



**Revival Outreach Church International**

# **CONSTITUTION**

**FINAL DRAFT**

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## PREAMBLE

IN THE NAME OF THE ALMIGHTY GOD whom we serve,  
We the leaders and members of the Revival Outreach Church International, a duly registered Church

In pursuance of heaven our ultimate goal, yet living on earth our present abode and seeking to live right according to law and to organize ourselves properly, do hereby adopt and confirm this constitution to be the set of rules and laws by which we shall organize ourselves.

We declare that apart from the Bible which is the Word of God and whose provision are above this constitution, this constitution shall be the supreme law for Revival Outreach Church International

As a church, we would work together in unity and oneness to achieve the vision, mission and objectives of Revival Outreach Church International. (John 17:21-22)

# **CHAPTER 1 – FUNDAMENTAL RULES OF GOVERNANCE**

## **1. SUPREMACY**

- 1.1. This constitution shall be the supreme law of the Revival Outreach Church International. It shall only be subject to the Bible which is the Word of God. If any portion of this constitution is in conflict with the accepted interpretation of any provision of the Bible, the Bible shall take precedence.

## **2. ENFORCEMENT**

- 2.1. This Constitution shall be enforced by the officers and offices set out herein in this constitution. Any officer of the church who shall intentionally breach this constitution shall be sanctioned as is proper, and as the General Council of the church shall determine.
- 2.2. Any breach of any provision of this constitution which is discovered shall be remedied as soon as possible by the persons responsible.

## **3. AMENDMENTS**

- 3.1. Any Amendment to this constitution shall only be valid if it is approved by the General Council of the Revival Outreach Church International at a General Council Meeting by a vote of the majority of members present to adopt any such amendment.
- 3.2. A vote on a constitutional amendment may not be taken unless all the relevant information necessary has been circulated to members ahead of the meeting and the amendment is included in the Agenda for that meeting.
- 3.3. An amendment shall be voted upon and if successful shall be considered formally passed on the date upon which the vote was taken. It may be announced subsequently for the purpose of general information.
- 3.4. Suggestions for amendments to this constitution may be made by any member of the church in good standing who shall send a letter containing the suggested amendments in writing, plus a memorandum explaining the need and reasons for the proposed amendments to the General Secretary of Revival Outreach Church International. The General Secretary will circulate the proposed amendments to the members of the General Council.

#### 4. NAME, MISSION, VISION & GOALS

##### 4.1. **NAME:**

The name of the organization shall be

<b>REVIVAL OUTREACH CHURCH INTERNATIONAL.</b>
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##### 4.2. **MISSION:**

The Mission OF Revival Outreach Church International is to;

'Take the Gospel of Christ everywhere in the world, establish churches, and build a Christ like character in people' (Matt 24:14).

##### 4.3. **VISION:**

The Vision OF Revival Outreach Church International is to;

'Build character, plant churches and evangelize the world'.

##### 4.4. **GOALS**

The Goals of Revival Outreach Church International are to;

- a. To bring Revival through the preaching and teaching of the Gospel of Christ both in Ghana and throughout the world.
- b. Establish local and International Churches as the Lord directs.
- c. Organize and conduct Evangelism by way of open-air crusades, house-to-house, educational establishments, prisons, hospitals and other public/private institutions.
- d. Ensure both physical and spiritual prosperity of the body of Christ through prayer, healing and deliverance and study of his word.
- e. Assimilate members into the church and sustain members of the church through seminars, workshops, conventions, camp-meetings etc.
- f. Establish a training institution to equip men and women in Christ for efficient and effective Christian work and ministry.
- g. Promote oneness, togetherness and mutual co-operation between the Revival Outreach Church International and other churches and Christian organizations.

- h. Empower every church member to go into the whole world and preach the Gospel of Jesus Christ and win people into the Kingdom of God.
- i. Prepare people for the return of our Lord Jesus Christ.

#### 4.5. **MOTTO**

We shall maintain a motto “**GO YE**” which shall guide us in all we do.

### 5. **AFFILIATIONS**

- 5.1. The Church may join Christian Associations for the progress of the body of Christ and the exposure and development of leaders and members as the General Council shall decide.

### 6. **OFFICES AND OFFICE LOCATIONS**

- 6.1. The registered headquarters office of the Revival Outreach Church International worldwide shall be in Accra, Ghana, West Africa.
- 6.2. International, Regional and District offices shall be established as shall be deemed necessary and approved by the Presbytery and the General Council for the efficient organization and administration of the Revival Outreach Church.
- 6.3. Every local church shall be expected to establish a local church office to ensure efficient organization and administration of the local church headed by the Pastor-in-charge.

