell Service for Ministers

By the Church's tradition, all presbyteries organise and conduct farewell services in a very modest and simple manner as follows:

- 1. Duration of farewell services should not exceed four (4) hours.

2. Send-off testimonies by two or three representatives, as the case may be.
3. Citations are not read but presented at a Farewell Service. This is because the citations usually contain the same information as those in their written testimonies.
4. Farewell service for new entrants to the full-time ministry is held at the local level.
5. For District Ministers, it is held at District Level.
6. For Area Heads, it is held at Area Level.
7. Four (4) days would be set aside each year for all transfers and retirements across the country, which will be scheduled as follows:
 - a. One (1) day for the farewell services of all transferred District Ministers in the year
 - b. One (1) day for the farewell services of all transferred Area Heads in the year
 - c. One (1) day for the retirement services of all retiring District Ministers in the year
 - d. One (1) day for the retirement services of all retiring Area Heads in the year

9.4 Farewell Service for District Ministers

Farewell services for District Ministers shall be held in the biggest Church building in the District to be attended by all members in the District on a Sunday morning. Canopies may be erected around such Church buildings.

9.5 Farewell Services for Area Heads

Farewell services for Area Heads will be held as a District joint service on a Sunday morning in the Central Assembly where the Area Head worships or in any other big Church building in the Area. Where the service takes place in another Assembly

other than where the Area Head normally worships, his local Assembly would join the Service in the big Church building where the District joint service will be held. In case of a spill-over, canopies can be erected around the Church building. The other Districts in the Area will be represented by District Ministers and their wives as well as 5 delegates from each District including representatives of the Ministries.

On such days, all other local assemblies within the Area will have to attend their normal services. Representatives from each of the assemblies in the city/town may also attend.

9.6 Farewell Services for Ministry Directors

For Ministry Directors, the farewell service will be held in any big Church building in the city. If the service is held in another Assembly other than where the Director worships, the congregation will be made up of the host District and the Official's local Assembly. The Service will be attended by Area Ministry Executive Committee Members concerned. Ministers and their wives as well as representative officers within the city of Accra shall also attend.

The Area Ministry Executive Committees concerned shall, in consultation with their Area Heads, present a donation to the officer concerned through the head office.

9.7 Farewell/Retirement of Chairman, General Secretary and the IMD

In the case of the Chairman, General Secretary and the International Missions Director, the farewell service will be held in any big Church building in the city. Where the service is held in another Assembly other than where the official worships, the congregation will be made up of the host District and the Official's local Assembly. The service will be attended by Area Heads, their wives, Ministry Directors, Area Executive Committee members and the Area Women's Leader, Ministers and their wives as well as representative

officers within the city of Accra. The Nations may also send delegates. Representatives from the Ministry will also attend.

An appreciation week shall be organised and an offering taken on the Sunday of that week. The total proceeds shall be paid to the affected officer.

9.8. Usage of Funds

9.8.1 Designated Funds

No designated funds, such as tithes, missions offering, project funds, LDF, DDF, ADF, AIDF, grants, and proceeds of National Week programmes are to be used for the transfers and retirements of ministers.

No special funds are to be raised and kept in special accounts in anticipation of using it to farewell a minister.

In addition, assemblies and districts are not to be levied or given targets for the purpose of transfers and retirements of ministers.

9.9 Other Related Issues

- a. No invitation cards are printed and distributed.
- b. No public announcements in the media.
- c. The organisation of such services is the responsibility of the Presbyteries concerned under the supervision of the immediate higher authority.
- d. Usually, those in the municipalities/urban Areas attend in full. Those in the rural Areas are appreciably represented. Others attend Church services at their locals as usual.
- e. No personal profile is included in the brochure/programmeme.
- f. Stations served and appointments are not included in the brochure/ programmeme.

- g. The cost of the brochure is borne by the Area/District/Ministry concerned.
- h. Farewell services for Head Office Ministers are conducted in the Areas in which they worship.

9.10 Welcome Service

Traditionally, presbyteries organise and conduct welcome services for the incoming Ministers in a very modest and simple manner as follows:

1. Welcome services must not exceed four (4) hours
2. No testimony is given but a short personal profile of the Minister may be presented.
3. Four officials represent the former Area (in the case of an Area Head).
4. Three officials represent the former District (in the case of a District Minister).
5. The brochure should be four pages (maximum).
6. Guests remaining after the welcome service are catered for by the Minister.
7. Introduction of the Minister's children and dependents is recommended. This may cause them to be known and supported or defended when the need arises.
8. The practice of holding welcome services in the Church premise is upheld and maintained.
9. Preparation of food and general catering for the new minister and family are done for them for the first two or three days, after which these services are handed over to them.
10. Feeding of guests is limited to the official representatives from the Area/District.

9.11 Inauguration of Newly-Created Districts/Areas

Where a new Area/District is created, one service should be held for both the inauguration and the welcome service. Such a service may be labelled as “Inauguration and Welcome Service”. This will save time and reduce the multiplicity of programmes.

9.12. Retirement of Ministers

The farewell package for retiring ministers shall be funded by offerings structured as follows:

1. One Week of the three weeks allocated to the area/district shall be used to raise funds in each of the three years preceding the day of retirement in addition to the Appreciation Week.
2. The Appreciation Week shall be organised before the week of the retirement service and the proceeds paid to the retiring minister. Besides this, no district, ministry or local assembly, in the area/ district that is retiring their minister is to raise any additional offering by any means and donate same in their name. Rather, individuals should be encouraged to make personal donations or presentations.

Areas, Districts and Local Assemblies outside the jurisdiction of the retiring minister may make donations.

3. The area may support districts in their efforts to provide a package for the retiring District Minister.
4. Control Procedures
 - a. A Savings Account shall be opened in the name of the church into which the proceeds of all offerings relating to the transfer and retirement of ministers shall be deposited. The church’s financial policy regarding signatories to account should apply. There should be no unofficial or secret account.

- b. No withdrawals shall be made from the Savings Account except in a situation, where the minister has no building and is faced with challenges on his ongoing building project.

In that case, permission could be sought from the area head – in case of a district minister, and the chairman in case of an area head.

If it becomes necessary to purchase a vehicle for the retiring minister, the Executive Committee should consult the Chairman or his representative – in case of an area, and the Area Head in charge in case of a District Minister. The matter should be discussed with the retiree and then part of the money accrued from the first two offerings could be used. This must be done within the limits of the funds realised. Accounts should be closed afterwards; the monies could be invested till the day he the minister leaves.

- c. The Audit, Monitoring and Evaluation Department shall report on the Savings Account in every area and district during regular and clearance audits.
- d. The total amount of the offerings in the Savings Account and the proceeds of the Appreciation Week shall be paid by the district or assembly individually into the minister's personal bank account latest by the Friday preceding the farewell service and the pay-in-slip presented to the minister.
- e. There shall be no quota given to any local assembly or districts during retirement or transfers of ministers.

9.13 Managing the Transition Period

The following guidelines shall apply between the departure of the outgoing minister and the arrival of the incoming minister:

1. A minister shall be appointed to act during the transition period.
2. There shall be a formal handing over by the outgoing minister to the acting minister in the presence of the area or district executive committee members and a formal handing over by the acting minister to the incoming minister in the same manner.
3. The acting minister shall ensure that all assets declared in the handover notes are present in the mission house, the office or any other specified location as in the handover and shall confirm the bank balance in the books with cash at bank, and any outstanding or unpresented cheques before signing the handover notes.
4. The acting district minister and the area head shall be responsible for the financial administration of the district during the transition period. The acting area head and the area executive committee shall be responsible for the financial administration of the area during the transition period. No capital expenditure shall be made during the transition period except in special circumstances with permission granted by the area head in case of a district and the chairman in case of an area.

9.14 Regulation of Expenditure after the Audit Clearance

1. Any major expenditure by the district should be discussed at a meeting of the district executive committee, recorded in the minutes and approved by the area head.

2. In the case of an area, there should be no major expenditure. However, should the need arise; the decision shall be taken by the acting area head in consultation with the area executive committee with approval by the Chairman.
3. Any expenditure by the area when the outgoing area head is still present shall be done as before.
4. No expenditure shall be made on credit.
5. No blank cheques shall be written.

9.15 Other Related Issues

1. Retiring Age

Ministers shall retire at the age of sixty-five (65) years.

2. Premature Retirement

A Minister may be prematurely retired from the full-time ministry:

- a. On medical grounds;
- b. In circumstances which will not permit him to continue in full-time ministry.

3. Completion of Term of Office

A Chairman, a General Secretary or an International Missions Director who, when voted into office, will not have served his full term of office before the attainment of the age of sixty-five (65) years, and notwithstanding the attainment of the age of sixty-five (65) years shall complete his term of office.

4. Voluntary Retirement or Resignation

The Church shall not encourage voluntary retirement of Ministers called into full-time ministry before the retiring age of sixty-five (65) years. However, where such becomes

inevitable, the Minister concerned shall be given reduced pension benefits as is applicable under the Pension Scheme.

- a. Retirement services should not exceed a period of four (4) hours.
- b. When a District Minister is going on retirement, the Area Head in-charge of the Area helps to plan it well. This demands that the planning committee report to him regularly.
- c. Ministers are not allowed to take/receive part of their End-of- Service Benefits or Retirement donation/gifts/ package prior to their retirement period. The reason is that, in the ministry, it is unethical to compel people to part with monies/gifts before the agreed time, especially when it is not their desire to do so.
- d. Ministers within an Area should not fix programmes to coincide with the date of a retirement service in the Area.
- e. It is proper that during a retirement service, the Districts in the municipality/urban Areas attend in full. Those in the rural Areas are to be appreciably represented and others attend Church service at their local assemblies as usual.

10.0 RESIGNATION/TERMINATION OF APPOINTMENT

1. Any Minister who wishes to resign from the service of the Church shall give three (3) months' notice of his resignation with stated reasons or forfeit three months' salary in lieu of notice.
2. Acceptance of resignation may not be unreasonably withheld, except when disciplinary action or criminal prosecution of the Minister is pending or contemplated.
3. The appointment of a Minister may be terminated for unsatisfactory service during his probationary period.
4. No notice or payment in lieu of notice shall be given to any Minister who is summarily dismissed.
5. A Minister who resigns or is dismissed shall vacate the mission house within such period as may be determined by the Executive Council. His personal belongings shall be transported by the Church to any part of the country of his choice.
6. A Minister who resigns or is dismissed shall hand over all Church property in his custody such as the Minister's License, ID Card, Complimentary cards and other items to his immediate superior before his benefits, if any, shall be paid to him.

11.0 HAND-OVER NOTES

Any Minister leaving his station on transfer, retirement, resignation, or dismissal shall hand over comprehensively any property of the Church in his possession to his successor or immediate superior.

1. On the eve of the send-off service, in the case of transferred or retired minister, the outgoing minister shall sign the hand-over notes in the presence of the Officiating minister and the Area/District Executive Committee members. In the case of a minister who has resigned or been dismissed, this should be done on the eve of departure.
2. The hand-over notes should be handed over to the incoming Minister immediately on his arrival. (This will give him ample time to read through the document). The incoming Minister should sign the document on the day he is welcomed in the presence of the Area/ District Executive Committee.
3. Hand-over notes should be filled in four (4) copies. At the Area level; one copy should be kept by the incoming Minister, one by the outgoing Minister, one in the District/ Area file and other kept with the General Secretary. At the District level, one copy would be kept by the out-going Minister, one by the in-coming Minister, one on the District file and other kept with Area Head.

12.0 PENSION SCHEME

1. Name/Establishment

The name of the Scheme is PENTECOST PENSION FUND SCHEME (hereinafter referred to as “The Fund”) established in 1976.

2. Object

To establish a 3rd-tier scheme in accordance with the National Pensions Act 2008 (Act 766) for the benefit of the Ministers of the Church, who retire at the age of 65years or are prematurely retired according to the Constitution of the Church.

This is distinct and separate from the End-of-Service Benefits (ESB) operated by the Headquarters of the Church.

3. Constitutional Provisions (COP Constitution Article 29)

4. Establishment

There shall be a nine-member (9) Pension Board which shall be appointed by the Executive Council, with the approval of the General Council, to administer the Pension Scheme of the Church.

5. Membership

- a. Two (2) Apostles/Prophets. One (1) of whom shall be the Chairman
- b. Two (2) other Ministers
- c. One (1) Area Deacon
- d. One (1) Elder
- e. One (1) Trustee
- f. One (1) Lawyer

- g. One (1) Accountant/Investment Banker
- h. Two (2) Ministers on retirement may be co-opted from time to time.

6. Functions

- a. It shall be responsible for the overall administration of the Pension Scheme
- b. It shall, in consultation with the Executive Council, reserve the right to invest the capital or income in any bank, discount house or any permanent and safe investment not in any way contrary to the principles of the church.
- c. It shall cause proper account records to be kept for the fund and final report prepared once a year.
- d. It shall organize activities to raise funds to support the Scheme.
- e. It shall run programmes to fully prepare ministers for pension.
- f. It shall run programmes to sustain Pensioners.
- g. It shall perform such other functions as the General Council or the Executive Council may assign them.

7. Term Of Office

The term of office shall be four (4) years and may be reviewed for further terms

12.1 Area Pension Committee

There shall be an Area Pension Committee made up of seven (7) members appointed by the Area Presbytery on the recommendation of the Area Executive Committee.

1. Membership

Three (3) Ministers, one of whom shall be the Chairman, three (3) Elders and one (1) Deaconess. The Area Head and the Area Deacon shall be ex-officio members.

2. Functions

- a. They shall implement the programmes and policies of the Pension Board.
- b. They shall organize fund-raising activities to support the Pension Scheme.
- c. They shall organize programmes to educate officers and members on the church's Pension Scheme and their own Pension.
- d. They shall run programmes to sustain the retired Ministers of the church in the Area.
- e. They shall be responsible to the Pension Board through the Area Executive Committee.

3. Term of Office

The term of office shall be three (3) years and may be reviewed for further terms.

12.2 Meetings of the Board

The Board shall meet at least once a year. Five members shall form a quorum. The secretary shall record minutes for each meeting.

12.3 Membership of the Scheme

1. Every Minister, except tent ministers, of the General Council called into the ministry in Ghana automatically becomes a member of the FUND.

2. Ministers called into the ministry outside Ghana and who are subsequently transferred to Ghana may be admitted to membership of the Fund with the approval of the Executive Council of the Church.

12.4 Sources of Funding

1. Full time Ministers contribute what is known as “A” contribution and the church contributes what is known as “B” contribution.
2. The church contributes one percent (1%) of their basic salary for Ministers who contribute to the SSNIT Scheme and the Ministers contribute twenty percent (20%) of their basic salary to The Fund.
3. The church contributes fourteen percent (14%) of their basic salary for Ministers who are not contributors to the SSNIT Scheme and the Ministers contribute seven percent (7%) of their basic salary to The Fund.
4. Fund-raising (offering from church programmes, donations from individuals and well-wishers etc.)
5. Investment income (Treasury Bill, Shares, Stocks, Fixed deposit, etc.)
6. Income-generating ventures, as the Board may deem appropriate, with the approval of the Executive Council.

12.5 Expenses

1. The Board shall ensure that all expenses are properly authorized and incurred in line with the General and Executive Council policies.
2. Expenses properly incurred by the Board or by a member of the Board, on the authority of the Board in the performance of its functions, shall be charged to the account of The Fund.

12.6 Qualifying Conditions For Benefits

1. A Minister who retires at the age of sixty-five (65) or prematurely retires in accordance with the Church's constitution shall be entitled to Pension allowance and other benefits under the Scheme.
2. Any Minister declared permanently invalid on health grounds by a medical board constituted by the Church shall qualify for Pension benefits under this scheme

3. Resignation

A Minister who resigns from the service of the General Council shall be entitled to "A" & "B" contributions only after deducting any indebtedness to the church from the contributions so accrued.

4. Termination

A Minister whose services are terminated by the General Council shall only be entitled to the payment of the "A" and "B" contributions after deducting any indebtedness to the church from the contributions so accrued.

5. A Probationary Overseer whose performance does not measure up to the standard required by the Church, during his probation, shall be paid only his "A" contribution when he is asked to leave the services of the Church.

6. Summary Dismissal

A Minister who is summarily dismissed, on grounds of gross misconduct, shall be entitled to the "A" and "B" contributions only after deducting any indebtedness to the church from the contributions so accrued.

7. Revocation of Calling

Any Minister on retirement whose calling is revoked by the church shall forfeit all his benefits under the scheme except for his approved monthly allowance.

8. Renunciation of Faith

Any Minister on retirement who renounces the faith (doctrines and practices of the Church) or joins another Church or denomination shall forfeit all his benefits under the Scheme except for his approved monthly allowance.

- 9 Where a Minister on retirement marries and he dies, the widow shall not be entitled to the widows' allowance.

12.7 Benefits

1. Benefits for active Ministers, allowances and other benefits for Ministers on retirement and widows shall be determined by the Board, subject to the approval of the Executive Council and the availability of funds.

2. Benefits To Active Ministers

Active Ministers who contribute to the fund MAY be granted loans under the Pension Personal Loan Scheme and may receive such other benefits as the Board may, with the approval of the Executive Council, determine.

3. Retirement Benefits

The Board fixes allowances and other benefits of Ministers on retirement and widows subject to the approval of the Executive Council and the availability of funds.

- 4 A Minister who is retired from service by the General Council in accordance with the church's constitution shall be entitled to:
 - a. The approved monthly allowance and

- b. Subject to the provisions of clause 12.6.7, 12.6.8 and 12.6.9 other benefits such as;
 - i. Minister's widow's allowance which is paid to the widow where a Minister either dies in service or whilst on retirement. The allowance is determined by the Board with the approval of the Executive Council.
 - ii. Where a widow receiving allowance remarries or renounces the faith or leaves the Church, she shall forfeit the allowance but where there are biological children of the deceased Minister, under the age of eighteen (18), the children shall be paid fifty percent (50%) of the Widows' Allowance till they are 18 years.
 - iii. Where the children also renounce the faith or leave the Church, all payments to them shall cease.
 - iv. All Ministers on retirement, their wives and children under 18 years and all widows are to register with the National Health Insurance Scheme (NHIS). The cost of registration and premiums shall be reimbursed to them by the Board.
 - v. The Board shall, subject to an annual ceiling approved by the Executive Council, reimburse the cost of medical services received by a Minister on retirement, his wife and children under the age of 18 years as well as by widows at any medical facility approved by the Church.
 - vi. Utility subsidy at an annual rate determined by the Board, with the approval of the Executive Council, shall be paid quarterly to Ministers on retirement or their widows as the case may be.
 - vii. Any other benefits as the Board may, with the approval of the Executive Council, institute.

12.8 Conditions For The Payment Of Benefits To Survivors

- a. The Board shall, before making any payments from The Fund to a widow or a deceased minister's children, require the production of Letters of Administration, Probate, death certificate or a confirmation from the Executive Council.
- b. A surviving beneficiary, ie, a widow or a Minister's child's name must be on the nomination form completed by the Minister at the Headquarters of the church.

12.9 Ministers' Children Educational Support

1. As part of its portfolio, the Board also administers an educational support.
2. The source of funding for the support includes:
 - a. Ten (10) percent of Pensions Week offering
 - b. Ministers' monthly contribution determined by the Board with the approval of the Executive Council
 - c. and investment income.

3 Beneficiaries

- a. A Minister who dies in active service will have two (2) of the children sponsored up to the university level or its equivalent.
- b. Ministers who retire on health grounds will have two (2) of their children sponsored up to the university level or its equivalent.

12.10 Disputes

Any dispute that may arise in the implementation of any of the provisions of this scheme shall be referred to the Executive Council for determination.

12.10.1 Dissolution of Pension Fund Scheme

- a. The Pension Fund Scheme shall only be dissolved by the General Council by two-thirds (2/3) majority vote of the total members of the General Council present and voting.
- b. The General Council shall set forth the conditions for dissolution of the scheme.

12.11 Interpretation

In this section, unless the context otherwise requires:

1. The expression “The Board” shall mean members of the Pension Board appointed by the General Council to administer the Fund. The duration of such office shall be four (4) years and may be reviewed for further terms by the General Council.
2. The expression “beneficiaries” shall mean a deceased member’s wife or children. In a situation where the deceased has no wife or child, beneficiary shall refer to any person who has been nominated by the deceased on the form.
3. The expression “gross misconduct” shall mean and include misappropriation of Church funds, fornication, adultery, drunkenness, teaching of erroneous doctrine, behaviour which affects unity and progress within the Church. These may contribute to a Minister’s dismissal from the service of the Church.
4. The expression “Retirement Benefit” shall mean the right to be paid for the rest of a member’s life and thereafter or any further payments, a monthly pay from the Fund the rate of which shall be determined by the Pension Board, subject to the prior approval of the General Council through the Executive Council.

5. The expression “Minister” shall mean a full-time Apostle, Prophet, Evangelist, Pastor, Overseer, or Probationer who is employed by the General Council.
6. The expression “Evidence of Death” means any document that testifies to the death of a member comprising:
 - a. Letters of Administration
 - b. Death Certificate
 - c. Burial Permit
 - d. Letter from Officiating Minister
 - e. Burial Programme
 - f. Any other document which in the opinion of the Pension Board testifies to the death of a member.

13.0 OTHER REGULATIONS CONCERNING MINISTERS

13.1 Gifts/Presentations to Ministers

Local Assemblies and individual members, at their own discretion and convenience, may visit the Mission House with anything they wish to give. Visits to the Mission House could also be made without any gift.

13.2 Ministers' Travelling Expenses

A Minister travelling outside his duty station for an official assignment may be given an accountable imprest to cover travelling expenses. This imprest should be accounted for with receipts or certificates of honour as applicable within seven (7) days after the completion of the trip.

13.3 Special Offering for Ministers

Since offerings taken in the presence of the beneficiary create an embarrassing situation, the practice is discontinued, except during retirement services.

13.4 Ministerial Outfit

Ministers are encouraged to put on clerical collars at all official functions.

13.5 Inheritance Policy for Ministers

Ministers of the Church do not inherit maternally, since the Church upholds paternal inheritance, in line with scripture.

Property of a Minister who dies intestate is shared in accordance with the provisions of the Intestate Succession Law – PNDC Law 111.

Ministers are encouraged to prepare their will and deposit a copy at the General Secretary's office.

13.6 Ministers' Day of Rest

All Ministers of the Church observe Mondays as Ministers' day of rest.

13.7 Annual Leave

1. All Ministers enjoy 30 calendar days' annual leave while all Area Heads/Ministry Directors/the Chairman/General Secretary/IMD enjoy 40 calendar days.
2. Areas prepare leave rosters for Ministers and copies sent to the Chairman and the General Secretary. There is no accumulation of annual leave. Leave allowances are paid to every Minister at the rate of 12.5% of the Minister's annual salary.
3. No Minister shall be required to work continuously for more than two calendar years without a recognised period of rest.
4. Ministers must endeavour to rest during their leave periods. This includes those who travel abroad during their leave periods. They must not insist on programmes to be organised for them during such travels. Ministers are, however, admonished to attend Church services during their leave periods.

13.8 Sick Leave Procedure

Sick leave with pay shall be granted only for days of absence due to ill-health or injury upon receipt of a signed certificate by the Church's recognised medical officer.

If a sick Minister does not recover well enough to resume work after twenty-four (24) months with pay, a Medical Board comprising two Church- recognised doctors, and one external doctor, shall be convened to assess the condition of the Minister and recommend to the Executive Council whether the Minister should be retained or retired on medical grounds.

13.9 Holidays

All statutory holidays as declared by the Government shall be observed. Where statutory holidays occur during a Minister's leave, the number of days involved shall be added to the leave.

13.10 Formation of NGOs by Ministers

The formation of NGOs by Ministers of the Church is discouraged, since the Church would be the first point of call for meeting their needs. If these are allowed to continue, there may be unhealthy competition among Ministers which may put stress on the administration of the Churches' finances.

The Church already has the Pentecost Social Service (PENTSOS) into which such efforts could be channelled to assist it to perform its functions in our social interventions. This directive affects both active and retired Ministers

13.11 Payment of SSNIT Contributions by Ministers of the Church

The Pension Law mandates that every worker in Ghana is to contribute to the Social Security and National Insurance Trust Fund.

As a result, all Ministers have been migrated unto the scheme. Ministers who have been migrated unto this scheme would receive benefits under this scheme as determined by the Social Security and National Insurance Trust Fund.

13.12 End-of-Service Benefits (ESB)

End-of-Service Benefit (ESB) would be paid only when a Minister or a member of staff ends his/her service with the Church. Ministers and members of staff will not be permitted to make partial withdrawals from their ESB before end of service. This is to ensure that employees accrue enough funds for their retirement. Just as the name implies, end-of-service- benefit would be paid only when a minister's service comes to an end with the church and not during the course of his service.

13.13 Procedures for Pursuing Courses

Ministers seeking further education need to receive authorisation from their Area Heads and the Head Office before commencing such courses. The aim of such study should be to further equip oneself for ministry.

In order for academic goals to be achieved, Ministers are to ensure that they enroll in only academic institutions with the right accreditation. One of the purposes of accreditation is to ensure that proper structures are put in place to allow for quality control. Therefore, in order for Ministers to have sound theological education, the following duly accredited institutions have been shortlisted for Ministers' perusal. The Church may not recognize the degrees of Ministers who fail to study at one of these institutions or other accredited ones. Where Ministers are in doubt, they should seek written clearance from the credentials committee with copies to the Chairman, General Secretary and the International Missions Director.

1. University of Ghana
2. University of Cape Coast
3. University of Education, Winneba
4. University of Development Studies
5. Akrofi Christaller Institute of Theology, Mission and Culture-Akropong
6. Trinity Theological Seminary – Legon
7. Regents Theological College, UK
8. International Christian College –Glasgow
9. All Nations Christian College
10. University of Durham – Scotland

11. University of Birmingham
12. University of Manchester
13. Dallas Theological Seminary
14. Fuller Theological Seminary
15. Northwestern Assemblies of God Theological Seminary
16. Oral Roberts University
17. Wheaton College – Wheaton, Illinois
18. Trinity College of the Bible and Theological Seminary
19. McMaster School of Divinity (McMaster University)
Mattersey Hall (AG College) – Dorchester
20. South African Theological Seminary
21. Any other institution that is well accredited by their home country.
22. Ministers who want to pursue higher education with institutions other than those approved by the Church should first seek permission from the Head office before undertaking the course.

13.14 Use of Academic Titles

Awarding institution of honorary degrees need to seek clearance from the Church before conferring the titles on the candidates. The Church will not recognize any certificate or degree awarded by unaccredited institutions. Therefore, all Ministers are to be wary of honorary awards that come from non-accredited institutions.

- 13.15** When someone acquires an academic degree, especially a doctoral degree, from an accredited institution, he must first write to inform the Head Office. If accepted, the Chairman would publish the award in circular, before the one can use the title.

13.16 Award of Honorary Degree

Awarding institution of honorary degrees need to seek clearance from the Church before conferring the titles on the candidates. We wish to remind all ministers that, the Church will not accept any certificate or degrees awarded by unaccredited institutions. Therefore, all ministers to be wary of honorary awards that come from non-accredited institutions.

13.16.1 Credentials Committee

All academic titles and degrees should be submitted to the Credentials Committee, the official clearing house of the Church on matters relating to higher education, for verification. (See Appendix B)

13.17 Formal Courses by Ministers

Even though Ministers are expected to upgrade themselves academically, this must not unduly interfere with their normal ministerial duties. Where the course being pursued by a Minister will take him out of his duty station for a total of one month in a year, he shall forfeit his annual leave for that year even though he may be paid his leave allowance for that year.

13.18 Allowances and Salaries

Ministers shall enjoy the following allowances as shall be determined from time to time by the Executive Council:

1. Responsibility Allowance (Area Heads and Head Office Ministers),
2. Secondment Allowance (Head Office Ministers),
3. Deprived Areas Ministers' Support (Internal Mission Ministers),
4. Fuel Allowance,
5. Educational Subsidy,

6. Vehicle Maintenance Allowance (Ministers with personal vehicles),
7. Building Loans (when due),
8. Annual leave allowance
9. Ministers in training shall enjoy the following allowances;
 - a. Monthly feeding allowance
 - b. Book allowance (One off payment)

14.0 DISCIPLINE

14.1 Discipline of Ministers/Officers and Members

An officer or member of the Church who commits any of the following offences shall be disciplined in accordance with the principles of the Church:

- a. Habitually visiting questionable places, such as drinking bars, brothels, etc;
- b. Falling into open sin, e.g., drunkenness, adultery, fornication, stealing, etc;
- c. Embracing or spreading false doctrine;
- d. Divorcing wife or husband;
- e. Marrying more than one wife/husband;
- f. A sister getting married to a married man;
- g. Disobeying and showing disrespect to Church authority at any level;
- h. Practicing any form of immorality.
- k. Practicing or promoting homosexuality or any perverse sexual behaviour.

14.2 Sanctions

Depending on the gravity of the offence committed, an offending officer or member

- a. May be publicly rebuked;
- b. May be suspended from playing a leading role in all Church programmes and activities;
- c. Shall not partake of the Lord's Supper;
- d. Shall not Minister or witness on the platform of the Church, etc

- e. May be removed from office;
- f. May be stripped of his or her ordination into office through revocation by the appointing authority;
- g. In extreme case, an offending member/officer may be excommunicated from the Church by the Executive Council on the recommendation of the Area Head and the Area Executive Committee.

14.3 Conduct That Will Lead to Dismissal of a Minister

A Minister may be dismissed on any of the following grounds:

- 1. Theft,
- 2. Fraud,
- 3. Dishonesty,
- 4. Immorality,
- 5. Adultery,
- 6. Insubordination,
- 7. Drunkenness,
- 8. Serious dereliction of duty,
- 9. Unfaithfulness to the Church,
- 10. Disobedience to his calling,
- 11. Refusal to fellowship with fellow Ministers after attempts have been made to settle the misunderstanding;
- 12. Preaching erroneous doctrine;
- 13. Living a questionable life;
- 14. Engaging in a conduct which, in the opinion of the General Council, may directly or indirectly bring the Church into disrepute.

14.4 Disciplinary Procedures

The Executive Council will, depending on the seriousness of the offence, determine the procedures for the disciplinary action.

14.5 Other Sanctions

1. No Minister shall give to any outsider information of any kind concerning the internal arrangements or external relations of the Church, or take part in any public discussion either in the Press or otherwise on the affairs or policy of the Church without permission from the Chairman or his appointed agent. Failure to observe this rule shall be considered as a breach of discipline and shall attract the appropriate punitive sanction.
2. Where a Minister commits an offence which does not amount to serious misconduct, such Minister shall be warned in writing. If after two (2) such warnings a third offence is committed, the Minister may either be downgraded or have his appointment terminated by the Executive Council. Where the Minister is downgraded, he shall be given a final warning in writing, clearly stating that it is a final warning.
3. Without prejudice to sub-clause (2) the Executive Council may downgrade or dismiss a Minister or give any appropriate sanction without prior warning letters, depending on the seriousness of the offence.
4. A dismissed Minister may be suspended and later reinstated to full membership by the lifting of the suspension administered by the Executive Council, but he shall not be restored to the ministry. The Executive Council will determine the wife's position.

5. In the event of allegations being levelled against a Minister, copies of findings and minutes on investigations into the allegations made against the Minister, whether of merit or not, would be placed on the Minister's file. This would help keep track of such allegations and thereby assist in the true determination of Ministers' conduct for appropriate counselling.
6. If any officer who falls into an open sin and is suspended from membership and office, he or she may be reinstated to full membership, but not to his or her former position or office. Where reinstatement to officership becomes necessary, the Area/National Head may consult the Chairman of the Church/IMD, as the case may be, before doing so.
7. A suspended member could be made an officer after restoration to full membership, if found fit later, and in extreme cases if he is to be called into full-time ministry, the Area or National Head shall consult the chairman.

8. Polygamists/Suspended Members

Ministers may conduct the funeral service of a polygamist who was converted to the Church in that state or of a member suspended for any other reason. But no tribute or testimonies are given on behalf of the Church at such funeral services.

9. Members suspended in the Church for open sin

There is no formal memorial and burial service for those suspended from the Church due to open sin; for example, abortion, suicide, burglary, etc. However, Pastors usually visit the bereaved family and encourage members to do likewise.

10. Burial of a Second Wife

A Pastor may officiate the burial of a second wife, who is a member of the Church provided she is not a suspended member.

14.6 Limitations of the District Minister in Disciplinary Matters

1. He cannot suspend an ordained officer. This needs the attention of the Area Head.
2. He cannot ex-communicate a member. This needs the attention of the Executive Council.
3. He cannot restore a suspended officer to full membership. This requires the attention of the Area Head.

14.7 Right of Appeal/Review

14.7.1 Appeal

Any member who is disciplined shall have the right to appeal in the Church. It shall first be made through the District Executive Committee, then to the Area Executive Committee and finally to the Executive Council.

14.7.2 Review

The review of a disciplinary action that has been appealed shall be done by the next higher authority. For instance, if a sanction is meted out by the Area Executive Committee, it shall be reviewed by the Executive Council upon a petition by the affected party.

14.8 Grievances Procedure

1. If a Minister is aggrieved or has a problem of any kind pertaining to his Service Condition, he shall petition the General Secretary through his Regional/Area Head.
2. If the grievance involves the Regional/Area Head, the petition shall be submitted to the Executive Council through the General Secretary.

3. If the matter remains unresolved, the General Secretary shall convey it to the Executive Council and then to the General Council whose decision shall be final.

15.0 CHANNELS OF COMMUNICATON

15.1 Administrative Procedures and Line of Authority

The accepted communicative procedures are as follows:

15.1.1 Issues to the Chairman

The following issues are to be referred to the Chairman's Office:

- a. Annual/Half-Year Reports from the Areas.
- b. Ministers' Appraisals.
- c. Annual Confidential reports from the Areas.
- d. Request for grants or financial support (budgetary commitments) which have not been previously approved in the running budget of the year.
3. Application to embark upon big projects that exceed the authority limits of Area Executive Committees.
4. Areas that purchase their own vehicles

15.1.2 Issues to the General Secretary

The following issues may be referred to the General Secretary for administrative action:

1. Area Heads' request to proceed on annual leave.
2. Ministers' requests to travel abroad. (Such requests should reach the office of the General Secretary at least one month before the proposed date of departure)
3. Requests for financial payments already approved in the running budget.
4. Requests for permission to pursue further studies.
5. Requests to seek special medical treatment outside those covered by the Church's health policy.

6. Requests for provision of vehicles or other administrative logistics by the Areas.
7. Requests by Ministers for introductory letters from the Church.
8. Notification/information on bereavements.
9. Requests for creation of new Districts/Areas.

15.1.3 Issues to the Finance and Administration Director

The following issues may be referred to the Finance and Administration Director:

1. All staff issues from Areas.
2. Loans and End-of-Service Benefits.
3. Requests for vehicle fuel/maintenance allowance.
4. Ministers' loans and advances.
5. Requests for logistics from the Areas.
6. Training needs of staff.
7. Returns on use of Grants/AIDF.

15.1.4 Issues To The Human Resource Manager

The following issues may be referred to the Human Resource Manager:

1. Staff Leave.
2. Requests for engagement of staff. Staff disciplinary issues.

15.2 Ministers are to route all letters from Districts through Area Heads for endorsement before submission to Head Office.

15.3 All correspondence from local assemblies to Headquarters should be channelled through District via Area to Head Office.

15.4 District Ministers travelling outside their duty station should seek permission from their Area Heads.

15.5 Writing Letters/Requests on behalf of Ministers

Area Heads are not to write letters and requests on behalf of Ministers in their Areas on issues pertaining to Ministers' personal lives, such as notification of success at academic programmes, bereavement and change of names. The concerned Ministers should write the letters while their respective Area Heads endorse them.

15.6 Overseas Travels

Ministers desiring to travel overseas shall be expected to write to the General Secretary through their Area Heads for permission, with copies to the Chairman and the IMD. The General Secretary shall respond to the minister with copies to the Chairman, IMD and the National Head.

15.7 Use of The Church of Pentecost Letter Head

The use of the Church letter head is restricted to the Chairman, the General Secretary, and the International Missions Director, Area Heads or any person assigned by them. Under no circumstance should the Church letter head be used for unofficial transactions

15.8 Use of the Church of Pentecost logo for commercial purposes

The church's logo has now been registered under the copyright act. It has therefore been decided that members who wish to use the church's logo in producing items such as key holders, jewelry, T-shirts, bags and cloths among other items for commercial purposes may continue to do so. However, they must first apply to the church for permission before using the logo.

The procedure for application shall be to first seek clearance from the local church (assembly). After clearance is given, the application will then go to the district minister. From the district minister, it will go to the area head who would finally submit the application to the General Secretary. The final authorization would then be given with guidelines from the head office.