### 7. **SEAL**

- 7.1. The Seal shall bear the name of the church (Revival Outreach Church International).
- 7.2. The Seal shall be copyright property of the church and can only be used with the consent of the church’s highest authority.
- 7.3. The Seal shall be kept in the custody of the General Overseer of the Revival Outreach Church International.

### 8. **DOCTRINAL BELIEFS**

- 8.1. The following are the fundamental doctrinal beliefs of the Revival Outreach Church International based on the Holy Scriptures. These doctrinal beliefs as accepted and confessed, and the personal experience and practice resulting

therefrom, shall be an essential basis of the fellowship and union of the members of Revival Outreach Church International.

**8.2. HOLY SCRIPTURES:**

The Bible is divinely inspired and is the final authority in all matters of faith and Conduct. We believe in the absolute integrity and infallibility of the original Holy Scriptures.

**8.3. THE ONE TRUE GOD:**

The one true God has revealed Himself as the Eternal One. The One True God exists as the Holy Trinity the Father the Son and the Holy Spirit.

**8.4. THE DEITY OF THE LORD JESUS CHRIST:**

The Lord Jesus Christ is the Eternal Son of God. We believe in his:

- a. Virgin birth
- b. Sinless life
- c. Miracles
- d. Substitutionary work on the cross
- e. Death
- f. Triumphant bodily resurrection from the dead
- g. Ascension and abiding intercession on the right hand side of the father
- h. Personal future return to earth in power and glory and his millennial reign.

**8.5. THE UTTER DEPRAVITY OF HUMAN NATURE.**

We believe:

- a. That Man was originally created good, but by voluntary transgression was separated from God.
- b. The Necessity for Repentance and Regeneration and the Eternal Doom of the Finally Impenitent.
- c. Salvation by Faith in the Finished Works of Jesus Christ alone and therefore an Act of Grace and not by Works.
- d. Jesus is the only Saviour
- e. Jesus Christ is the only Mediator between Man and God

**8.6. WATER BAPTISM BY IMMERSION**

- a. That Baptism in water is an outward symbol of identification with the death, burial and resurrection of Jesus Christ into the newness of life.
- b. We do not baptize infants because we believe candidates for baptism must be of sufficient age to be able, themselves, to give a clear testimony of sincere faith in Christ.



8.7. **THE LORD'S SUPPER**

- a. The Ordinance was instituted by our Lord to be practiced in the church in remembrance of Him until His return.
- b. It is the privilege of every born-again believer to partake of the Lord's Supper.

8.8. **THE BAPTISM OF THE HOLY SPIRIT.**

- a. This is subsequent to salvation and it is witnessed by the physical evidence of speaking in other tongues as the Spirit gives utterance.
- b. It is for every believer and should be earnestly desired by all.

8.9. **THE DOCTRINE OF LAYING ON OF HANDS AND DIVINE HEALING**

Through the Redemptive work of Jesus Christ on the Cross.

- a. Healing is by faith and obedience to the Word.
- b. Divine Healing is a privilege to every believer today.

8.10. **THE CHURCH**

- a. The Church Universal is composed of all true believers.
- b. They are redeemed by the Blood of Christ
- c. They believe the Bible and practice its teachings
- d. The True Church (The Church Universal) can be entered through
- e. Regeneration: otherwise called "New Birth".

8.11. **THE SECOND COMING OF CHRIST**

The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church.

8.12. **THE INSTITUTION OF MARRIAGE**

8.13. **THE OBLIGATORY NATURE OF TITHES**

8.14. **THE FINAL JUDGMENT**

8.15. **THE POSSIBILITY OF FALLING FROM GRACE.**

8.16. **THE PARTICIPATION OF ALL BELIEVERS IN THE FULFILLMENT OF THE GREAT COMMISSION**

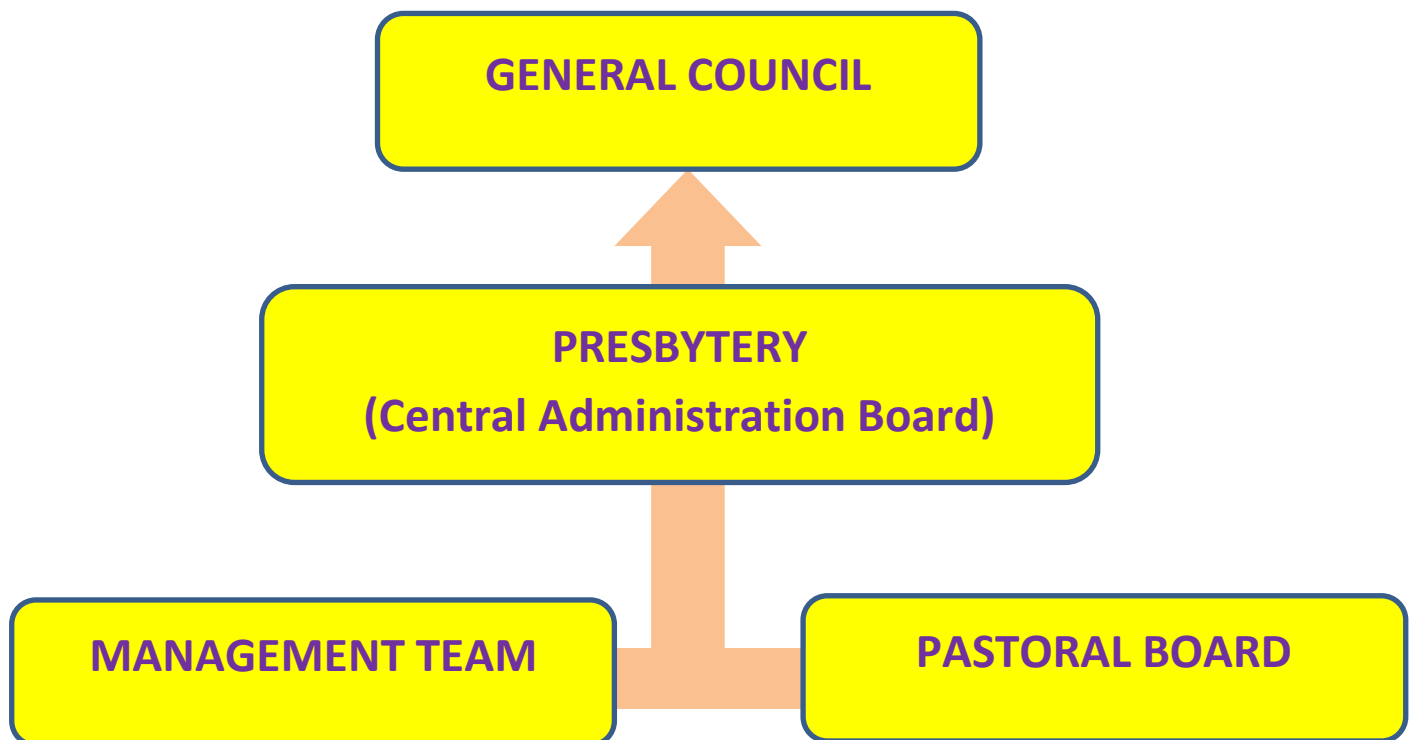
## **CHAPTER 2 – GOVERNANCE STRUCTURE**

### **9. HIERARCHY**

8.1 The governance structure and hierarchy of Revival Outreach Church International is represented as below.

At The Zenith of all authority is the General Council, made up of members from the Presbytery (Central Administration Board), the Pastoral Board and the General Secretary who is a non-voting member and additional 7 to 9 Members to be elected from a body of Elders and Deacons.

*Figure 1 REVIVAL OUTREACH CHURCH INTERNATIONAL - GOVERNANCE STRUCTURE*



### **10. DECISION MAKING**

Decision making under this constitution should as much as possible be by consensus building, where such consensus building is difficult or impossible, a vote of eligible persons shall be taken, where consensus building fails, such voting shall be by secret ballot.

## **11. CONSTITUTIONAL OFFICES AND OFFICERS**

- 11.1. The highest decision-making body in Revival Outreach Church International shall be the General Council (GC) better described in clause 11 below. All entities within the church shall ultimately report to the General Council
- 11.2. Immediately below the General Council shall be the Presbytery (Central Management Board) which shall be the second highest decision-making Body within the church
- 11.3. The highest office within the church shall be that of the General Overseer (GO) of Revival Outreach Church International.
- 11.4. The General Overseer shall be elected and shall preside over the General Council as chair on all occasions. In the absence of the General Overseer, the Assistant General Overseer shall take up all the duties of the General Overseer.
- 11.5. The second highest office of the church shall be the Assistant General overseer (AGO). He shall be appointed by the General Council by election. The Assistant General Overseer shall assume all the powers of the General Overseer in the absence or incapacitation of the General Overseer.
- 11.6. Absence here refers to inability to be present in any form whether physically or electronically or otherwise. Incapacitation refers to inability to function. Absence or incapacitation shall not include periods when the General Overseer has travelled but is able to perform all his functions and exercise all authority through the use of technology. As long as the General Overseer is able to function, his physical presence is not required at any time.