16.0 MANAGEMENT OF PROPHECY

One of the ways through which the Lord speaks to His Church is prophecy. The Bible directly instructs believers not to despise prophecy. Rather, they are to test it (1 Thess. 5:19; 1 Jn. 4:1). The challenge however is: How do we test prophecy so as not to cause confusion in a Church?

The following are some means by which we can test prophecy in the Church:

16.1 Presiding officers of every service must weigh every prophetic utterance. They may either give comments or not, depending upon the leading of the Holy Spirit based on the word of God (1 Thess. 5:19-21; 1 Cor. 14:29).

16.2 Since the spirit of the prophet is subject to the prophet, another means of control is for those wanting to prophesy to move to the front to prophesy (1 Cor. 14:29-33). This avoids the situation where two or three people speak at once.

16.3 Some Factors to Consider in Judging Prophecy

1. Does the prophetic utterance(s) conform to the word of God (1 Jn. 4:1-4; 2 Cor. 1:17-20)?
2. Does the lifestyle of the person prophesying conform to the Scripture (Matt. 7:15-18)?
3. Does the prophecy edify or create confusion (1 Cor. 14:3)?
4. Do the individual members have inner witness regarding the authenticity of the prophetic utterance (1 Jn. 2:20, 27)?
5. Does the body (the Church) have corporate peace regarding the content of the prophecy (1 Cor. 14:37-40)?

6. All 'directive prophecies' concerning candidates for consideration for the position of Chairman, General Secretary and the International Missions Director shall be communicated verbally or in writing to the Executive Council through the Chairman of the Church.

17.0 MEDICAL TREATMENT

As part of its conditions of service for staff and Ministers, the Church of Pentecost undertakes to provide free medical treatment to Ministers, staff, their spouses and registered child dependents under the following conditions:

1. Spouses of staff, who may be working in organizations that are responsible for medical expenses of their staff, shall not be entitled to the benefits of this policy. In such cases, it is the responsibility of the Minister/staff to inform the office in writing.
2. The Church shall be responsible for the payment of the NHIS registration and premium of staff, their spouses and up to four (4) registered biological or adopted children below the age of twenty- three (23).
3. For Ministers, however, this policy covers all their registered children below the age of twenty-three (23).
4. A qualified child in this context is a biological or a legally adopted child of the Minister or staff not above the age of twenty-three (23).

A legally adopted child is a child that has been adopted through proper legal processes, and supported by a certificate of adoption issued by a competent adoption authority.

For the avoidance of doubt, adoption shall not be interpreted to mean a child who is staying with a Minister/ staff through mere mutual understanding between the family of the child and the Minister/staff.

5. Ministers and staff shall be required to pay the NHIS registration fees themselves, and submit the relevant receipts for a refund.

6. The Church shall not pick the medical bills of Ministers, staff, their spouses and eligible children who are not registered under the NHIS. It is therefore mandatory for all Ministers/staff, their spouses and eligible children to register under the NHIS.
7. By virtue of their NHIS registration, Ministers, staff, their spouses and eligible children shall be free to receive medical treatment at the nearest NHIS-accredited medical facility.

It is therefore not necessary for those residing outside Accra to travel to Accra with every illness. However, when Ministers, staff, their spouses and eligible children attend Pentecost Hospital or any of the Church's clinics, in addition to their NHIS cards, they would be required to carry an ID card to be issued by the Head Office, which is to be produced on demand.

8. Those who fail to carry their ID cards could be asked to pay cash, obtain a receipt and claim a refund later. Those who visit government hospitals shall however be required to pay all bills outright and later claim a refund upon the presentation of their receipts.
9. Ministers, staff, their spouses and eligible children who have received clearance from Head Office in writing to attend specific health facilities may continue to do so.
10. Prescribed drugs or medical treatments for Ministers, staff, their spouses and eligible children that fall outside the scope of the NHIS shall be provided by the Church.

11. All Ministers, staff and their spouses shall be required to undergo routine medical check-up conducted by the Pentecost Hospital once every year. The nature and scope of the medical examination shall be determined and communicated to all Ministers by the Headquarters. The cost of such medical check-ups shall be borne by the Church.
12. Those who opt to have the examination done in any other medical facility other than the Pentecost Hospital shall bear the cost involved themselves.
13. After the exercise, ministers and staff as well as their spouses are strongly advised to take any follow-up action that may be recommended.
14. When a qualified medical officer refers a patient to another medical facility the first point of call should be where the patient has been referred.
15. In cases where a patient does not respond to treatment after continuous medical treatment in a medical facility in an Area, the Area Head may arrange for the patient to be transferred to Pentecost Hospital, Madina as the first point of call.
16. In such cases, a letter to this effect, on the Church's letter head, addressed to the Medical Administrator of the Pentecost Hospital, Madina, shall be signed and stamped by the Area Head and a copy sent to the Head Office.
17. When the sick Minister/staff, spouse or eligible children pay hospital bills, those in the Areas are to claim for refund at the Area Office, while those in the Head Office are to claim from the Head Office.
18. Records are to be kept at the Area Offices of all medical expenses on Ministers/staff, their spouses and children within the Area. Monthly returns of such expenses shall

be forwarded to the Headquarters along with tithes. Additionally, Area Heads shall be required to submit cumulative medical reports to the Head Office every six months, on a form provided for the purpose.

19. The Finance Manager's office shall also keep records of medical expenses on Ministers/staff, their spouses and children at the Headquarters.
20. Ministers and staff must notify the office by filling the approved forms through their Area/Department Heads when they marry, when they make new babies or when any of their eligible children attains age 23. This is to formally register their spouses and children, as unregistered spouses and children shall not be covered by this policy.
21. Management is not likely to accept any excuses for non-compliance of the medical policy. However, localities that may have extreme and peculiar implementation challenges are to seek guidance/clearance from the Head Office.

17.2 For the avoidance of any doubt, the Church shall not be responsible for the medical treatment arising from the following:

1. Treatment at massaging, chiropractic, acupuncture, pranic healing and allied centres, "Computer Clinics", herbal clinics, and other unorthodox medical facilities. The only exception is the Centre for Scientific Research into Plant Medicine, Akuapim Mampong
2. Infertility Treatment
3. Performance enhancing drugs – e.g. Viagra, Lucozade, etc.
4. Biological/legally adopted children over 23 years old

5. Frames of lenses for spouse and child dependants. The Church will only pay a specified amount for frames, reviewable every year.
6. Drugs purchased without prescription issued, signed and stamped by a qualified medical practitioner.
7. Fixing of dentures, except necessitated by injuries sustained while at work, in which case normal dentures (as opposed to very expensive ones preferred by the patient) shall be paid for by the Church.
8. Food Supplements – e.g. GNLD, Tianshi etc. products.

18.0 ASSISTED REPRODUCTIVE SERVICES (ARS)

Infertility is a serious social problem not only for the affected couples, but their extended families at large. Various methods are adopted in some cultures to address the issue. Modern technology has offered many couples the opportunity to have children. The whole Assisted Reproductive Service (ARS) package is fraught with a number of cultural, ethical and legal issues. The most challenging aspect of the ARS is the issue of surrogate or third party involvement where for medical reasons a woman may have to rely on another woman's womb or a man may want to rely on another man's sperm in order for the service to be provided.

In Ghana, there are no separate laws which govern the ARS. Once a Hospital is legally registered, ARS is considered as part and parcel of the services which may be provided to the public. There are potentially serious legal, ethical, social, psychological and even spiritual implications when ARS is associated with a third party procedure. Quite ironically, Scripture does not shed sufficient light on ARS; neither does it offer direct reference to surrogacy in order to authoritatively guide the Church in endorsing or rejecting surrogacy. Since the Bible does not provide sufficient information about ARS, the Church recommends that:

- 18.1** Needy couples may seek ARS provided the eggs and sperms come from the couple themselves. The Church fundamentally believes that physical intimacy between a husband and wife remains the biblical means of producing children.
- 18.2** Members of the Church should be encouraged through counselling to seek the face of the Lord before taking the decision to access ARS.
- 18.3** The Church discourages its members from accessing surrogacy services or third party methods in the ARS. In other words, the Church does not encourage its female members to

donate or sell their eggs to needy couples. Female members of the Church are also discouraged from offering themselves as surrogate mothers.

Similarly, the Church does not encourage its male members to donate or sell their sperms to needy couples. Often times there are serious social, ethical, psychological and even spiritual consequences that emanate from using these services. It must be noted that there have been cases where needy couples seeking other means to produce a child out of husband/ wife relations have resulted in disastrous ramifications as was the case of Abraham and Sarah and their servant, Hagar (Gen. 16).

18.4 No health facility of the Church should adopt the surrogate or third party methods in the ARS. The three main methods of the ARS – the Intra Uterine Insemination, the In Vitro Fertilisation (IVF), the Intra Cytoplasmic Sperm Injection (ICSI) and other new technology may be applied provided a third party shall not be involved.

18.5 Every embryo created between a husband and a wife should be implanted. No embryo or fertilized egg should be discarded or destroyed since the Church believes that human life starts during the fertilization stage. Any destroyed or discarded embryo means a human life has been destroyed. That would be tantamount to abortion, which is biblically unacceptable (Gen. 9:6; Ex. 20:13). Accordingly, whenever freezing becomes necessary, the wife's eggs and the husband's sperms should be frozen separately.

18.6 ARS should be broad enough to find out couples' coping systems and strengthen these systems. Although some of these coping mechanisms are maladaptive, they nevertheless show us how these women are keeping their "mental health together". Ministers of the Church should be trained to be more effective in handling the subject of ARS.

- 18.7** In some cases, it would be desirable for needy couples to consider the viable and God-honouring option of adoption (Jam. 1:27).
- 18.8** Even though the Church does not approve of surrogacy or third party methods in the ARS, it is recommended that, babies born out of surrogacy should not be discriminated against in the Church. They should be accorded the same rights and privileges like all others including dedication.
- 18.9** The Church, in collaboration with other religious ecumenical bodies should dialogue with the Legislative wing of Government to develop a legal framework for the potentially volatile issues associated with ARS. Such a proactive measure would minimise the legal battle that could arise from some ARS cases.

19.0 FUNERAL ARRANGEMENTS FOR MINISTERS AND THEIR SPOUSES

19.1 General Guidelines on Funerals

- a. Fixing of Date for the Funeral of Deceased Ministers and Ministers' Wives: In the unfortunate event of the death of a Minister or a Minister's wife, the funeral should be performed within three (3) to four (4) weeks.
- b. Burial Place of Pastors and Pastors' Wives: In the event of the death of a Minister or his spouse (whether in active service or otherwise), the following shall apply:
- c. The Minister or his spouse shall be buried at the duty stations. However, whenever a bereaved family insists on taking the body of their deceased relative to their hometown, the Church will agree to their demand so as to avoid conflict with the family. The Church would agree to their demand on condition that the funeral and burial service would be held at the same place.
- d. As a measure to cut down fuel cost, depreciation, lost man-hours and other Ministerial pressures with regard to funerals and other social functions, the following shall apply:
 - i. The affected Area participates fully. All other Areas send delegations with their donations.
 - ii. Where a Minister or Minister's wife dies, all Ministers and their wives in the affected political region should attend the funeral in full. Ministers in other Areas who are related to the deceased also attend but with the permission of their Area Heads. Former stations of the deceased Minister/Minister's wife are encouraged to be represented.

- iii. Ministers who are not able to attend, due to this directive, are not regarded as non-sympathisers.
- iv. Food is prepared for only sympathisers from distant places and not for those close by or within the town.

19.2 Funeral Expenses for Ministers and their Spouses (Funeral Grants)

- a. A Headquarters subsidy of GH¢2,000.00 would be paid to cover the funerals of Ministers and Ministers' wives. This reviewable amount shall cover the cost of the grave space, cost of the coffin, Undertaker's charges, Hearse charges and mortuary charges for a period as may be determined by the Church from time to time. In addition, 1,000 copies of brochures would be printed by the Pentecost Press Limited and the cost borne by the Headquarters. The number of pages of the brochure shall not exceed 24.
- b. The Headquarters does not print or provide funeral posters.
- c. All other expenses shall be borne by the Area concerned and billed against the funeral expenses.

19.3 Wake-keeping: There is no wake-keeping.

19.4 One-Week funeral celebration: The Church does not involve itself in one- week funeral celebration.

19.5 Duration: Burial and memorial services should not last more than three hours.

19.6 Wreaths: Laying of wreaths is discouraged as much as possible.

19.7 "T" Shirts/Pictures/Special cloth: Printing of funeral "T" Shirts, special cloth and photographs of the deceased is discouraged.

19.8 File Past: The practice of allowing mourners to file past the corpse before the official beginning of the programme is

encouraged and maintained. This means other mourners shall do file past as soon as the undertaker has finished preparing the corpse for viewing, so that the file past on the programme is reserved for the clergy (Ministers and their wives) and, where applicable, government and traditional authority representatives and family/widow/widower.

19.9 Form of Service

1. Prayer is said in the open before file past.
2. Prayer of thanksgiving is said at the memorial and burial service instead of worship.
3. Normal offering is taken.
4. Tributes shall not be made to address the dead; Where statements are made directly to the dead as though living.
5. The service shall not be more than three hours in duration.

19.10 Benefits to Deceased Ministers

Benefits payable by the Church to deceased Ministers are made to their wives and children who are deemed as beneficiaries of the Minister.

All unpaid benefits and salary due shall be paid to the estate of the deceased Minister

Ministers are advised to endeavour to prepare their 'Wills' or satisfy the extended family with properties they would want to give to them while they are alive.

Ministers' wives who die intestate (i.e. without a 'Will') shall also be inherited by the husband and children.

On the death of a Minister, his spouse shall be continuously paid a specified monthly widow's allowance till her death.

20.0 CALLING OF OFFICERS

The calling of an Elder or Officer is not the sole responsibility of the Pastor. Before an Elder or Officer is called, the Pastor in charge of the Assembly/District first consults the Local Presbytery before such ‘qualified’ candidates appear before the District/Area Vetting Committee.

The Church accepts the New Testament practice of ‘Laying on of hands’ instead of using anointing oil during ordination of Ministers or officers.

Their duties are as follows:

20.1 Elders

1. They are responsible for leading the Church in prayer and for teaching the unadulterated Word of God.
2. They are “custodians of the faith”, that is, they guard jealously the fundamental doctrines of the Church, in order that no unscriptural teachings may be passed on by them or others to the saints.
3. They have the responsibility of visiting the sick and afflicted saints. They are to know all members in the Church and, if possible, visit them in their homes from time to time (in large assemblies, say twice a year).
4. In the absence of the Minister, they administer the Lord’s Supper on the Lord’s Day.
5. They see to it that spiritual and moral discipline is kept in the Church. They help settle differences amongst the saints. They report the misconduct of sinning members to the Minister, who will suspend unrepentant sinning members from membership.
6. In the absence of the Minister, they are to conduct Church services, tarry meetings, open-air services, naming or christening ceremonies.

7. They are responsible for the acquisition of plots of lands and other properties for the local Church and report such acquisitions to the District Minister or Area Deacon.
8. They are responsible for the burial of deceased members in the absence of a Minister.
9. They see to the maintenance of Church discipline (1 Cor. 6:1-3; Tit. 1:13).
10. They are to be punctual during Church services.
11. They are to be approachable but firm and fair.
12. They are to read and study the Bible so as to receive rhema for the members.
13. They see to it that tithes/offerings and other designated funds are paid on time to the appropriate quarters.
14. They are to ensure that all policies and guidelines of the Church are duly implemented in their locals

20.2 Presiding Elder

1. The Presiding Elder is the one who, whilst being himself actively engaged in fulfilling the above duties, is responsible to see that the other Elders, Deacons and Deaconesses are carrying out their duties in a proper manner.
2. In the absence of the Minister, he takes the chair at Church services, open-air meetings, tarry meetings, elders' meetings.
3. The Presiding Elder, however, is not superior in authority to the other elders; their divine calling is the same.
4. Presiding Elders are to be reviewed every two years for change, or re-elected by the Local Presbytery and the District Minister, for further terms.

20.3 Deacons

1. They are responsible for keeping and marking the Church Register. Anyone absent more than twice amongst the women is to be reported to the responsible Deaconess. Anyone absent more than twice amongst the men is to be reported to the Minister or Elders.
2. They are responsible for all material arrangements connected with open-air gatherings, e.g. arrangement of benches, attending to the lighting system, etc.
3. They are responsible for arranging the benches in the Church before week-day gatherings, and taking care of and inspecting regularly all property in the building belonging to the Church, e.g. notice board, tambourines, etc. The responsible deacon draws up an inventory of all Church properties and updates it regularly.
4. Deacons are ever on the alert to see that everyone is well seated and they are very active in making all preparations that are necessary in the Church prior to weddings, funerals, dedications, etc., so that the guests and others may feel at home.
5. As with Deacons of old, it is expected that Deacons will engage themselves in spiritual duties as often as the occasion arises. They may be called upon to preach or teach from time to time or lead the chorus (singing) at the beginning of meetings.
6. Deacons distribute tracts at open-air gatherings, when these are available.
7. When conventions are held locally, Deacons see to it that material preparations are fully made for the event.
8. At water baptismal services, Deacons are responsible for seeing that all the needs of the male candidates are adequately met both before and after immersion.

9. Deacons may, from time to time, be called upon to perform other duties not specifically mentioned in this book.
10. Deacons serve at the Lord's Table (Acts 6:1-6).

20.4 Deaconesses

1. Deaconesses are responsible for doing much of the visiting, especially amongst the sisters, and taking every opportunity to visit the sick, backsliders, etc.
2. Preparation of the Lord's Table is the responsibility of the Deaconesses; a programme should be prepared to share the laying and clearing of the table each Sabbath morning among the Deaconesses. They are also to prepare to Minister the Gospel as the occasion arises and are scheduled to give this ministry in the various assemblies from time to time.
3. They direct and instruct female converts who surrender to Christ. When female converts come to the front, a Deaconess should guide each of them carefully and lovingly to make sure that the converts understand the steps they are taking; after that, the converts are called to make open confession of Christ.
4. At water baptismal services, the Deaconesses see to it that the needs of the female converts, both before and after immersion, are adequately catered for. Deaconesses advise female converts on what they should wear, and see to it that no unseemly conduct takes place, especially after immersion.
5. During conventions held locally Deaconesses are included in committees set up to arrange for boarding, lodgings, etc.
6. At open-air gatherings, the Deaconesses are active in visiting the houses in the vicinity and distributing tracts when these are available.