## **12. GENERAL COUNCIL**

- 12.1. There shall be a General Council which shall be the highest decision making and governing body of Revival Outreach Church International (The Church). The General Council shall oversee all aspects of the entire church.
- 12.2. The General Council shall comprise the Presbytery (Central Administration Board), the Pastoral Board and additional 7 to 9 members to be elected by Deacons and Elders of the church.
- 12.3. The General Council shall at all times have an odd number for purposes of decision making, all its decisions shall be by majority vote.
- 12.4. The General council shall meet every year except for Emergency Meetings which may be called by the Chairperson and any 4 members or by any 8 members without the chairperson.
- 12.5. The quorum for any meeting of the General Council shall be half of its standing membership with or without the chairperson. If at any meeting a quorum is reached, the chairperson shall chair the meeting or in his absence the Assistant General Overseer shall chair. If both of them are absent, the members present shall elect one of them to chair. All decisions of any General Council meeting shall be binding if it received a simple majority of votes of members present. Presence may be physical or otherwise, and voting may be by proxy, electronic, or in person.
- 12.6. The General Council shall elect the General Overseer of the church by a majority vote. The General Overseer shall be the Chairperson of the General Council and the leader of Revival Outreach Church International.
- 12.7. Persons who shall qualify to stand to be elected as General Overseer of the church shall be a Pastor and member of the General Council.

## **13. DUTIES AND PREROGATIVES OF THE GENERAL COUNCIL:**

- 13.1. The following shall be the duties and prerogative of the General Council of Revival Outreach Church International. The power and right to do any of the things listed below is vested in the General Council.
- 13.2. In the event of any misunderstanding or misapprehension, regarding doctrinal beliefs or any other matter listed below, the ruling of the General Council shall be

final and shall be binding on all members and officers of Revival Outreach Church International.

- a. The interpretation of doctrinal beliefs of the Church.
- b. Approval of all appointments to Committees and Offices unless otherwise stated elsewhere in this Constitution.
- c. The approval of candidates recommended for ordination as Ministers.
- d. The Themes, content, dates, times and venues for National Conventions.
- e. The power to terminate the appointment of any person in the church.
- f. The power to transfer any officer or Pastor.
- g. The power to assign an ex-General Overseer who has served his term of office, to undertake any responsibility in the church.
- h. The General Council has final authority on all matters within the church.

#### **14. EMERGENCY MEETINGS**

- 14.1. Emergency Meetings shall be called upon the death, removal or incapacitation of a General Overseer.
- 14.2. The General Overseer may be relieved of his duties on grounds of incapacitation.
- 14.3. Grounds for removal shall include gross dereliction of duty due to incompetence or otherwise, or moral turpitude.
- 14.4. Emergency meetings may be called to address any pressing matter which requires the attention of the General Council as a body.
- 14.5. In between General Council meetings, the Presbytery shall manage the affairs of the church, and take decisions on the previous instructions of the General Council, or for ratification by the General Council at its next meeting.

## **CHAPTER 3 – CONSTITUTIONAL BODIES**

### **15. PRESBYTERY (CENTRAL ADMINISTRATION BOARD)**

There shall be the PRESBYTERY (Central Administration Board) which shall be the second highest governing Body of the church. The Presbytery shall derive its power to oversee all aspects of the entire church from the General Council and shall report only to same.

#### **15.1. MEMBERSHIP OF THE PRESBYTERY**

The Presbytery shall have an odd numbered membership at any time.

An additional member (a friend of the Church), but without a voting right may be added upon appointment by the General Council to bring an outside perspective and wisdom to bear on deliberations and help us avoid inward looking tendencies and acquire a broader perspective on issues.

This person, members of the Pastoral Board, and the persons appointed by Apostle Robertson Aboagye-Darko to serve on the Central Administration Committee shall be members of the Presbytery in its first term. They may submit themselves for re-election subsequently or otherwise.

The Members of the Presbytery shall comprise the following:

1. The General Overseer
2. Asst. General Overseer
3. The General Secretary
4. Pastor-in-charge of Revival Cathedral, Odorkor
5. Pastor-in-charge of Faith Cathedral, La
6. Pastor-in-charge of Life Changing Cathedral, Spintex
7. Pastor-in-charge of Mid-Ghana
8. Pastor-in-charge of East-Ghana
9. International Missions Representative
10. The four non-Pastors from the Central Administration Committee set by Apostle Robertson Aboagye Darko
11. Two Representatives of the women Ministry
12. One Representative from the Youth Ministry
13. One Representative from the Men's Ministry
14. A friend of The Church may be added by the General Council

#### **15.2. DUTIES OF THE PRESBYTERY (CENTRAL ADMINISTRATION BOARD):**

- (1) The Presbytery shall initiate and for approval policies and strategies consistent with this Constitution and shall supervise the smooth implementation of same to promote the mission and objectives of Revival Outreach Church International.
- (2) The Presbytery shall have the power to form any committee or sub-committee to perform any function as and when it becomes necessary. It shall be responsible for the proper management of the church, the establishment and the maintenance of proper systems and controls and the optimal management of its people and resources to ensure the growth and viability of the church.

- (3) The Presbytery shall give prior approval to the opening of branches by Pastors and/or members of the church and shall also approve the co-option of any existing church into ROC Int'l.
- (4) The Presbytery shall appoint an emoluments committee which shall make recommendations of all emoluments and welfare policies for the consideration and adoption by the General Council.
- (5) The Presbytery shall also serve as the Trustees of the Church and shall hold the assets of the church in trust and shall report to the General Council the status of church assets.

15.3. **TENURE:**

The Members of the Presbytery shall hold office for not more than 2 consecutive terms of four years per term and may put themselves up for re-election after an intervening term.

15.4. **MEETINGS:**

The Presbytery shall hold quarterly meetings. Where necessary, emergency meetings shall be held to deliberate on pressing issues. The quorum for Presbytery meetings shall be nine (9).

15.5. **VOTING**

Each member of the Presbytery shall have one vote. All decisions of the Presbytery would as much as possible be by consensus building, where such consensus building is difficult or impossible, a vote shall be taken, and voting shall be by secret ballot. Attendance may be physical or electronic, and voting may be by proxy, electronic, or in person.

15.6. **QUALIFICATION FOR THE NON-PASTORS**

1. He should be a Deacon or Elder of ROC Int'l and a loyal and faithful member and belong to a department of the church.
2. He should be a Regular Tithe Payer and at least paid three-quarters of his tithes and other contributions due to the church at the time of his appointment.
3. Possession of professional qualifications in fields such as Law, IT, Built Industry, Finance etc. will be an advantage.

## **16. MANAGEMENT TEAM**

- 16.1. There shall be the Management Team headed by the General Secretary and shall report to the Presbytery and the General Council and shall have its secretariat at the church's Headquarters.
- 16.2. The Management Team shall supervise the implementation of all policies across all branches of Revival Outreach Church International

### **MEMBERSHIP OF THE MANAGEMENT TEAM**

- 16.3. The Management Team shall have a membership of nine (9) at any time. Members could either be Pastors or Non-Pastors and with Professional Qualifications needed to ensure proper management of the church.
- 16.4. The Management Team members save the General Secretary may or may not be employed on full time basis or be paid a salary. Whether or not they will be paid salary, allowance or will be employed on full-time basis will be a matter to be justified by the General Secretary to the Presbytery to determine.
- 16.5. The General Secretary shall nominate and or appoint the Management Team members in consultation with the Presbytery.

### **DUTIES OF THE MANAGEMENT TEAM:**

- 16.6. The General Secretary and the Management Team shall advise on the formation of policies to the General Council, and shall ensure the implementation of all policies of the church as instructed by the General Council. The General Secretary and the Management Team shall have the following duties:
  1. **HUMAN RESOURCE MANAGEMENT.** Hiring, training, development, firing and general management of the non-ecclesiastical staff of the church.
  2. **OPERATIONS.** The success of the local churches is the success of the entire Revival Outreach Church Int. and a measure of the success of the General Secretary. To this end, the General Secretary must take all the necessary steps to put in structures to ensure that the Sunday and other services of the local churches are vibrant.
  3. **COMMUNICATIONS, MARKETING AND PUBLIC RELATIONS.** The Management team of the church must develop a communications strategy to the world to be the mouth piece of the church. They must coordinate the church's brand identities and representations such as logos and designs for church signboards across the entire ROC Int'l. They must curate and project carefully the image of the church to the world.