7. The needs of the sisters in the Assembly are prayerfully watched over by the Deaconesses; they impart much instruction to female members on such subjects as dedication of infants, marriage (problems), unseemly conduct, etc.
8. They encourage those who come to them with problems, using the word of God.
9. They support actively the local as well as the District Women's Ministry work.
10. They serve in the Mission House from time to time, especially when the house plays host to visitors during rallies, retreats, conventions and other occasions.
11. They mobilise young women/ladies periodically to work at the Mission House.

20.5 Appointment of Ministry Leaders

1. All Ministry leaders and their assistants at the Area and District levels shall be appointed by the Area and District presbyteries on the recommendation of Area and District Executive Committees respectively. In the case of Local Ministry leaders, they shall be appointed by the Local Presbytery.
2. The term of office of a Ministry leader at both the Area and District levels shall be three (3) years and two (2) years for the Local Ministry leader. District Ministers should notify their Area or National Heads for necessary guidance before and after reviews. Such reviews must be reported in both the half-year and annual reports.
3. Procedure: The District Minister/Area Head, in consultation with the District Executives Committee/Area Executive Committee shall present one person to the District/Area presbytery for ratification.

20.6 Inactive and Non-Performing Officers

Inactive and non-performing officers are increasing in the Church. There is, therefore, the need for proper assessment and thorough observation of potential leaders.

It is not enough to add up numbers to the existing leadership. The Church needs leaders who have the right attitude, character and commitment to articulate and envision the right things to do.

20.7 Mandatory Review of Reviewable Appointments

Every reviewable officer or appointment is reviewed when due. There is either re-election or re-appointment as is determined by the respective authority, from the Local to National level.

20.8 Transfers of Officers

Arbitrary transfer of officers from one Assembly to another must be discouraged. District Ministers must seek the approval of their Area Heads before effecting any transfer of officers.

20.9 Number Of Elders For An Assembly

This is determined by the District Executive Committee with approval from the Area Executive Committee. However, in fairly large assemblies, the General Council has decided that the maximum number of Elders must not exceed ten (10). Medium assemblies should be seven (7) and small assemblies, five (5).

Elders on transfer from other Districts are not overlooked but utilized even though they do not immediately sit on the platform. Elders who relocate are also assigned to the Assemblies in the District so that their giftings are put to proper use.

20.10 Ordination of Officers

Proposed officers, who have gone through the vetting processes successfully, shall be required to go through a mandatory training, before the ordination and should be made to fill the officers' declaration forms, which captures the main duties of officers. On the day of ordination, they are to come along with the forms and be made to reaffirm. This may help such officers to know and to perform their expected duties judiciously. Copies of the completed forms are to be placed on file at the District and Area levels.

20.11 Retirement of Local Officers

It is the practice of the Church that Officers retire at 65 years and are given a fitting farewell.

20.12 Service Awards

It is the Church's practice that all Officers who complete their terms of office meritoriously be given special awards like Certificate of Service and/ or a citation, etc.

20.13 Lay Leaders/Officers' Training

Lay Leaders and Officers are given a level of functional Bible Training in order to be able to teach Church members effectively.

20.14 Levying of Church Officers

Church officers are not to be levied as a way of raising funds for Church projects and for the acquisition of Church assets, including musical instruments and vehicles. People should be made to feel free to give according to their individual financial abilities.

21.0 PROCEDURE FOR APPOINTING AND REVIEWING OF OFFICERS

21.1 Appointments

Appointment of Ministers and lay-leaders into various forms of leadership, such as Directors and membership of Committees in the Church is done by the Executive Council and ratified by the General Council. At the Regional/Area levels, appointments are done by the Regional/Area Presbyteries on the recommendation of the Regional/ Area Executive Committee. The District level shall be done by the District Presbytery on the recommendation of the District Executive Committee.

21.2 Area Deacon

One qualified Elder shall be nominated by the Area Executive Committee and all other Ministers in the Area to be voted upon by the Area Presbytery. The candidate so nominated shall be elected by two-thirds (2/3) majority votes of members present and voting.

The Area Deacon shall hold office for four (4) years and may be reviewed for further terms.

21.3 Procedure

The Area Head in consultation with the Area Executive Committee shall present the reviewed Area Deacon to the Area Presbytery to be voted upon, if his work is found to be satisfactory. He shall win by the votes of two-thirds (2/3) of the members present and voting.

21.4 District Finance Committee Chairman

The District Ministers shall in consultation with the District Executive Committee, nominate a qualified Elder to be voted upon by the District Presbytery.

The candidate so nominated shall be elected by two-thirds (2/3) majority of the members present and voting. His term of office shall be three (3) years and may be reviewed for further terms.

21.5 Procedure

The District Minister in consultation with the Area Head, and the District Executive Committee shall present the reviewed officer, whose work is found to be satisfactory, to the District Presbytery to be voted upon. He shall win by the votes of two-thirds (2/3) majority of the members present and voting.

21.6 Presiding Elder

The District Minister shall present one of the elders to be voted upon by the Local Presbytery to preside over a Local Assembly and the local presbytery in the absence of the District Minister. Where this is not applicable, the District Minister in consultation with the District Executive Committee and approved by the Area Head shall transfer an Elder to preside at a Local Assembly.

The term of office of a Presiding Elder shall be two years and may be reviewed for further terms.

21.7 Procedure

The District Minister in consultation with the Area Head, and the District Executive Committee shall present the reviewed Presiding Elder, whose work is found to be satisfactory, to the Local Assembly to be voted upon. He shall win by a simple majority of the presbytery.

22.0 SOME OTHER OPERATIONAL GUIDELINES FOR AREAS, DISTRICTS, LOCAL ASSEMBLIES AND MINISTRIES

22.1 Area Offices

1. The Head Office will always employ an Accounts Officer, a Driver and a Secretary for the Area. The Area must, therefore, seek written clearance from the Head Office (with justification) before engaging additional staff. Where an Area has more than the required number of non-Head Office staff, it should find a peaceful way of reducing their number.
2. Areas that have a bus and a pick-up must employ only one full-time driver.
3. The Area may employ the following staff on full-time basis: Three (3) Security Guards – for the Area office and the Area mission house; One (1) cleaner who doubles as errand boy/girl at the Area Office. In all employments, Area Heads must liaise with the Head Office regarding procedure to be followed, salary and service conditions, income tax, SSNIT etc.
4. Where available, the services of Registered Security Companies may be contracted by the Area to supply guards for the Mission Houses and church buildings in the Area. Districts and local Assemblies will then reimburse the Area with their respective shares of the cost thereof. Such an arrangement will enable the Area to negotiate for a reasonable and acceptable deal with the security company, which will benefit the local Assemblies and the Districts. It will also lead to a better security coordination throughout the Areas and reduce the number of persons directly employed by the local Assemblies and Districts.

5. Head Office staff in the Area Offices are to be treated in accordance with their conditions of service. The Head Office pays their salaries, while the Area Offices are required to pay their travelling and transport (T&T) expenses to and from work (if any). If the Areas decides to motivate their staff by doing more for them, they are at liberty to do so.
6. Rather than seeing such a gesture as part of their regular salaries, Area staff must acknowledge that it is only a privilege which can be reduced or even scrapped altogether. They should, therefore, not take offence if their expectations are not met.
7. The Area Office may accept and honour invitations for foundation stone laying and dedication coming from locals and Districts within the political region in which the Area is situated. Any 'outside' invitations to the Area may be ignored.
8. Committee sittings must not attract any allowances. It is highly recommended that the Area shows its appreciation to Committee members at the end of the year.
9. Ministries within the Area should not make any donations on their own without prior authorization by the Area Head. Their incomes and expenses must all pass through the financial books of the Area.
10. Area Offices should not grant loans to Area Heads and Head Office staff in the Area Offices, except when the Head Office confirms that payment of loans approved for them has delayed. In that case, the Area may advance the amount of the loan to them, pending the release of funds by the Head Office.
11. The Area should not fund the Area Head's unofficial travels, whether local or foreign by way of fuel or air

tickets. Area Heads must separate their private travels from those directly connected with their work as Heads in the Area.

12. The Area should not fund, or even contribute in any way to birthday celebration by the Area Head, his wife or children. Such celebrations should remain a purely private affair.
13. Retirement packages for retiring Pastors must not be given/taken in any form in advance. The package must be given on the eve of the day of the retirement service.

22.2 District Offices

1. The District Executive Committee must first draw up the selection procedure to be followed, and determine the salary, fringe benefits (if any) and other service conditions to be offered before any recruitment is made. The Head Office may be contacted through the Area Head for assistance if that is deemed necessary.
2. Where there is the need (to be established by the Area Head, based on the number of Assemblies, total membership, level of tithes, activities etc.), a full-time District Clerk may be employed.
3. One (1) Security Guard may be employed for the Mission House.
4. No Driver is to be employed for the District Pastor, except where the Pastor has a medical condition that makes him unable to drive. In such a case, the facts must first be explained to the Area Head and his prior written approval obtained. The appointment of such a Driver must be tied to the Pastor's stay in the District. In other words, if a Driver is employed by a District because of a medical condition of a District Pastor, that Driver may have to be relieved of his services when that Pastor is transferred from the District.

5. If the District has a bus then, one part-time Driver may be employed to see to its upkeep.
6. Donations may be made to identifiable persons during special occasions. These should, however, not be such as to put undue pressure on the finances of the District, and by extension, the local Assemblies under the District. Districts are urged to give what their finances can conveniently support.
7. The District should not fund the District Pastor's unofficial travels, whether local or foreign by way of fuel or air tickets. Pastors must separate their private travels from those directly connected with their work as Pastors in the District or Area.
8. Additional fuel support given to Pastors should not be paid as a routine allowance. Pastors on official trips should either obtain accountable imprest for fuel or buy fuel and claim a refund on their return. Any accountable imprest obtained must be properly accounted for, supported in all cases by relevant receipts.
9. Committee sittings do not attract any allowances. Marriage Committees must not take anything from would-be couples who come before them. The District may, however, show its appreciation to committee members at the end of the year.
10. The District should not fund, or even contribute to, the Pastor's birthday celebration or those of his wife or children. Such celebrations should remain a purely private affair.
11. Pastors, Officers and Members are not to take loans from the District's funds. They are rather encouraged to form and join credit unions where, if necessary, they may take loans from.

12. By virtue of being an employee of the District, the District Clerk may be granted a loan by the District. The District Executive Committee must take into account the salary of the Clerk and the convenient monthly deductions that can be made to arrive at the amount of loan to be granted. Ideally, the monthly deduction should not leave him/ her with less than 50% of the take-home salary.
13. Special programmes may be organized by all members of the entire District to raise funds for specific projects such as the acquisition of assets. These programmes must however fall within the three allocated weeks in a year
14. Mission houses and Church buildings must be equipped with fire extinguishers and insured against fire.
15. To avoid undue pressure, donor-fatigue and harassment of persons perceived to be wealthy, and a sense of discrimination against those perceived as financially not well-endowed, “Sponsors Meetings” at which only certain people are invited to sponsor certain projects and programmes of the District, must be discouraged.
16. While individuals are welcome to voluntarily make donations in cash or in kind to the District as and when the Holy Spirit leads them, all fund-raising activities must be carried out by the entire membership of the District and not selected sponsors.
17. During fund-raising, Districts must strictly comply with existing policies on how this must be done to avoid sanctions.
18. Retirement packages for retiring Pastors must not be given/taken in any form in advance. The package must be given on the eve of the day of the retirement service.

22.3 Local Assemblies

1. May employ only one (1) Security Guard on full-time basis.
2. Not permitted to employ a Secretary or an Accounts Clerk. The local Secretary and the Financial Secretary should be able to perform all official secretarial and accounting duties.
3. Cleaning of the church buildings should be done by Deacons and Deaconesses in the Assembly.
4. Local Assemblies that have buses may appoint one (1) Driver on part-time basis to be responsible for the upkeep of the bus.
5. Speakers sent from within the District (per the Speakers' Plan) may be given money to cover their travelling and transport (T&T) expenses. Such amounts should come from the freewill offering and not from any designated fund.
6. Pastors who visit Assemblies within their Districts must not be paid T&T during such visits. Gifts may be given to the Pastor at any other time.
7. Donations on the occasion of church building/mission house dedication, foundation stone laying, retirement of officers etc. should be limited to the Area. Funds for the purpose must come from the local fund only.
8. Financial support, such as T&T and other genuine reimbursements to officers and members in the course of their service to the Assembly must come from the local fund. Unauthorized payments, such as sitting allowance, must not be made to ministers, officers and members.
9. Expenses on land or church building documentation must come from the Local Development Fund (LDF) or funds raised locally for the purpose. However, part of the Headquarters grant may be used to support.

22.4 Directorates of Ministries

1. Head Office staff in the Directorates is to be treated in accordance with their conditions of service. The Head Office pays their salaries as well as their travelling and transport (T&T) expenses to and from work. The staff should not expect any farewell donation when they are transferred from the Directorates.
2. Ministry Directorates should not give loans to ministers, Head Office staff and Committee members.
3. End-of-year honorarium to be paid to Committee members must be in accordance with rates determined by the Head Office.
4. Travelling and Transport (T&T) paid to Committee members must be reasonable and based on the distances members cover.
5. Should a Committee member attend different meetings during one trip, only one T&T must be paid.
6. The regular fuel allowance paid to Ministry Directors is in respect of normal town running. Additional fuel would be supplied by Head Office for official trips outside Accra.
7. Clear approval by Head Office is required before a Ministry purchases an additional vehicle. Once purchased, the emoluments of the additional Driver, fuel and maintenance cost etc. on the vehicle shall be borne by the Ministry.
8. Support to the Deputy Director and Secretary of the Ministry must be paid quarterly, and the quantum must be discussed with the Head Office.

9. All kinds of donations and farewell packages must be given in consultation with and approval of the Head Office. It must not be given/taken in any form in advance. The Ministry Directors cannot determine the package. It must be left to the appointing authority i.e. the Executive Council.
10. Ministries must hold prior consultations with Head Office before entering into any co-operation/agreement with any para-Church organization, government department or agency.
11. Ministries on their own should not contract any loans.
12. To avoid complications with taxation arising out of the sale of fabrics, the sales should be accounted for separately and tax on profits paid accordingly, with quarterly reports thereon to the Head Office.
13. The Ministry should not fund, or even contribute, to celebration of the Director's birthday, or those of his wife/her husband or children. Such celebrations should remain a purely private affair.
14. The Head Office must be consulted before any additional staffs are recruited.

23.0 CHURCH SERVICE

Church services are held on the Lord's Day (Sunday). There are also evening services on Wednesdays for cell group Bible studies and Fridays for teaching and prayers. Friday mornings are also reserved for fasting and intercessory prayer, healing and Holy Spirit baptism in all assemblies. There are also evening meetings for Ministries on approved meeting days. Services may also be held whenever necessary.

Ministers must ensure that appropriate messages should be preached to suit all occasions. In addition, conscious effort should be made to keep to time in all Church programmes. Time must not be spent waiting for people to be present before services are started. In the same vein, programmes should not be unduly prolonged.

23.1 Purpose:

- a. To deepen the spiritual lives of the saints;
- b. To study the Word of God;
- c. To pray for the needs and healing of believers and unbelievers;
- d. To propagate the gospel of Christ;
- e. To share fellowship among believers.

23.2 Duration of Church Service

Normal Sunday services do not exceed three (3) hours. Announcements should be made as concise and precise as possible and unimportant items which prolong services cut off. As much as possible, conductors should avoid commenting on every item on the programme of service. It is expected that the person who chairs the meeting controls and conducts the service. Conductors play the intermediary role of assisting the Chairperson to steer the affairs of the service.

23.3 Introduction of Functionaries/Dignitaries

Conductors of meetings/services should introduce and address dignitaries and functionaries with modesty and decency to avoid over-elaborations and embarrassments. Long introductions couched in flowery language should be avoided as much as possible. The conductor who is assigned to do the introductions should be permitted to introduce all dignitaries present.

23.4 Visitors to our Church Service

Special interest should be shown in all visitors to our Church services and programmes because such people are potential Church members. Conscious efforts should be made to retain some of such people in the Church.

23.5 Respecting the use of other Languages in the Church

The use of the Twi language is dominant in some places where other languages prevail. This practice may make our worshipping session foreign and unattractive to such neglected language users. Where such language speakers exist in considerable numbers, interpretation should be encouraged to ensure that no one is sidelined linguistically.

23.6 Role of Deacons and Deaconesses

Deacons and Deaconesses must be recognised and made to function in their roles. Ushers should not be seen as having taken over the duties of deacons and deaconesses. Other officers must be made to play their normal roles.

23.7 Public Reading of Scripture

Ministers and Officers are to encourage public reading of the Scriptures during Church services to facilitate familiarity with the Scriptures. The situation whereby everybody is singing without testimonies and Bible reading is not healthy.

23.8 Emergency Local/District Officers' Meeting

The situation whereby officers are made to wait after every Sunday service for meetings is discouraged. Local and District Officers' meetings are to be held once a month at the convenience of the Local Assembly or District.

23.9 Wedding Programmes

Punctuality at and during weddings and other programmes should be observed. Couples are to be educated to desist from keeping Church members waiting for their arrival.

23.10 Church Attendance by Ministers

Ministers and their families are obliged to attend evening services. "Do not neglect the house of the LORD"(Neh. 10:39) and "Let us not give up meeting together, as some are in the habit of doing..." (Heb.10:25).

23.11 Prayer Meetings

It is incumbent on all Ministers to organise fasting and prayer meetings for their people in order to meet their spiritual needs. It is not right for Ministers to arrange all-night services and other prayer meetings and then refuse to participate in the meetings themselves.

23.12 Worship

- a. Musical instruments are played with the singing of songs but laid down during the prayer of adoration.
- b. Shutting of Church doors during worship is discouraged. However, late-comers are politely directed to sit on the back pews until the end of the worship (prayer of adoration). A reasonable period of silence before the close of the worship session is encouraged.
- c. The practice of greeting on the platform whilst service is in progress should be discouraged.

23.13 Modesty in Dressing

Both males and females should dress modestly.

23.14 Singing Groups

Singing groups are encouraged to sing Pentecostal songs rather than merely entertaining with non-Pentecostal songs. The number of singing groups is determined by the size of the District or the Assembly. Uniforms used by such singing groups should be decent.

23.15 Production of Songs of The Church of Pentecost

One of the treasured heritages of the Church is its songs. The Church has the responsibility to maintain the purity and integrity of its songs.

It must be the responsibility of all to educate the Church public on the correct use of the Church's songs. Below are the measures for Ministers' compliance and education:

- a. Any person who intends to produce the Church's songs should contact the National Music Committee for proper lyrics of the songs, tunes and other directives.
- b. When in doubt about a song one is using, the Pentecost Hymnal can be consulted.