4. **FINANCE. There must be established and documented, rules governing the** finances of the church. Clear rules for receiving funds, documentation and receipting of funds and processes for requesting, approval and disbursement of funds, and clear process for accounting along professional lines in alignment with law and best practice at all levels of the church.
  
5. **SUPPORT, IT AND ADMINISTRATION.** Maintenance of Church Properties and resources including church buildings and musical instruments etc. establishment of systems such as a Membership Database, Tithe Records etc. Proper Implementation of the policies presented and approved by the General Council.

## **17. THE PASTORAL BOARD**

There shall be a Pastoral Board which shall be chaired by the General Overseer and shall report to the Presbytery

### **17.1. MEMBERSHIP OF THE PASTORAL BOARD**

The Pastoral Board shall have a membership of Eleven (11) at any time as follows:

1. The General Overseer
2. Asst. General Overseer
3. Pastor-in-charge of Revival Cathedral, Odorkor
4. Pastor-in-charge of Faith Cathedral, La
5. Pastor-in-charge of Life Changing Cathedral, Spintex
6. Pastor-in-charge of Mid-Ghana
7. Pastor-in-charge of Eastern-Ghana
8. International Missions Representative
9. One Representative from the Youth Pastors
10. Any two (2) other Pastors to be appointed by the nine above

### **FUNCTIONS:**

- 17.2. The Pastoral Board shall be the primary body empowered to advise on the appointment of Ministers of the church and manage the affairs of Ministers.
- 17.3. The Pastoral Board shall be responsible for the spiritual growth and development of the Revival Outreach Church International and shall report to the General Council through the Presbytery.
- 17.4. They shall deliberate on pressing spiritual matters and come up with recommendations to the Presbytery which shall enhance the spiritual and doctrinal development of the church.
- 17.5. The Pastoral Board shall be the primary body to make ecclesiastical decisions and discuss spiritual matters relating to the mission, vision, objectives and the doctrinal beliefs of the church and to design programs, policies and strategies

to improve the spiritual wellbeing of members and growth of the church as a whole.

#### 17.6. MEETINGS:

The Pastoral Board shall hold quarterly meetings and where necessary, emergency meetings shall be called to deliberate on pressing matters. A quorum for meetings shall be seven (7).

#### 17.7. VOTING

Decision making at the Pastoral Board should as much as possible be by consensus building. Where such consensus building is difficult or impossible, a vote of eligible persons shall be taken, where consensus building fails, such voting shall be by secret ballot and the decision made on the basis of majority approval. Each member shall have one vote.

#### TENURE

17.8. The non-designated Members of the Pastoral Board shall hold office for not more than 2 consecutive terms of four (4) years per term and may put themselves up for re-election after an intervening term.

17.9. Membership ceases automatically with resignation, termination or death.

17.10. A member of the Pastoral Board who stops fellowshipping with the Revival

17.11. Outreach Church International automatically, ceases to be a member of the Pastoral board

17.12. Any permanent vacancy shall be replaced at the next Pastoral Board meeting.

### **18. PASTORAL WELFARE SCHEME**

All welfare issues relating to Pastors shall be managed according to the provisions in the welfare policy of the Pastoral Board.

## **CHAPTER 4 – CONSTITUTIONAL OFFICES**

### **19. THE GENERAL OVERSEER**

- 19.1. There shall be the office of a General Overseer of Revival Outreach Church International, and there shall be appointed into this office, A General Overseer who shall be the highest official and leader of the Revival Outreach Church International.
- 19.2. The General Overseer shall be a Pastor and a member of the General Council or the Presbytery. The General Overseer shall be elected by a simple majority vote of the combined General Council and all Pastors from a list of candidates prepared by the General Council and shall hold office for a period of 5 years per term, for a maximum of 2 terms.
- 19.3. In all his years of ministry in Revival Outreach Church International, there should be a marked feature of moral excellence, adherence to the teaching of God's word and the doctrinal beliefs of the church. He must also possess proven management capabilities.
- 19.4. The General Overseer shall be the chairperson of the General Council of the church, and shall be the leader of the church.
- 19.5. The General Overseer shall report to the General Council
- 19.6. The General Overseer shall be elected by majority vote of the General Council from a list of nominees submitted by members of the General council.
- 19.7. The list shall be submitted by members of the general council and shall be vetted by the general council. A final shortlist shall be prepared by the General Council out of which one shall be elected.
- 19.8. Upon the removal, death or incapacitation of the General Overseer, the General Council shall meet within 14 Days to elect a new General Overseer. The General Council may however defer this election to a more convenient time which shall not be more than 4 weeks after the removal, death or incapacitation of a General Overseer.
- 19.9. In the meantime when there is no substantive General Overseer, the Assistant General Overseer shall assume the office of the General Overseer, in the absence of an Assistant General Overseer, the General Council shall elect an interim Chairperson of the General Council from amongst their midst, who shall lead the church until a substantive General overseer is elected.