23.16 Seating Arrangement

The Minister and the Elders should occupy local platforms in order to bring some decorum to the Church as a body. Instances where instrumentalists, for instance, occupy the platform throughout Church services should be discouraged. Ministry/Committee Leaders may assume the platform when they have special weeks/activities. However, for special programmes that demand open platform, the arrangement shall be made to suit the occasion.

23.17 Registration with the Registrar General's Department

For the purpose of legal functions such as wedding, it will be worthwhile if all Church buildings, offices and mission houses are properly registered. To accord Ministers the necessary decorum associated with the vocation, all Ministers, excluding Overseers, are to be registered and gazetted.

23.18 Launching of Musical Cassettes/Books

Launching of cassettes, books and other paraphernalia by individuals at Church premises during normal Church services should not be encouraged.

23.19 Tithe payment by newly created assemblies

24.0 CHAIRING A MEETING

24.1 Pray and Plan the service before you attend

1. How do you want the meeting to go
2. Selection of speakers
3. Make room for the Holy Spirit
4. Selection of Songs
5. Make your own time allocation
6. Pray about the meeting

24.2 Be at the service ahead of time and relax

24.3 Begin the service on time

24.4 Pay attention to what goes on in the service

24.5 Your role during the church service:

1. You hold the key to the Spirit-led church service
2. Do not get up 'by heart
3. Do not talk on the platform, unless it is very important
4. Pay attention and catch the Spirit
5. Follow the Spirit and keep the service lively
6. Adjust the time
7. Correct false doctrine, bad testimonies, and false/faulty prophecies
8. Help sharpen scattered preaching for easier understanding
9. Don't spend too much time on good preaching, you can give highlight on main points. Not every preaching needs long prayer after the message; do the right thing at the end, either one person prays or you give encouragement. Then next item on the programme can be introduced.

- 24.6** Avoid talking always on offertory. Make it short
- 24.7** Make announcement brief. When you intend to speak on an issue, let the secretary skip it.
- 24.8** Close on time
1. Put down your action plan till we meet again
 2. What do you plan to do?
 3. How will you do that?
 4. Who do you need to help you?

25.0 HOW TO SETTLE CASES

25.1 Introduction

1. One of the most difficult aspects of the pastor's job is settlement of cases
2. Types of cases: husband and wife, issues brought by a person, or issues between pastor and presbytery
3. Plan how to settle the case
4. Where it should take place; and how; who to speak first, the message you will preach, or the passage you will use

25.2 Message/ Scripture to be read

1. Message or passage to be read: Very important at this stage to reassure them to be certain that you have a clear motive.
2. Maintain neutrality (Do not take side). Already there would be tension and fear of manipulation. Present the message in such a way that the people will believe that you have not taken sides already.

3. Type of Message

The message may be upon the love of God; God preparing us to be transformed into the image of Christ; unity within the body of Christ; the devil's schemes to destroy God's people; the need for justice in the house of God. The message must be short and precise.

25.3 Welcome or Introduction of the case at hand

1. Introduce the executive, committee, or mediating team.
2. Ask each group representative to introduce their team if more than one.
3. Allay fears: Allay their fear in order that people feel comfortable to participate in and trust the process. Allay the fears that men are always right or the elderly person/

senior is always right. Allay the fear of women that always pastors will support husbands; allay the fear of elders and the presbytery that always pastors will support other pastors and allay the fears of members that always pastors will support elders or officers.

4. Outline the process that you (all of you) will use to handle the case. Discuss, recording or not; use of mobile etc. Inform them that you are only assisting them to find a solution to the unfortunate issue at hand.
5. Stress on the importance of settling the case instead of taking it up. "The more it goes up the more you lose your freedom as individual".
6. You are not there to dictate
7. Inform them that you will have to give anyone the chance before he/ she can speak
8. Everyone will have to take instruction from you, and to address you.
9. Describe the process of handling the case: For example:
 - a. Each person/party will explain the situation from their perspective while the other party listens – without interruption
 - b. After one has spoken, the other will have the opportunity to present his/her case
 - c. Help them to listen to each other properly, for example, for the first time
 - d. After this, anyone of them may ask a question for clarification.
 - e. Then hearing may begin

25.4 Your role during the case presentation

1. You will have to summarise briefly and kindly help each party to reflect on facts, feelings, interests and needs.
2. You may need to re-state or re-phrase something that someone has said for clarity purpose. Often you may have to take away the negative aspect, and put it in a positive way.
3. You may ask, or invite other parties to ask questions to clarify various points.
4. You must identify and write down key issues
5. You must act firmly on interruptions

25.5 Your role after presentations

By writing down and paying attention to key issues raised:

1. You must find out common grounds: efforts each one has made to settle the issue; frustrations; commitments, love for each other or the Lord; where there has been understanding
2. Ask of what can be done
3. You can break and consult if necessary
4. If you need to go and come back, you can do it.
5. Find possible solutions
6. You must state clearly what you have decided to do: who will do what, and how; when to do; and where?
7. If confession or apology needs to be done, let them do it.
8. Pieces of advice
9. Close with Prayers
10. Make a follow up

26.0 CHURCH PRACTICES

26.1 Naming of Children

- a. Even though children may be named during Sunday morning services and offering taken for them, that should be done on a Sunday morning when there is no second offering so that the church is not compelled to take a third offering
- b. This ceremony is held in the Church, the home or any convenient place, as is determined by the Local Presbytery.
- c. Children born out of wedlock are not officially christened at Church but are dedicated later.
- d. Free-will donations are given at the ceremony provided it does not constitute a third offering.
- e. Elders are allowed to officiate the naming of children.
- f. Fathers of the children are to be present or represented in the naming ceremony.

26.2 Dedication of Children

- a. This takes place in the Church premises.
- b. As a rule, only Ministers officiate the dedication of children.
- c. Records of dedicated children should be kept by Presiding Elders.

26.3 Water Baptism

1. Converts are baptised as soon as possible. Baptism is administered upon the testimony of the convert, that is, the convert confessing Christ openly after this manner.

I believe that Jesus is the Son of God; I accept that He died for my sins and He resurrected for my justification, and because of that I accept Him as my Lord and personal Saviour.

2. Regular or monthly baptismal services are encouraged in all Districts.
3. Candidates are immersed once in water in the name of the Father and of the Son and of the Holy Spirit (Matthew 28:19).
4. Baptismal Certificates are issued immediately or thereafter.
5. The right-hand of fellowship is extended after taking genuine converts through systematic new convert classes.
6. Water baptism is done by Ministers only

26.4 Church Membership Registers for Each Assembly

- a. Ministers are to ensure that all assemblies, however small, open Membership Registers. These registers, which are to be updated every six months by the presbytery, will ensure the maintenance of better records within the Church. These registers could be purchased at the Headquarters.
- b. Computerisation of this register has many advantages for the Local Assembly.

26.5 Assets Register

Every Assembly, District, Area, Ministry, Board, and Committee should have a book in which all properties of the Church are entered. The Register contains a list of items purchased with dates, cost, serial number and, where applicable, name of donor. Copies of this register are kept at the Local, District and Area Offices.

26.6 Breaking of Bread or Lord's Supper

1. There is usually, no clapping and dancing until after the communion. It is a commemorative occasion.
2. It is held solemnly at least monthly in all Assemblies.
3. Left-over bread (emblem) is disposed off.

4. Hand-shaking after communion is optional.
5. Giving of the right-hand of fellowship takes place before the celebration.
6. Members take the emblems (bread) personally.
7. Members partaking of the communion come to the table instead of it being taken to them in their seats, except where this is not possible.
8. The Lord's Supper sacrament is celebrated on the first Sunday of each month. However, it is also celebrated on a convenient day and time fixed by the Minister. It is not necessarily tied to tithing day.

26.7 Reports from the Ministries

- a. Ministries are to report half-yearly to their Directors.
- b. Ministers are to ensure that all ministries are fully operational.

27.0 MARRIAGE

Before the marriage is blessed, announcements shall be made before the congregation on three consecutive Sundays, until the specified date becomes due.

27.1 HIV/AIDS Test and Marriage

No policy in The Church of Pentecost compels prospective couples to undergo HIV/AIDS tests as a necessary condition for recognition, acceptance and blessing of marriage. Ministers, Presiding Elders, Marriage Committees only advise the would-be couple to undergo the HIV/AIDS test in their own interest. Should the couple agree to undergo the test, pre and post test counselling should be arranged for them.

27.2 Weddings

1. All weddings in the Church are made as simple as possible. Ministers and Church leaders must ensure that donations, gifts and offerings collected at wedding ceremonies get to the couple in a safe manner.
2. Holding of wedding ceremonies on Sundays is discouraged. Weddings may be performed on any day of the week except Sunday. The reason is that, weddings that are conducted on Sundays usually disrupt the normal Church service.
3. Only visitors and specially invited guests are refreshed after the wedding service.
4. Banns (of Marriage) are raised.
5. Old and new marriages in the Church are registered at the Law Court/Metropolitan/Municipal/District Councils. Also in the church by the Marriage Officer (The gazette and trained Minister of the Church)
6. Vows are pronounced by both bride and bridegroom.

7. Veil: Those to wear the veil include:

- a. First-time marriage couples
- b. Widows

NB: The veil is to be removed immediately after the father gives the bride to the bridegroom and before the vows.

8. Rings: Two rings are exchanged.

9. Marriage Certificates:

- a. Ordinance Certificates are signed by two representatives each of both the Bride and Bridegroom.
- b. Church Certificates are signed by one representative each of both Bride and Bridegroom and two representatives from the Church.

27.3 Blessing of Marriages

- 1. Existing customary marriages are regularized into ordinance at the Law Court/Metropolitan/Municipal/District Councils, also by a Marriage Officer (The gazette and trained Minister of the church) and blessed later at the Mission House or at Church Hall. (Whichever is registered for marriages)
- 2. No veil is used for existing marriages.
- 3. Mass blessing of existing marriages is encouraged.

27.4 Expression of Gratitude

Going round from place to place to express thanks after wedding, funeral, farewell services, etc., is not encouraged.

27.5 Status of the Polygamist/Second Wife

They are excluded from being given the right-hand of fellowship, giving testimonies, or becoming officers of the Church.

27.6 Family Planning for the Married Couple

The Church accepts the service of a qualified medical practitioner in this Area. However, the Church is opposed to any method that promotes immorality and termination of life.

27.7 Issuance of Church Certificate

All Church certificates, comprising Marriage, Baptismal and Dedication certificates are duly stamped and signed by the Officiating Minister and entered into a record book with dates. Such Official documents are kept securely.

27.8 Issuance of Identity Cards

1. Transferred members and officers are accepted into membership after producing identity and personal record cards.
2. All identity cards of the Church issued to members and officers are stamped and signed by the Ministers of the Church at the respective District or Area of the holder.

28.0 CHURCH FINANCE

28.1 Tithes and Offerings

This is the Church's main source of income. The Bible commands all believers to give one-tenth of their income towards the promotion of God's Kingdom. It is the duty of Ministers and Officers to pay their tithes faithfully and to teach members to do same.

All tithes paid at the local assemblies are sent to the District Office at the end of every month, and they are compiled on a District Accounts Sheet and sent to the Area Office for onward submission to the Head Office.

28.2 Development Funds

1. Local Development Fund (LDF) is 10% of total net tithes received at the Local Assembly. This is taken from the tithes after allowable expenses have been deducted at the end of the month for projects and administration.
2. District Development Fund (DDF) is 10% of the total net tithes received from the Local Assemblies. This is taken from the tithes after allowable expenses have been deducted at the end of the month for projects and administration.
3. Area Development Fund (ADF) is 10% of the total net tithes received from the Districts. This is taken from the tithes after allowable expenses have been deducted at the end of the month for projects and administration.

28.3 Accelerated Infrastructural Development Fund (AIDF)

The Areas are to deduct 10% of the net tithes coming to them as AIDF. The AIDF deducted should be disbursed monthly to finance the construction of Mission Houses and Church buildings. The Areas should submit monthly returns on the disbursement of the AIDF to Headquarters, using the

AIDF report form. The beneficiary Districts and Assemblies should submit returns on the use of the fund together with the supporting receipts to the Areas within three (3) months. The returns from the beneficiaries are to be forwarded to Headquarters.

28.4 Requests for Financial Assistance from the Head Office

All applicants seeking financial assistance from the Head Office should provide adequate information to enable Head Office/Finance Board take informed decisions.

28.5 Fund-Raising

1. The Local Ministries run their normal Ministry programmes on the specific days assigned them.
2. Offerings taken during week-long programmes, together with proceeds from normal Local Ministry programmes, is to be distributed at 50% to the Local, and 50% of the cumulated local proceeds to be kept at the District level, 50% of the cumulated District proceeds to be kept in Areas and 50% of the cumulated Area proceeds be sent to the Headquarters.
3. No Ministry targets are given at any level.
4. No levies should be imposed by any Ministry on members.
5. Only one offering is to be taken during Ministry programmes.
6. Appeals made during services, in support of visitation to Leaders and Pastors in their presence are discouraged, as these are very embarrassing, particularly when visitors are in attendance.
7. Existing general directives on mode of offerings are adhered to at all levels. For example, calling up people to offer specific sums of money beginning from larger to lower amounts, etc., is unacceptable in the Church. People should be encouraged to give willingly and not under compulsion.

8. Tithes are to be taken every Sunday as usual.
9. No monthly payments should be made by Local Assemblies into any District Fund. This has the tendency to encourage unapproved deductions from tithes at the local level in order to meet demands for monthly contributions to the District Fund.
10. Missions Offerings are to be taken on the first Sunday of every month as usual.
11. During conventions, only one offering will be taken in each session/ service, except on Sunday when tithes will be taken in addition.
12. Tithes taken during convention Sundays are added to the tithes of the local or District in which the convention is taking place.
13. Free-will Offerings should remain free indeed; that is, without compulsion.
14. The offering bowl should be kept at its usual place for anyone with thanksgiving or free-will offering to offer. Those who may want to give any offering during singing may give without compulsion.
15. No announcements are to be made for Free-will Offerings.
16. There should be not more than two (2) offerings on Sundays (i.e. either tithes and any other designated offering or tithes and Local Fund).
17. Only one offering is taken during an evening service or prayer meeting.
18. Child-naming, funeral donation on behalf of the Local Assembly shall be given from the Local Fund

19. The Local Assemblies are run with:

- a. LDF, which is taken at the end of the month and shown on the Tithes Sheet. The LDF may be used for administration and projects;
- b. Offerings from local services/programmes, and
- c. Any special offering the Local Assembly may take for her needs.

20. Districts are run from:

- a. DDF, which is taken at the end of the month and shown on the Tithes Sheet. The DDF may be used for administration and projects
- b. the three approved offerings that the District may take during the year, and
- c. District Prayer meeting offerings.

21. Areas are run from:

- a.. ADF, which is taken at the end of the month and shown on the Tithes Sheet. The ADF may be used for administration and projects;
- b. The approved three offerings that the Area may take during the year through Area programmes, and
- c. Area Prayer meetings.

28.6 Contracting Loans in the Church

28.6.1 Loans From Banks

Areas, Districts and Assemblies are not to contract loans in the name of the Church towards development projects within the Church as this act is not in consonance with the spirit of our covenant with the Lord.

There should be no hiding behind individuals, who contract loans for Areas, Districts and Assemblies in their names.

Individual Ministers, however, are permitted to contract personal loans from the banks. These loans should, however, be judiciously serviced in order not to drag the name of the Church into disrepute. All should, however, be guided by the Church's principles and covenant with the Lord.

The Executive Council will not take kindly to any Minister whose mismanagement of a loan contracted blemishes the Church.

Head Office will, however, continue to assist Ministers with loans for building and salary advances. This assistance will, however be given within the limitations of the budget.

28.6.2 Loans From Individual Members

Loans obtained from individual members to finance projects are not allowed since many Assemblies could be indebted to some of their own members and thereby cause dissatisfaction within the rank and file of their congregations. Donations are accepted from members only if they give them out of their own volition.

28.6.3 Loans For Foreign Travels

Ministers are to desist from taking loans to embark on foreign travels or buying air-tickets on credit from travel agencies. They should as well desist from soliciting for funds during their external travels.

28.7 Deductions at Source

Deductions made after offerings before the balance is recorded in the accounting books are discouraged. Rather, the total offering is entered in the books before the required deductions are made. This shows the proper state of the accounts.

28.8 Misappropriation of Funds

Whenever an Officer misappropriates Church funds, the Area Deacon reports the matter to the Area Head for investigation and appropriate action to be taken.

In the case of a Minister, a report is submitted to the Chairman of the Church for action. In the case of the Area Deacon, the Area Executive Committee takes the necessary action in consultation with the Chairman of the Church.

28.9 Financial Returns

It is an offence to hold designated funds intended for Headquarters for more than one month.

28.10 Purchase of Vehicles by District Ministers/Overseers

All District Ministers should consult their respective Area Heads for the requisite approval before purchasing District vehicles. Arbitrary replacement of vehicles every two to three years is discouraged. Area Heads must also ensure that strong and durable vehicles are procured. Ministers are discouraged from buying expensive 4-Wheel Drive vehicles and other costly vehicles that are difficult and expensive to run and maintain. Ministers within towns and cities with good roads are encouraged to use saloon cars.

Districts which would want to use vehicles apart from saloon cars may consider others like KIA Sportage, Suzuki Vitara, Toyota RAV 4, or any of the vehicles in that range.

28.11 Printing of Brochures

All official brochures (retirement/funeral) printed at the expense of the Head Office are first sent to the Head Office in draft before being forwarded to the Press.

28.12 Transport Expenses for Widows of Departed Ministers

All widows of departed Ministers are paid their travelling expenses and allowances to and from conventions and rallies, etc. Such allowances are paid by the host District, Area or Ministry.

28.13 Establishment of Scholarship Schemes

The Headquarters has instituted a scholarship scheme to sponsor needy children. Areas, Districts and Ministries are encouraged to establish scholarship schemes to cater for needy but brilliant children. Individual members of the Church who are sponsoring needy children are to be encouraged to continue. (See Appendix D)

29.0 FINANCIAL GUIDELINES FOR MINISTERS

The following is an excerpt of vital financial policy Areas that may be useful to Ministers

29.1 Keeping of Cash

It is the policy of the Church for every Assembly to keep Banking Account. Where it is not possible, the Local Presbytery may appoint a member of good standing as a treasurer. The recording of the funds will, however, be done by the Financial Secretary.

29.1.1 Procedure

For the appointment of such a member to keep their cash, a meeting of the Presbytery must be convened and a quorum, as prescribed by the Church's constitution, must be formed for this purpose.

Prior approval of the Presbytery is required before any change of procedures can be effected.

29.2 Opening of Account

It is necessary to obtain prior approval before any Bank and/or Securities account is opened. Approval shall be sought as follows:

Head Office	-	Seek approval from the Chairman
Area	-	Seek approval from the General Secretary
District	-	Seek approval from the Area Head
Local	-	Seek approval from the District Minister

No Bank account and/or Securities account shall be opened without following the approval requirements set out above.

29.2.1 Areas

The Area Deacon or the Area Secretary or one nominated Elder will sign, counter-signed by the Area Head and in case

of emergency the Chairman. The Chairman shall therefore, be a Principal Signatory to all Area accounts. In all cases the Area Deacon must be consulted before cheques are signed.

29.2.2 District

The District Financial Chairman or the District Secretary or one nominated Elder/Deacon will sign, counter-signed by the District Minister and in case of emergency, the Area Head. The Area Head shall be a Principal Signatory to all District accounts.

In all cases the District Financial Chairman should be consulted.

29.2.3 Local

The Local Financial Secretary or the Local Secretary or one nominated Elder/Deacon will sign, counter-signed by the Presiding Elder or the District Minister. The District Minister shall be Principal Signatory to all Local Assemblies' accounts

In all cases the Local Financial Chairman should be consulted.

29.2.4 Procedure for Opening of Accounts

1. For the purpose of opening an account, Locals will inform the Districts, Districts the Area, and the Area will inform Headquarters, setting forth the type and purpose of the Account along with the name of the Institution and the reason it was selected to hold the Account.
2. If District/Area/Headquarters is in agreement with the request they will endorse it.

29.2.5 Changes in the form of accounts

If the Area/District/Local wishes to change the form of account with a Bank, they need to inform the appropriate levels, stating the reason.

29.2.6 Closure

Local/District/Area will inform the appropriate level, stating the reasons for which they wish to discontinue a banking relationship.

29.3 Authority Limits

The General Policy of the Church on Cash Authority Limits is set forth below:

Up to GH¢5000	-	Local Presbytery
Up to GH¢10,000	-	District Pastor
Up to GH¢40,000	-	District Executive Committee
Up to GH¢100,000	-	Financial Manager/Area Head
Up to GH¢120,000	-	Finance / Admin Director
Up to GH¢500,000	-	Area Executive Committee
Up to GH¢500,000	-	General Secretary / IMD
Up to GH¢1000,000	-	Chairman
Above GH¢1000,000	-	The Executive Council

It shall be reviewed periodically

29.4 Petty Cash

1. Definition: All funds maintained outside the Banking System used to pay minor operating expenses.

2. Policy

The respective Area, District and Local Finance Committees should keep Imprest fixed by them in consultation with the Area and District Executive and Local Committees.

No one payment out of petty cash should exceed an amount fixed by the respective committees. All payments above the fixed amounts should be by cheque.

- a. The Area Accounts Person will apply for Cash Imprest for the Area Office from the Area Head
- b. The District Financial Chairman or District Secretary will apply for Cash Imprest for the District Office from the District Minister.
- c. The Local Treasurer will apply for Cash Imprest for the Local Assembly from the Presiding Elder.
- d. Request for Petty Cash should be made by completing a Petty Cash Reimbursement form for authorisation.

29.5 Loans and Advances

29.5.1 Building Loan

It is the policy of the Church to grant interest free Loans to Ministers, subject to the availability of funds, for the purpose of purchasing a building or acquiring a building. The application so submitted must be supported with the necessary drawings and documentations. The Church may also guarantee such loans contracted by employees from the banks, provided loans are contracted within the required limits.

- a. Procedure
- b. An applicant would apply on a form prescribed by the Church, through the Area Head.
- c. The Area Head will endorse the application to the Finance/ Admin. Director along with a synopsis of the applicant covering his tenure, position, salary, etc. The Finance/ Administration Director will evaluate the application and recommend it, if he is satisfied, to the General Secretary for approval and thereafter send it to the Finance Department for payment.

29.6 Income

29.6.1 Tithes and Offerings

Tithes and Offerings in each month should be between the first day of the Church's Calendar month and the last day of the Church's Calendar month inclusive.

For example, the first month's Tithes and Offerings for the year 2000 should include receipts made from 8th January through 4th February, 2000.

Tithing Procedure

a. At the Local Assembly Level

1. After tithes has been taken it should be counted immediately and announced to the congregation on the following Sunday.
2. Teachings and Bible Study on Tithes and Offerings: Teaching and Bible Study on the topic of tithes and offerings should be intensified so that members would not be misled by the false teachings against tithing through the media and at the market places. Ministers are required to organise systematic teachings on the subject at least once every quarter.
3. Tithes of travelling members: During Communion week, members who may be travelling or cannot come to service on Sunday should be encouraged to wrap up their tithes and offerings and pay them during the evening services or in the next Sunday morning service. Where tithes are sent through other members, the delivery of such tithes (not the amount) should be announced to the congregation when it is being offered. All absentee members' tithes so remitted and announced to the Assembly should be receipted.

4. Tithes Counters: Counters of tithes should be changed at least once every three months. The reviewed list of counters should be sent to the District Minister who should compile a comprehensive list for the District and send a copy to the Area Head

Free-will offerings received by the Local Assemblies should be used to help meet some of their local and welfare needs.

5. Tithe of new local assemblies created from existing assemblies with membership transferred from the existing assemblies shall not enjoy the six months tithe exemption, like the entirely new local assembly with newly converted members which is exempted from paying tithes for six months.

b. At the District Level

Ministers and Chairmen of the District Finance Committee should cause to be compiled every month the local tithes yield which should be read in the Assemblies on one Sunday in each month before the next tithing day. A District Tithes Evaluation and Monitoring Team should be formed to effectively monitor the recording of tithes and related issues. The monitoring team should be responsible to the District Minister. Its functions are as follows:

To ensure:

1. That tithing procedures are followed.
2. That the Local Assemblies keep and maintain proper books of accounts
3. That deductions from the tithes are those authorised by the Church Executive body and specified on the tithes statement sheet and the DAS, e.g. electricity and water bills, communion expenses, rent of place of worship (where applicable).

4. That the tithes should be counted in the presence of all Elders, Deacons and Deaconess who attended Church, after which the Chairman of the Local Finance Committee and the Presiding Elder shall sign the daily offerings book. The Local Financial Secretary shall fill in the Bank Pay-in-slip and the money lodged in the bank the following day. A Bank statement should be obtained every month for bank reconciliation purposes.
5. Local Assemblies should be issued with Tithes Record Sheets.

c At the Area Level

1. Area Zonal Checkers (otherwise called Area Tithes Evaluation and Monitoring Team) should be appointed who should visit Local Assemblies at random to check their accounts and tithes. The team should comprise all Chairmen of the District Tithes Evaluation and Monitoring Team with the Area Deacon as its Chairman. The team shall be responsible to the Area Head.
2. Area Heads should devise means of explaining to their Presbyteries how the tithes are disbursed to enable them appreciate the uses to which the tithes are put.
3. Area Heads should also publish once a month a composite District tithes performance for the attention of the District Ministers, their Executive Committee members and their Presbytery.
4. Tithes targets should be used in preparing the annual budget at reasonable levels. Economic indicators such as inflationary levels, interest rates, unemployment, actual Tithe performance, as well as growth of membership of the Church, are taken into account.

5. All business ventures of the Church should tithe annually on their earnings. This should be quite apart from payment of dividends where applicable.
6. The Finance Board shall give annual budgetary targets to the Ministries, but the Ministries should not pass these on to the Areas, Districts and local Assemblies. A Ministry that organizes a national rally or convention, however, shall be given a specified target to contribute to the Central Fund.
7. Convention Proceeds would be shared as follows: 50% Christmas Conventions proceeds to be retained by the Districts and remaining 50% sent to the Area Office. 50% of total proceeds received at Area Office to be sent to the Headquarters, while the Area retains the remaining 50%.
 - . For Easter Conventions, the Area retains 50% of the proceeds and sends the remaining 50% to the Headquarters.
8. A consolidated Headquarters grants would be disbursed monthly to all the Areas to streamline and accelerate infrastructural development in the Church. Request for this grant should be made on the Headquarters Grant Request Form and addressed to the General Secretary.
9. A statement on the use of the grant (with supporting receipts) should be sent to the Headquarters within three months of receiving.

30.0 CROWDED PROGRAMMEMES

30.1 Weeks and other activities

- a. PENSIONS programme will now be organized on Sunday only.
- b. PENTSOS DAY shall continue to be organized at the area level.

30.2 Ministry Weeks: Ministry weeks shall be organized as follows:

1. Ministry weeks will now be held biennially (every two years) with two ministries every year on rotational basis. However, the Children's week shall continue to be held annually. The ministry directorate will decide whether to use the week for convention or normal weeklong activities.
2. Area Heads are to ensure that all the ministries meet at least twice every month at the local level without interference.
3. Area Heads are at liberty to reschedule dates for all Ministry Week-long programmes to suit their Areas' convenience.

30.3 The allocated weeks for Areas and Districts

It has been noted that, apart from the approved three weeks, some ministers are still not sure of what actually constitutes another week-long programme. For the avoidance of doubt, the following guidelines shall apply:

1. Weekly prayer meetings held on Fridays or any other day by districts and locals is acceptable.
2. Periodic all-night prayer meetings or evangelistic outreach programmes such as crusades and rallies, which do not end with a special fundraising on Sunday morning, are acceptable.

3. Communion week could be used for teachings at the local/district level

4. Monthly District Speakers' Plan

Ministers should make detailed Speakers' Plan by indicating names of speakers on the plan with ministry days fixed. The weeks and others could be written as footnotes. Ministers should personally take responsibility

Ministers are encouraged to take their messages and ministry to the people; locals and districts/zones for Pastors and Heads respectively. These are not weeks once the proceeds are not brought to the seat of the minister. However, any other programme that involves all the local assemblies in a district or all districts/zones in an area shall be considered as a weeklong programme.

31.0 GUIDELINES FOR REGIONAL COORDINATING COMMITTEES

31.1 Guidelines

1. There shall be a Regional Coordinating Committee in each of the Church's designated Regions in Ghana comprising all Apostles, Prophets, Evangelists and Area Heads in the Region.
2. As much as possible, the Executive Council shall ensure that every Church of Pentecost designated Region of the Church in Ghana has an Executive Council member as Regional Coordinator.
3. Provided that where there is more than one Executive Council member in the Region, the Executive Council shall appoint one of them as the Coordinator subject to yearly reviews.
4. Where there is no Executive Council member serving as Area Head in a Region, the Executive Council shall appoint one of the Area Heads in that Region as Coordinator. The appointment is subject to annual review and a Coordinator may serve for further terms.
5. The Committee shall appoint one of the Area Heads in the Region as Secretary.
6. The Regional Coordinating Committee may co-opt any person(s) to its meetings.

31.2 Functions

1. It shall receive annual and half-year reports from Areas within the Region, discuss the reports and present a composite Regional report to the General Council through the Chairman's office with a copy to the General Secretary's office.

2. Make recommendations on intra-regional transfers of ministers to the Executive Council for consideration.
3. Discuss recommendations for upgrading to overseership and callings to the pastorate from the Areas and present report to the Executive Council for consideration.
4. Investigate matters that may be referred to it by the Executive Council or an Area Head in the Region and make appropriate recommendations.
5. Receive, discuss and act on all memos coming out from the Region and report on the memos to the Executive Council.
6. Coordinate activities of 'Head Office Ministers' such as PENZA Travelling Secretaries within the Region.
7. Perform any other functions that may be assigned to it by the General Council or the Executive Council.

31.3 The Regional Coordinating Committee must also take note of the following:

1. No Regional administrative structures should be established.
2. No Regional programmes and welfare packages are to be organized. These should be limited to the Areas, Districts, Assemblies and Ministries, as the case may be.
3. All confidential reports from the Areas would still go to the Chairman's Office with a copy to the General Secretary's office.
4. The Committee shall encourage free discussions at meetings.
5. The Coordinators should not lord it over the other Area Heads.

6. The Regional Coordinating Committee must endeavour, at all cost, to build consensus on all matters.
7. Areas would have to contribute financially to support all Regional meetings.

32.0 PRAYER CENTRES

32.1 Name

A Prayer “Camp” shall be called “PENTECOST PRAYER CENTRE” with the name of place of location indicated. For example “PENTECOST PRAYER CENTRE McCarthy HILL”

32.2 Relationship To The Church

1. The Church of Pentecost expects its local congregations to serve as prayer houses. However, prayer centres that conform to the laid down biblical practices of the church are, and will be recognised. These are led by ordained officers of the church.
2. **Two types of prayer centres are recognised:** Residential and Non- Residential.
3. No new prayer centres are to be started without the prior knowledge and written permission of the Executive Council.
4. No Local or District level prayers being organized shall be turned into prayer centres. It should remain a District or local prayer.
5. Prayer centres that are being operated on individually-owned lands are to be regularised within a period of six months; otherwise such centres may be dissociated from the church.
6. Area Heads will from time to time assign Ministers to officially minister at these centres. The centre leader and the assigned minister should work together in leading the session. Presiding elders (not necessarily centre leaders) shall preside in assemblies where prayer centres are operated. Visiting ministers to prayer centres must be accorded the recognition due them and allowed to play their ministerial roles.

7. Centre leaders are expected to attend all church meetings including presbytery meetings, conventions and rallies in their respective assemblies, districts and areas. Pastors may include prayer centre leaders when drawing up their programmes.
8. Prayer centre leaders should be permitted and encouraged to use their gifts when and where necessary during church gatherings.

The period of main prayer meeting at all prayer centres shall be regulated by the area head. In addition, the camp/centre may hold their normal weekly meetings ONCE in a week.

10. Regular teaching seminars shall be organised by area heads/ pastors/National Prayer Centres Review Committee for centre leaders so that activities at the Centres are done along biblical lines.
11. The use of titles such as prophet or prophetess is to be discouraged. The approved title such as elder, deacon or deaconess should be maintained. Calling to the office of a prophet or prophetess is the prerogative of the Executive Council and the General Council.

32.3 Practices at the Centre

1. The practices at the centre shall follow normal Pentecostal service pattern as accepted in the church.
2. Registration at the centres should be without fees. Offerings are to be taken to meet overhead costs such as electricity and water.
3. Residential attendants to the centre must be requested to sign in and out.

4. There shall be no specially prescribed attire such as white or red for leaders or attendants. Dresses worn should be normal and decent.
5. Restrictions placed on women during their menstrual period, the non-usage of shoes, and the practice of handshakes as a means of impartation are not acceptable. Kneeling before the leader should be discouraged. Special stools or chairs designed and reserved solely for the leaders are not allowed.

32.4 Doctrine

1. Biblical methods of healing must be applied. The church frowns on the chaining of people perceived to be mentally challenged or alleged to be demon-possessed. Care should be taken so that the mentally challenged are NOT chained under any circumstance. Violent persons are to be taken to the hospital.
2. Unbiblical gestures such as shooting, caning, bombing, hooting, clapping as a means of slapping the devil, stamping, and blasting of Satan, should not be practised.
3. The promotion and selling of prayer aids such as 'blessed water', 'anointing oil', candles, 'Florida water', porridge, salt, lime and other food items are not allowed.
4. Biblical teachings and instructions on fasting and prayers should be maintained. It is the leaders who are supposed to fast often. The sick should not be forced or coerced to fast. The practice where people fast on behalf of others for a fee or gift is unacceptable.
5. The sale or supply of medicine or herbs by centre leaders to counselee should not be used as regular substitute or aid to divine healing.

6. When demonic spirits manifest themselves they should not be encouraged to speak but rebuked and cast out instantly (Mark 1:21ff). Manifestation of ancestral spirits or the spirits of the dead also should not be encouraged but rebuked and cast out.
7. A testimony of atrocities taken from the demon-possessed, in written form and published or audio/video recording is not allowed.
8. Medical cases should be referred to medical practitioners where necessary. There must be vehicles at residential centres to rush medical cases to hospital.
9. As the practice in the Church is, new converts are baptised by ministers only. Prayer centre leaders or their assistants who are not ministers of the church are not to baptise new converts at the centres.
10. Divinatory consultation and providing people with secret knowledge through this means is forbidden.

32.5 Government

There should be a management committee with the District Pastor as Chairman and the Area Head as an ex-officio member. It is the responsibility of the committee to see to it that all guidelines for prayer centres are implemented.

1. Regular meetings of this committee are to be held as regards the welfare of the centre and centre leaders. The committee shall hold regular meetings to discuss and handle welfare issues of the centre and that of its leaders
2. The committees are to submit Half-yearly and Full-year reports to their respective area heads to be embodied in the area's report to the Chairman.
3. Members with healing gifts should operate within the church instead of operating unapproved prayer centres.

4. In the event of the death of the leader, the Area Head in consultation with the management committee will appoint a qualified officer to lead. In the case where no such leader could be found the camp shall be closed.

32.6 Environment

1. Proper accommodation such as chalets and good sleeping facilities should be provided for people who attend residential prayer centres.
2. The centre should provide good sanitary condition, a place of convenience and should ensure environmental cleanliness.
3. The centre should be accessible to good drinking water and food where necessary.
4. Without these facilities a residential centre must be closed down. It can only operate as a non-residential centre.
5. Management committee shall ensure that the residential centre gets these facilities before operating as such.
6. The counselee must be interviewed and separated out according to type of disease they carry.

32.7 Control and Accountability

1. The Financial Policy of the Church of Pentecost shall be applied in all financial matters. The use of Daily offering Books, Payment Vouchers, Receipts, money counters, etc should all apply.
2. Prayer centres/camps which does not operate with an assembly there SHALL NOT take tithes and MO. All attendants, camp assistants and the leaders should attend their normal local assemblies on Sundays and also pay their tithes and MO there.