### **20. DUTIES OF THE GENERAL OVERSEER:**

- 20.1. He shall be the Spiritual Leader and General Overseer of the Revival Outreach Church International, and also the Chairman of the General Council, the

Presbytery (Central Administration Board) and the Pastoral Board. He shall also be chairman of any Board/Committee or group within the church whose meeting he chooses to attend except the Management Board where he may attend as ex-officio member.

- 20.2. He shall bear ultimate responsibility for any decisions and activities of ROC Int'l and exercise all duties required of him as the General Overseer of ROC Int'l.
- 20.3. He shall have the power to delegate any of his functions as he may deem necessary and as is appropriate and not in conflict with this constitution.
- 20.4. As the General Overseer and Chairman of the General Council of ROC Int'l, he may investigate any matter that he deems appropriate.
- 20.5. As Chairman of the General Council, the PRESBYTERY (Central Administration Board) and the Pastoral Board, all meetings shall be convened in his name.

**21. TENURE OF THE GENERAL OVERSEER:**

Each tenure of office for the General Overseer shall be for five (5) years per term, after which he may stand for re-election for a second and final term.

## **22. THE ASSISTANT GENERAL OVERSEER**

- 22.1. The Assistant General Overseer, shall be a Pastor and a member of the General Council or the Presbytery. The Asst. General Overseer shall be elected by a simple majority vote of the combined General Council and all Pastors from a list of candidates prepared by the General Council and shall hold office for a period of 4 years per term, for a maximum of 2 terms.
  
- 22.2. In all his/her years of ministry in ROC Int'l, there should be a marked feature of moral excellence, adherence to the teaching of God's word and the doctrinal beliefs of the church. He must also possess proven management capabilities.

## **23. DUTIES OF THE ASSISTANT GENERAL OVERSEER:**

- 23.1. The Assistant General Overseer shall take up the functions and responsibilities of the General Overseer in his absence.
  
- 23.2. He shall be the Chairman of the Presbytery in the absence of the General Overseer.
  
- 23.3. He shall attend to any other work that shall be assigned to him by the Presbytery and or the General Overseer.

## **24. TENURE OF THE ASSISTANT GENERAL OVERSEER**

- 24.1. The tenure of an Assistant General Overseer shall be a term of four (4) years with a possible second term of another (4) years by majority vote of the General Council.
  
- 24.2. If a sitting Asst General Overseer decides to offer himself for any other position whilst in office, he shall relinquish his position as Asst. General Overseer before standing for that position.

## **25. THE INTERNATIONAL WOMEN'S MINISTRY DIRECTOR**

- 25.1. An honorary position to be called 'International Women's Ministry Director' Shall be created by the General Council and Rev. Mabel Aboagye Darko shall occupy that position.  
This is to honor her as the wife of the Apostle, and Foundling General Overseer. Rev Mabel Aboagye Darko is already a full-time Minister with responsibilities as head of a branch of the church. She shall fulfill all her duties as a Minister of the church, and include her duties as International Women's Ministry Director.  
Her duties will include:

- a. She shall be the representative of the General Overseer and shall supervise the Revival Outreach Church International Women's Ministry.
- b. She shall chair meetings of Women's Ministry Presidents from various Branches of the church.
- c. In the absence of the General Overseer she shall chair the Women's Ministry general conventions.
- d. Women's Ministry general reports shall be submitted to her and she shall submit them to the General Council.
- e. She shall perform any other functions that she may be assigned by the General Council or the Executive Council.

## **26. THE OFFICE OF THE PASTOR**

- 26.1. The Revival Outreach Church International (ROCI) recognizes the use of the term 'Pastor' in two senses,
  - a. As a Generic designation for all Ministers, and
  - b. As a reference to a Minister called to one of the five-fold ministerial offices of a Pastor as described in the Bible.
- 26.2. A person shall only be recognized as a Pastor of Revival Outreach Church International (the church), if he has been Ordained or formally accepted as a Minister in the church, and is in the service of the Ministry with the church as a Minister.
- 26.3. A Minister may be a full-time worker or a Part-Time worker, the defining and qualifying attribute for the designation as 'Pastor' or 'Minister' is that (s)he must be ordained or formally accepted in Revival Outreach Church as a Minister.