3. Books for recording accounts must be kept and made available for audit in accordance with church regulation.
4. The management committee shall put in place a finance committee to streamline income and expenditure at each centre. Personal gifts to centre leaders are to be excluded from these controls.
5. Prayer centres that host local assemblies at the centre should endeavour to follow normal church service financial protocols. Local offering, tithes and missions' offerings, as well as all other designated funds should go to the appropriate quarters. Monthly Reports which include souls won converts baptised, maximum attendance, spectacular events and Statements of account shall be submitted to the District Pastors.
6. The area and district executive are to visit the centre regularly to ensure that it is conforming to our pattern of worship, doctrine, and discipline.
7. The church (through the centre management committee and area executive) is to assist financially when and where necessary with projects at the centre.
8. A prayer centre operating in the name of the church should at no point be considered a personal possession of anyone.
9. All properties belonging to the prayer centre leader should be duly documented and clearly separated from the centre or church's assets. All properties/assets acquired by the prayer centres (especially land) shall be registered in the name of the church with the right of administration to the church's board of trustees.
10. It shall be expected of all prayer centre leaders to fulfil all the qualities required of an officer according to 1 Timothy 3:1-7.

11. The leader and his or her assistants must be matured, spirit-filled and baptised in the Holy Spirit (Acts 6:3-4).
12. No person should travel from one area or district to another with the view of opening a prayer centre.
13. Prayer centre leaders cannot ordain others to qualify them to start their own centres elsewhere.

32.8 Discipline

The prayer centre shall be subject to the Constitution, Rules and Conduct of The Church of Pentecost.

32.9 Recognition

Prayer centres that conform to the prescribed guidelines shall be issued with Certificate of Recognition by the Executive Council duly signed by the Chairman and the General Secretary. The certificate shall be reviewed every four years. Similarly centres that persistently refuse to comply with the guidelines shall be blacklisted and may not be recognised by the church.

33.0 CHURCH PROJECTS

33.1 Acquisition, Building Design Considerations and Construction of Mission Houses, Church Buildings and Other Facilities

The high amounts spent on projects and property acquisition call for the need to harmonize the processes of land acquisition, design, construction and procurement of infrastructural projects to secure a judicious and efficient use of Church resources. These are guidelines for the management of infrastructural projects:

1. Justification for the Project

There shall be enough justification before the commencement of a project.

2. The project scope and objectives should be clearly stated and discussed at the Executive Committee and/or Presbytery levels.

33.2 Land Acquisition:

Steps to be taken when acquiring a piece of land

33.2.1 Before payment:

- a. Demand the Site Plan or Cadastral Plan of the very land offered.
- b. Verify that the Site/Cadastral Plan is duly certified by a Licensed Surveyor and approved by the Regional Surveyor
- c. Conduct an official search by writing an application with an attached Site Plan to the Lands Commission or Land Title Registry as the case may be, to ascertain the true owner of the land. Find out from land owners in the community if the proposed seller is the true owner of the land.
- d. Refer Search Report to Estate Committees/Legal person/Estate Officers for interpretation and advice.

- e. Inspect Document/Indenture (if any) and ascertain interest of Grantor/Seller in land. In particular, take careful note of the unexpired term on the lease.
- f. Send the Site/Cadastral Plan to the Town and Country Planning Department of the Metropolitan/Municipal/District Assembly (MMDA) to verify whether the intended development conforms to the land use plan of the Area
- g. Contact current owner as revealed by the Search Report for proof of his/her existence and deal with him/her directly so as not to fall prey to a fraudster.
- h. Never pay for land until the above steps have been followed.
- i. Abandon purchase if Search Report indicates that the said land belongs to the Government.
- j. Ignore vendors/sellers who, in spite of what the Search Report states, attempt to persuade you of their title or ownership.
- k. Deal with official or Licensed Land Surveyors only when in need of a Site Plan or when determining land boundaries or location.
- l. Scrutinize land documents carefully for forged or fictitious documents prepared in the names of real owners who are ignorant of the sale of the land or property involved by following the steps enumerated above.
- m. The Pastor, the Presiding Elder, the Estate Committee Chairman or designated officers of the Church should make payment for the land.
- n. Where part payments are made, there should be a document which indicates when the remaining payment will be made and the Church should ensure that subsequent payments are made within the given period.

- o. Receipts should be duly signed by relevant parties and their witnesses.
- p. Whenever you encounter any difficulty, please contact the Estate Officers in Kumasi, Takoradi, the Head Office, Accra or any other Area/city where Estate Officers are stationed.

33.2.2 After Payment for Land

- a. Preparation of Document/Indenture

This involves the preparation of a document that conveys title to the buyer.

- b. This document should be prepared by a Lawyer.
- c. The names of two Trustees of The Church of Pentecost shall appear as signatories.
- d. A person who is not a Trustee of The Church of Pentecost must not sign the Document/Indenture.
- e. In all cases, please contact the Estate Officers in Kumasi, Takoradi, the Head Office, Accra or any other Area/city where Estate Officers are stationed.

33.2.3 Pre-Contract Stage:

The Church executes small, medium and large-sized projects. Pre-contract activities include all activities up to and including the signing of the contract. For medium to large-sized projects, the following processes shall apply:

- a. Choosing Consultants (Architects, Engineers, Quantity Surveyors, Valuation and Estate Surveyors, etc)
- b. Designing
- c. Tendering
- d. Signing of Contract

33.2.4 Design Brief /Requirements:

- a. The Estate Committee should advise on the need to obtain the services of a competent Architect/experienced Draughtsman.
- b. The services of professional Architects / Draughtsmen and Engineers may be obtained at the Works Department of the Metropolitan/ Municipal/District Assemblies (MMDAs).
- c. With the assistance of the Architect, discuss the project brief (requirements) with the Area Head/District Ministers and the Church Presbytery.

33.3 Church Building Projects

33.3.1 For Church building projects, agree on the following:

- a. The seating capacity of the chapel
- b. The seating space for Pastor/Elders, Deacons/ Deaconesses, Instrumentalists etc.
- c. Storage Area for equipment,
- d. Toilet facilities,
- e. Children/teens meeting places and facilities
- f. Nursing mothers' rooms
- g. Facilities for the physically challenged
- h. Ancillary facilities like offices, wash-rooms, etc.

33.3.2. The following must be considered:

- a. Building designs should make maximum use of natural ventilation and natural lighting.
- b. Window openings should be wide and high enough to facilitate natural ventilation and lighting.

- c. Aluminium-framed glazed sliding windows that restrict adequate flow and circulation of air in the main hall of the Church auditorium are not recommended. In particular, windows that permit only one half (or 50%) of the opening to receive natural flow of air are not recommended.

33.4 Mission Houses

For Mission Houses, agree with the Area Head, the District Minister and the Presbytery on the number of bedrooms to be provided.

33.4.1 Typical design brief for Mission Houses is stated below:

- a. Living room
- b. Kitchen
- c. Storage rooms
- d. Garage
- e. Guest rooms
- f. Library/Study/Prayer room
- g. Master bedroom
- h. Bedrooms
- i. Family Areas

33.4.2 The following must be noted:

- a. As much as possible, Mission Houses should not be located close to Church buildings.
- b. The Design must separate the private Areas such as bedrooms, master bedrooms, family Areas from public Areas like living-room and garage to achieve adequate privacy.
- c. It is advised that the number of rooms in a Mission House should be of an average, five (5) rooms excluding one room to serve as study/ library /prayer room.

- d. Building designs should make maximum use of natural ventilation and natural lighting.
- e. Window openings should be wide and high enough to facilitate natural ventilation and lighting.
- f. Sliding doors and windows are not good in this part of our world due to the weather condition. Therefore, Church buildings and mission houses may not be constructed with such doors and windows. However, if any Church building has sliding doors and windows, they may not be changed.
- g. Windows that have been glazed with reflective glass shall not be used on Mission House projects because they compromise security and privacy during the night.
- h. In large cities and urban centers, double occupancy mission houses should be encouraged.
- i. Designs for District Mission Houses should be cleared with the Area Executive Committee with the assistance of the Area Estate Committee. Similarly designs for Area Mission Houses should be cleared with the Chairman of The Church of Pentecost.

33.5 Site Survey

The Estate Committee will hand over the site to an Architect/experienced Draughtsman/Builder to enable him carry out a thorough site survey of any existing buildings on the site, boundary fences and other enclosures, and any known encroachments, underground services, rights of way, and other relevant matters.

33.5.1 The Estate Committee/Architect would be guided by the following:

- a. Access to the site. It is important to ensure that vehicular access to the site is good.
- b. Levels and contours-elevated sites are generally preferable to low- lying ones, being drier and easier to drain.
- c. Surface characteristics e.g. rock outcrops, etc.
- d. Location and species of existing trees
- e. Surface water flow on or around the site and the water table
- f. Existing underground services
- g. Subsoil characteristics (can it be used for construction, back fill, base course, etc.?)
- h. Existing structures adjacent to site and closeness of their foundations to boundary line.

33.6 Sketch Design

An Architect/experienced Draughtsman will provide initial design sketches based on the brief/requirement.

33.6.1 The Estate Committee should ensure that the Sketch Design is thoroughly discussed with the Area Head, District Minister and the Executive Committee/ Presbytery, depending on the level of the project.

33.7.2 The Estate Committee should ensure that the Architect/ Draughtsman makes all the necessary changes to the sketch before approval is given for the Working Drawings to be produced.

33.6.2.1 Working Drawings

The Estate Committee should inspect the following Drawings:

- a. Site Plan
- b. Block Plan
- c. Foundation Plan
- d. Ground Floor Plans
- e. Sections
- f. Elevations
- g. Door & Window Schedule
- h. Electrical/Plumbing layout drawings
- i. Detailed drawings-showing critical construction detail of roof, windows etc.

33.6.2.2 Structural Drawings

Structural drawings to be inspected are:

- a. Foundation drawings
- b. Column & Beams details
- c. Floor slab details
- d. Staircase and roof details
- e. Structural Drawings should be produced by Structural Engineers.

33.7 Landscape Design/Horticultural Works

Care should be taken in the selection of plants/flowers to be used for the Horticultural works.

Some plants, example, Ceylon Sago or Queen sago palm (common name) also called Cycascircinalis (scientific name) are said to emit an odour that irritates the respiratory tract

of sensitive individuals causing a rawness and cough among others. Consequently, advice should be sought from experts in the selection of plants and flowers for horticultural works.

33.8 Obtain information about the cost of the Project–The Quantity Surveyor

For the cost of the project, a Quantity Surveyor should be contacted. Additionally, he/she will provide assistance in Tender Documentation where necessary.

33.9 Development or Building Permit

- a. Building Jacket should be purchased from the MMDAs.
- b. The Building Jacket must be filled and stamped by the Architect/ Engineer.
- c. The drawings must be stamped by the Architects and Engineers.
- d. Where required Fire and Environmental Impact Assessment Report should be submitted.

33.10 Procurement of Works

33.10.1 Methods to be adopted on Typical Projects

- a. Simple Works - Renovation/Minor Rehabilitation/Minor Improvement
- b. Invite a minimum of 2 Contractors/Tradesmen to inspect the work and submit Cost Estimates (Quotations).
- c. Get qualified persons (i.e. Quantity Surveyor or Experienced Builder or Engineer) to examine the estimates and give advice.

33.10.2 For Medium/Large-sized Projects

- a. Open Competitive Tendering: Under this method, the Client, acting on his own or through his Agents (Consultants), invites Tenders/Bids from any interested Contractor/Supplier. The Invitation may be through the

mass media or any other appropriate public notice. The Tenderer's Tender or Bid is usually based on Tender/Bid Documents for a non-refundable fee.

- b. The Bidders complete the Bid Documents in accordance with the Instructions to Bidders and submit them to the Client (Church) at a Time, Date and Venue stated in the Bid Documents.
- c. The Client (Church)'s Consultants then evaluate the Bids and advise the Client on the best (most qualified Contractor/Supplier/Bidder) for the Works.
- d. Selective Competitive Tendering (based on Priced Bill of Quantities)
- e. A number of suitable contractors are selected by the Area/District/ Local Assembly to participate in a tender for the works.
- f. The suitable contractors must have been classified by Ministry of Works and Housing.
- g. Where in doubt concerning the foregoing 2 paragraphs, seek the assistance of the Estate Committee or Projects, Development and Estate Department of the Head Office in Accra.
- h. Tenders received are evaluated and a selection is made of the most suitable Contractor. (An expert should be consulted in this Area.)
- i. Contract Documentation should be done by an expert.
- j. The contract is signed and work commences.
- k. NB: Do not enter into Oral Contracts because they may lead to disputes, which may embarrass the Church. Refer to Appendix 1 for Sample Contract/Agreement that may be used on simple contracts.

33.11 Supervision/Monitoring of Projects

- a. The Estate Committee shall supervise all projects.
- b. Visits shall be paid to the site as and when necessary.
- c. At the foundation stage visits by the Estate Committees shall be as frequent as possible.
- d. The Estate Committee shall ensure that the works are carried out according to the drawings and specifications at all stages of the works.

The following shall not be permitted on any project:

- i. Changing of reinforcement bar diameter and quantity without consulting the Structural Engineer or the Architect
- ii. Changing concrete mix proportions (e.g. 1:2:4-20mm aggregates to 1:3:6-40mm aggregates).
- iii. Inadequate lapping and cover of iron rods.
- iv. Improper anchoring of roofing members.
- v. Inadequate slope for roofing. (The minimum slope shall be 30 degrees).
- vi. The practice of carrying out block work and concrete work in superstructure before laying oversight concrete.
- vii. All Projects should adhere to the following good practices:
 - viii. Approved filling material shall be used and shall be well compacted in layers before laying oversight concrete
- ix. The use of concrete mixers and vibrators.
- x. Locally available construction materials may be used under the supervision of the Engineer or Architect.
- xi. Formwork for columns and beams constructed should be firm and strong.

33.12 Supervision/Monitoring of Roofing works

33.12.1 Church Buildings

- a. Church buildings present a peculiar challenge because they are generally long-span structures.
- b. Before roofing, the Estate Committee shall ensure that the columns have been constructed according to the architectural designs and specifications
- c. Columns that are not properly aligned should be re-aligned/re-constructed.
- d. The roof truss (timber or fabricated steel) should be designed by a Structural Engineer and constructed by an experienced fabricator and Roofing Contractor
- e. Minimum gauge of roofing sheets (panels) should be 0.5mm
- f. The use of long-span roofing sheets/panels is highly recommended. g A minimum slope of 30 degrees shall be maintained for roofing works.
- h. Parapet ("secret") roofs are not recommended for chapel building projects.

33.12.2 Mission Houses

Parapet ("secret") roofs should be constructed as monolithic elements and not as a reinforced concrete cantilever slab with block work up stand.

33.13 Site Meetings

- a. Site meetings shall be held regularly
- b. Stakeholder meetings shall be held periodically as necessary.

33.14 Reporting

The Project Supervisor shall prepare and submit periodic reports to the Area Executive Committee/District Executive Committee and Local Presbytery as the case may be.

33.15 Major Changes in On-going Projects (Variation Orders)

Major changes intended on on-going projects should receive prior written approval from the following persons/bodies:

Item	Level of Project Approving Authority
-------------	---

- | | |
|---|---|
| 1 | Local Assembly: Area Head assisted by Area Estate Committee |
| 2 | District Level: Area Head assisted by Area Estate Committee |
| 3 | Area Level : The Chairman of the Church & the National Estate Committee |

33.16 Payment for works in Progress

1. Payment for work done should always be based on certification by the Project Supervisor (Estate Committee).
2. The certification should be based on compliance with the Specifications and Drawings.
3. The Project Supervisor should ensure that retention money is withheld in accordance with the Conditions of Contract.

33.17 Introduction of Changes in Existing/Completed Buildings

Generally, the making of changes on existing/completed buildings is not encouraged because of the:

1. Potential effect of the changes on the structural integrity of the building;
2. Possibility of prohibitive cost implications of the changes.

3. However, if any such change is considered very necessary by an Area, District or Local Assembly, then prior written approval should be obtained from the following persons/bodies:

Item	Level of Project Approving Authority
-------------	---

- | | |
|---|---|
| 1 | Local Assembly: Area Head assisted by Area Estate Committee |
| 2 | District Level: Area Head assisted by Area Estate Committee |
| 3 | Area Level: The Chairman of the Church |

33.18 Dispute Resolution

1. In the event of a dispute, the Project Supervisor (the Estate Committee) should endeavour to resolve it amicably.
2. The Project Supervisor should act in an impartial manner in the resolution of disputes.

34.0 SOME IMPORTANT CHURCH EVENTS

34.1 Sod-cutting Ceremonies

34.1.1 The following activities shall precede a Sod-cutting ceremony:

1. Ensuring that the land has been properly acquired without encumbrances
2. Completing architectural and structural design drawings
3. Acquiring building permits, (where applicable)
4. Preparing preliminary Cost Estimates. (approximate estimates)
5. Securing initial funds for project commencement
6. Signing of contracts
7. The date of the Sod-cutting ceremony should be recorded and preserved and a tree planted to commemorate the occasion. Sod-cutting is done to mark the beginning of a project.

34.2 Foundation Stone Laying/Dedication Ceremony:

Church buildings are dedicated on completion.

34.3 Foundation Stone Laying Ceremony

The essence of this ceremony is to commemorate when the foundation of the building was laid. Accordingly, the ceremony may take place when the building works are at the window level.

34.4 Dedication Ceremony

1. A dedication ceremony shall take place when the building works is complete;
2. Specifically, the following elements should be complete: Floors, windows, doors, built-in fittings, electrical and plumbing installations, ceiling, finishing and painting

3. Before the ceremony, it should be ensured that the Fire Plan has been fully implemented.
4. Plaques for dedication and foundation stone are to have “The Church of Pentecost” written on top, followed by the usual “To the glory of God...”

34.5 Maintenance of the Facility

1. Estate Committees shall carry out periodic inspections of the facility (mission houses, church buildings, etc)
2. The Committee shall compile a schedule of all noticeable defects that need rectification
3. Appropriate steps shall be taken to rectify these defects.
4. Electrical Installations (including cabling and fittings) that are 10 years or older should be assessed by an Electrical Engineer/ competent Technician who will advise the Church accordingly.
5. In addition to the above, the Estate Committee shall carry out Planned Maintenance of the facility
6. The movable properties in the Mission House and chapel shall be labelled appropriately.

34.6 Technical Experts/Advisors

Locals, Districts and Areas are advised to engage the services of technical personnel to supervise building projects and acquisition of other Church- related equipment in their Areas in order to avoid shoddy work and acquisition of inferior equipment which result in early high maintenance cost or waste in the system.

34.7 Fire Fighting Equipment

To ensure the Church’s preparedness to confront the challenges of unforeseen fire outbreaks that may affect any of its facilities, Area Heads should ensure that Mission Houses,

Church offices, Church buildings, etc., are provided with fire extinguishers.

34.8 Indentures and Disposal of Landed Properties

1. This is the sole mandate of the Church's Trustees. All indentures ready to be signed by the Trustees are forwarded to the Head Office with a covering letter from the Area Head. No landed property of the Church is disposed of without reference to the Head Office and the Trustees of the Church.
2. Area Heads are to compile and keep all original copies of documents covering landed property in their Area. Districts/Assemblies are to keep photocopies of those documents.
3. Area/District Projections: Area Heads should consult the National Estate Committee before undertaking Area projects.
4. Districts are to consult their Area Heads before undertaking District projects. Area Heads are to institute monitoring mechanisms.

34.9 Other Related Issues

34.9.1 Sharing Of Properties Between 'Mother' and 'Daughter' District/Areas

In the event of the creation of new Districts a well-constituted and appropriate committee shall be set up to ensure that demarcation and sharing of properties are done in a fair and equitable manner.

In the event of the creation of new Areas, the Regional Coordinating Committees will see to the sharing of all property involved. In situations where the Chairman of the Regional Coordinating Committee happens to be the Area Head of the affected Area, the Chairman of the Church would appoint an independent Apostle or Prophet to oversee the sharing of

property.

This is to forestall a situation in which newly-created Districts/ Areas complain of unfair distribution in such procedures.

34.9.2 Developing Local Assemblies

Areas must endeavour to channel more resources towards the development of the local Assemblies. In line with this, the splitting of Assemblies into smaller Church fragments while the mother Assemblies have not completed their buildings is to be discouraged. This is, however, not to deter the opening of new Assemblies especially in fast growing or developing communities/towns/cities. In such cases the opening of new Assemblies may continue, even though the mother Assembly might not have completed their chapels.

34.9.3 Protection of Church Lands

It is the responsibility of respective Ministers to ensure that appropriate fencing of all landed Church property with appropriate and economical fencing material is done to forestall encroachment on Church lands. The Minister is also to ensure that legal documentation on Church lands are obtained and kept securely. Copies of documents covering landed properties are to be kept at the Area Office.

34.9.4 Erection of Sign Posts for All Assemblies

Every Assembly must erect a sign post to offer directions to its location. Area Heads are to ensure that this is done within their respective Areas. The approved design should be used for all Church of Pentecost sign posts.

34.9.5 Proper Disposal of Items That Are No Longer Needed

Church items such as unserviceable PA Systems that need to be disposed off are to be done in a transparent manner, by a properly constituted Assets Disposal Committee and indicated in the assets register.

APPENDIX A
CONTRACT/AGREEMENT

THIS AGREEMENT made on the _____ day of _____, 20_____,
by and between _____
Hereinafter called the Contractor and _____, hereinafter
called the Owner

WITNESSETH that the Contractor and the Owner for the considerations
named agree as follows:

SCOPE OF WORK

The contractor shall furnish all materials and perform all of the work
on the property at _____

Work Performed

Contract Price

The Owner shall pay the contractor for material and labour to be
performed under the sum of _____

Progress Payments

Payments of Contract Price shall be made as follows: _____

Time for Completion

The whole of the works shall be performed and completed in _____
_____ weeks/months

Date for Commencement: _____ Date for completion: _____

Signed this _____ day of _____, 20_____

**AREA HEAD or

AREA ESTATE COMMITTEE CHAIRMAN

CONTRACTOR

Witness _____

Witness _____

- **Area Level Project: To be signed by Area Head or Estate
Committee Chairman
- District Level Project: To be signed by District Minister or District
Est. Comm.Chairman
- Local Level Project: To be signed by District Pastor or Presiding
Elder

APPENDIX B
THE CHURCH OF PENTECOST - GENERAL HEADQUARTERS OFFICIAL
POLICY REGARDING MINISTERIAL EDUCATION AND AWARD OF
ACADEMIC DEGREES AND HONOURS

Recognizing the fact that quality ministerial education plays a significant role in the growth and development of the Church, Ministers are being encouraged to upgrade themselves academically. We are sure this will enable them perform better to meet the demands of the contemporary society.

Ministers are, however, cautioned that there are many unaccredited institutions around misusing academic titles and honours. Accordingly, Ministers should be sufficiently informed about the possibility of becoming victims of such unaccredited institutions.

In pursuit of its responsibility to safeguard the image of the Church, the Executive Council, acting on the recommendations of the Church's Credentials Committee, as a matter of policy, directs that:

1. The Credential Committee is the official clearing house of the Church on matters relating to higher education and accreditation for ministers.
2. Ministers desiring to pursue higher theological or ministerial education should first contact the Credential Committee for advice and guidance.
3. No sponsorship will be offered by the Church to any minister whose programme of study has not been approved by the Executive Council on the recommendation of the Credentials Committee.
4. Ministers, who acquire degrees from institutions that are not appropriately accredited, will not have the degree recognized by the Church.
5. Non-recognition of the degree means that the Church would not use the titles or epithets against the recipient's name in official communication and documents.

6. Any claim of acquisition of a higher degree shall be thoroughly investigated through the agency of the Credentials Committee before it is accepted by the Church. The main reason is to help our ministers have good and reputable institutions to equip them for effective ministry.
7. Awarding institutions of honorary degrees need to seek clearance from the Church before conferring the titles on the candidates.
8. Any certificate that is earned or awarded must be cleared by the Accreditation Committee before it is used to avoid possible embarrassment.

When a Minister completes a course of study, he must first write to notify the office of the General Secretary attaching a notarised photocopy of the certificate that has been awarded to him. The certificate so presented is then forwarded to the Church's Credentials Committee for verification and clearance or otherwise. If the certificate is cleared, the Chairman will then publish the award in a circular. It is then that the minister involved can use the title, especially if it is a Doctoral certificate.

APPENDIX C

THE CHURCH OF PENTECOST- GENERAL HEADQUARTERS GUIDELINES ON DISCIPLINE AND RESTORATION

1.0 MODES AND FORMS OF DISCIPLINE

Public Rebuke, Suspension, Interdiction, Downgrading, Dismissal, Termination of Appointment, Excommunication, etc.

2.0 PUBLIC REBUKE

Public Rebuke which is one of the modes of discipline practiced by the Church is Biblical and it should be used in circumstances where it would be adequate instead of a suspension.

2.1 PROPOSED GUIDELINES FOR PUBLIC REBUKE

- (a) It should be done at the appropriate forum:
 - i. The National Level (National Executive Council)
 - ii. Area Level (Area Executive Committee, Area Presbytery or Area Pastorate)
 - iii. District Level (District Executive Committee or District Presbytery)
 - iv. Local Level (Presbytery or Congregation).
- (b) The status of the offender should determine the forum to be employed for the rebuke.
- (c) In order to know the level of public knowledge of the offence, Pastors and leaders should ascertain if it is in public knowledge or not before deciding on the forum.
- (d) Public Rebuke should serve as a final warning and a more severe disciplinary measure taken should the offender persist in that particular wrong-doing.

- (e) In addition to the above, where an offence is not yet in public domain and the offender confides in the leader or Pastor and shows genuine repentance, the person could be counselled to withdraw from partaking the Lord's Supper for some time.

3.0 SUSPENSION

An officer or member may be suspended from a lead role in the Church's programme and activities such as part-taking the Communion, leading prayers/choruses, playing church instrument, etc. The implication is that the offender is suspended from spiritual fellowship with the brethren.

3.1 GUIDELINES FOR SUSPENSION

- (a) Since suspension is a serious measure which calls for the revoking of all appointments and offices held in the Church, it is important to allow time for thorough investigations to be carried out to establish the truth and facts of the matter before suspending an offender.
- (b) The practice of suspending for specific periods should be discontinued. Suspension should be indefinite until there is evidence of repentance.
- (c) All disciplinary processes and proceedings should be documented.
- (d) The offender should be given a fair hearing.
- (e) Ideally the offender should be made aware of the decisions before they are made public.
- (f) As much as possible, the offender should be taken through a pre-discipline counselling line in order to appreciate the disciplinary measure being applied.

- (g) The Minister in charge should be aware of the facts of case and where possible meet the offender personally before taking the decision.
- (h) Where possible, the announcement of the suspension should be done in the presence of the offender. However, the announcement could be done in the absence of the offender if the circumstances necessitate it.
- (i) The circular letter issued on the case to inform the Church public should be signed by the Chairman where the offender is a national figure. Where the offender is an Area level figure or Officer the circular letter should be signed by the Area Head. Where the affected person is a member it should be signed by the District Minister.
- (j) The practice where specific seats are marked for suspended persons should be discouraged.
- (k) Announcement or pronouncement of the suspension should not be done to ridicule or humiliate the person but should be done in an atmosphere of prayer, love, forgiveness and concern.

4.0 INTERDICTION

Interdiction is not an end in itself as a disciplinary measure. It is employed as an interim measure to relieve a person from his/her functions, pending investigations to establish the facts of a matter that may require disciplinary action.

4.1 GUIDELINES FOR INTERDICTION

- (a) The period for interdiction should not exceed three (3) months. Unless the period is extended, the body responsible for the investigation should submit its report and recommendation for the appropriate action to be taken.
- (b) If a person is cleared he/she resumes his or her functions.

- (c) Officers are to be interdicted by the District Minister in consultation with the Area Head. However, in the absence of the Area Head, the Minister can interdict an Officer if the offence has the potential to mar the reputation of the Church and the Office. He should later inform the Area Head of the action taken.

5.0 TERMINATION OF APPOINTMENT AND DOWNGRADING

Depending on the intensity of the offence committed, a Minister may be Dismissed or his appointment may be Terminated or. On the other hand, he may be Downgraded.

6.0 CONDUCT OF DISMISSED/TERMINATED MINISTERS

Dismissed Ministers whose cases warrant suspension should be officially suspended and be restored into fellowship by the Executive Council when appropriate.

- (a) Dismissed Ministers should be encouraged to continue in fellowship with the brethren.
- (b) Where appropriate, dismissed Ministers could be brought into leadership position, Elder, Deacon or any other lay Officer position in the Church.
- (c) Dismissed Ministers' wives who were already Deaconesses should function as Deaconesses.
- (d) If not privy to her husband's offences, those who were not Deaconesses could be called and ordained as Deaconess based on merit.
- (e) Dismissed Ministers should be offered a counselling opportunity and be helped to come into repentance.
- (f) Other Ministers should be encouraged to visit and share fellowship with them.
- (g) The Church should endeavour to educate its members to see the dismissed Minister not as an outcast but still a member of the Church.

7.0 EX-COMMUNICATION

If an ex-communicated member repents and wants to come back to the Church, he/she must personally initiate the process at the local level. The Presiding Elder should then inform the District Minister, who will, in turn, inform the Area Head. The person should go through the membership process again; i.e., attend membership class and the Right Hand of Fellowship should be extended to the person.

8.0 RESTORATION

8.1 DISTINCTION BETWEEN RESTORATION AND RE-INSTATEMENT

Restoration should be used for the process of bringing back a disciplined offender into fellowship. Re-instatement is bringing a person back to his or her former Office.

Discipline is not complete without Restoration. Restoration as a component of discipline has to be given attention.

8.2 SUGGESTED RESTORATION PROCESS

8.2.1 Counselling

A Counsellor or a mature Christian should be assigned to the person under discipline to counsel him or her. In much the same way mature people are assigned to support the person to undergo a grief process to facilitate their healing.

8.2.2 The Place of the Restored

As part of the restoration process, a Minister or an Officer could be called into a position of leadership. However, these factors should be considered:

- (a) If the person exhibits commitment to the Church and its activities.
- (b) The need to explore the readiness of the congregation to accept the person back into leadership.
- (c) If necessary, the restored person may be asked to serve in another Assembly or location.

9.0 SUGGESTIONS

- (a) Discipline should be demystified. The congregation should be made aware that discipline is a mark of the Church of Jesus Christ. The congregation should be made aware of the process of disciplining its leaders and members. The best time to prepare the congregation on issues of discipline should be when there is none at hand.
- (b) The congregation should be encouraged to support the person undergoing discipline and not to shun him/her.
- (c) Discipline should be done based on facts. Therefore, the disciplining authority should investigate the issues thoroughly before making public statements. It should not be based on information coming through gossip, word of one informant or based on an individual's sentiment against the offender.
- (d) A clause should be inserted into the Constitution to give the Executive Council the power to apply other sanctions not provided for in the Constitution, as provided for in the Ministerial Handbook (Article 12 {e} sub iii on page 57).
- (e) The most cardinal principle of any disciplinary process is the Right of the accused person to be heard. It is, therefore, essential that the person knows clearly of what he/she is being accused. Every opportunity should be given to the person to speak for himself/herself, call any witness, seek the appropriate advice and cross-examine anyone who testifies against him or her. Members being offered the Right Hand of Fellowship should be made to give a commitment to the Constitution and Rules and Conduct of the Church.

APPENDIX D
PENTECOST EDUCATIONAL SCHOLARSHIP SCHEME (PESS)
GUIDELINES FOR IMPLEMENTATION

Rationale

The acquisition of appropriate knowledge and skills based especially on Christian principles is the surest way of unearthing God-given talents for responsible and productive adulthood. Poverty should not be a barrier to acquiring the right education. As a caring Church which is committed to playing its role in nation building, efforts shall be made to support brilliant but needy people to realize their dreams in education. Pentecost Educational Scholarship Scheme (PESS) is being established to respond to the growing needs of brilliant but needy people within the Church. The Scheme shall also serve as a vehicle of evangelism. Once established, efforts shall be made to ensure its sustainability.

1. Levels of the Pentecost Education Scholarship Scheme

The establishment of the Scheme at the Headquarters shall not in any way supplant the existing Schemes at the Church's Local, District and Area levels. The Scheme at the Headquarters of the Church is rather to supplement the efforts of the Church at the other levels. It is expected that the following Guidelines shall provide sound framework for the effective administration of the Education Scholarship Scheme at the other levels of the Church.

2. Governance of the Scheme

As a social intervention programme, the Pentecost Educational Scholarship Scheme shall be administered as part of the social services package of each of the administrative Regions of Ghana. The Regional Coordinating Committee (RCC) shall coordinate the process by performing these specific tasks:

- Receive all applications in the administrative Region.
- Screen all the applications using the guidelines provided for the PESS.

- Select the most qualified (one) person from the Region to be awarded the Scholarship.
- Submit report on the selection process and details of the student recommended for the Scholarship to the General Secretary of the Church for the award letter to be issued.

3. The Educational Level of the Headquarters PESS

The Headquarters PESS shall be for Tertiary Level Education only. The PESS at the Local, District and Area levels may therefore, concentrate more on Basic and Secondary Education. It has been realized that some individuals, families and groups in the Church have over the years been supporting brilliant but needy students. This generous gesture shall be nurtured and actively encouraged. As much as possible, information on such “private” Scholarship Scheme should be captured by the District PENTSOS Committees and the Area PENTSOS Boards for onward transmission to the PENTSOS National Board through the respective Area Heads.

4. Courses to be supported

All courses may be supported by the Scheme provided the applicant qualifies in all other areas stated in the qualification criteria. Priority shall however, be given to applicants whose courses have high market value and consequently easy entry into the employment market. Such courses include but are not restricted to:

- Medicine
- Nursing and Midwifery.
- Engineering
- Accounts
- Information and Communication Technology (ICT)

- b. Only courses with regular School fees shall be considered for the Scholarship. Fee-paying courses shall not be considered for Scholarship.
- c. Only Undergraduate Courses shall be sponsored under the PESS. Exceptions shall however, be given to professional courses such as Medicine whose Undergraduate and Postgraduate parts are integrated.
- d. Regions, where for a particular academic year, no student applies for an undergraduate course, applications for a regular (non Executive type) Masters Course may be considered.

5. Transparency

In order to engender transparency in the administration of the PESS, the Regional Coordinating Council shall devise all means possible to ensure that the existence and operation of the PESS are well publicized in all Local Assemblies of the Church.

6. Orientation for all Awardees

An orientation not lasting more than a day shall be organized for all awardees prior to the commencement of their courses. Facilitation of the orientation shall be jointly planned by the PENTSOS and the Youth Directors. The cost of the orientation shall be part of the Budget of the Scholarship. The purpose of the orientation is to lead Christ-like lives in School and to be successful in their academic pursuits.

7. Submission of Academic Reports and School Fees Payment Receipts

All beneficiary students shall within two (2) weeks on receipt of their academic performance reports and School Fees payment receipts submit the same to the RCC.

8. Mode of selecting beneficiaries of the Scholarship

- i. Beneficiary must have applied in writing to the Regional Coordinating Council (RCC) of the Church for financial assistance.
- ii. Beneficiary must have shown interest in academic work.
- iii. Beneficiary must be financially needy.
- iv. Beneficiary must have obtained admission to a tertiary educational institution.
- v. Beneficiary must have been recommended by the Presiding Elder of the Local Assembly where the applicants worships and the District Pastor, endorsed by the Area Head and approved by the RCC.
- vi. Where necessary, beneficiary must have passed a Special Selection Examination organized by the RCC.
- vii. Beneficiary must have completed an Application and Social Enquiry Forms of the PESS.
- viii. Beneficiary must have been assessed medically by a recognized Medical Doctor on his/her state of health and found to be fit to study without significant interruptions. The cost of the medical test shall be borne by the applicant. The Medical test is to be done by a qualified Medical Doctor in any Church (Mission) or Government Hospital. The sealed medical report should be submitted to the Chairman of the RCC.

9. Coverage and Limits of the Scholarship

- The level of need as assessed by the PESS Committee and availability of funds shall determine the coverage or limit of scholarship a beneficiary shall receive.

- The scholarship shall cover only tuition fee. The limit shall be Two Thousand, Five Hundred Ghana Cedis (GHS 2,500.00) per beneficiary each academic year. This figure may be adjusted for inflation.

The PESS funded by the Area, District and Local Assembly levels of the Church shall be guided by the following:

- Emphasis shall be placed on Basic and Secondary Education in the award of Scholarships.
- Scholarships to qualified brilliant but needy students in Tertiary Educational Institutions may be considered when funds are available.
- Skills training geared towards the economic empowerment of the student shall be given equal attention in the award of scholarships.
- The Scholarship shall cover only official School Fees.
- Other costs such as books, stationery, boarding and lodging may be considered in only special cases and when the Local Assembly, District and Area offering the Scholarship has the means to do so.
- Special selection examination may be conducted where necessary and appropriate.

10. Duration of the Scholarship

- As long as the Student's academic performance is good.
- In spite of persistent counseling as a result of non-performance by a beneficiary, the RCC reserves the right to withdraw the sponsorship. ITI PENSA Travelling Secretaries are encouraged to monitor the sponsored students and also initiate appropriate counseling remedies for those in needs.

- As long as the Student's lifestyle is in accordance with Christian Ethics and the School's Regulations.
- As long as Funds are available.