## **27. RANKING OF MINISTERS/PASTORS**

- 27.1. Pastors/Ministers in ROCI will be placed in Ranks according to Seniority and as the Pastoral Board shall recommend and the General Council shall determine.
- 27.2. Ministers in ROCI may be promoted or otherwise as the Pastoral Board may recommend and as the General Council shall determine.
- 27.3. The ranks within ROCI for Ministers/Pastors shall be as follows:
  - 1. Associate Minister/Pastor - entry level
  - 2. Minister/Pastor
  - 3. Senior Minister/Pastor — Highest Level
  - 4. Minister/Pastor Appointed to specific office (eg General overseer, Assistant General Overseer)
- 27.4. The emoluments and benefits due each Minister/Pastor per their Local Branch Scale shall be with reference to rank and appointment.

## **28. THE GENERAL SECRETARY**

- 28.1. The General Council shall appoint a General Secretary who shall be a full time employee of the church. Once confirmed, he shall become a member of the Presbytery and shall be the head of the Management Team of the church. He shall serve as the secretary of all the various structures of the church except the Pastoral Board
- 28.2. The General Secretary shall be a salaried, full-time worker, and shall have an office and a secretariat at the church's Headquarters.
- 28.3. The General Secretary is the Head of Administration of the Church, implementing the decisions of the General Council and the Presbytery and shall give report of his stewardship through the Presbytery to the General Council and the General Overseer.
- 28.4. The General Secretary may be a Pastor, or an Elder but upon appointment and confirmation shall be a fulltime worker in this role only, (he may hold other part time roles).
- 28.5. He must possess the requisite professional qualification, training and competence to enable him function effectively and efficiently in the performance of his full time administrative work.
- 28.6. He/she shall lead the appointment of Management Team members to serve under him in consultation with the Presbytery.
- 28.7. The General Secretary position shall be advertised by the Presbytery inviting prospective applicants to apply for the job and that qualified applicants shall be short listed, interviewed by the Presbytery and finally the successful person shall be appointed and later confirmed by the General Council.
- 28.8. Membership of the church will be a qualifying requirement.



## **29. RESIGNATION/EXITING**

- 29.1. A member of the General Council, Presbytery, the Pastoral Board, or any officer of the church apart from ordinary members who hold no position within the church, who decides to resign should do so with at least a two-month written notice to the Presbytery (Central Administration Board) through the General Secretary of the Revival Outreach Church International.
- 29.2. Any officer of the church holding a paid or unpaid position within the church may be required to resign his position, or relinquish it, if it is found that his/her lifestyle contradicts the doctrinal beliefs of the Revival Outreach Church International and such lifestyle is unholy and unscriptural. Eg. Belonging to a secret society such as lodge, free masons, occult, cults, Marshalls etc.
- 29.3. Any officer of the church holding a paid or unpaid position who stops fellowshiping with the Revival Outreach church International will be deemed to have relinquished his position and may be asked to formally resign or relinquish his position.
- 29.4. Any vacancy created as a result of resignation or exiting shall be replaced as soon as possible by the General Overseer working with the Presbytery and the General Secretary. Such appointments shall be submitted for ratification at the next General Council meeting. Where ratification fails the position shall be deemed vacant and another appointment or election will be made.
- 29.5. All resignations will have to be accepted and the exit conditions negotiated. Resignation is not complete until the person returns all properties of the church.

## **CHAPTER 5 – CENTRAL ADMINISTRATION FUND**

### **30. PURPOSE**

- 30.1. There shall be a Central Administration Fund.
  
- 30.2. This fund shall be specifically set aside in support of general administration and missions of Revival Outreach Church International, and shall be applied to pay for salaries and general operations of the offices that do not belong under a particular branch of the church per se, such as the office of the General Overseer and General Secretary etc; it shall fund the establishment of new branches, training of Pastors and Leaders for mission work, provision of means of transportation, instruments for missions, evangelism and in support of other organizations involved in missions.

### **31. SOURCE OF INCOME FOR THE CENTRAL ADMINISTRATION FUND:**

- 31.1. The Central Administration Fund shall be funded from the following sources
  - a. A tenth (1/10<sup>th</sup>) of tithes from all branches
  - b. Missions' offerings once every month from all branches
  - c. Special Fund raising for missions once every year from all branches
  - d. Voluntary contributions from individuals and organizations
  - e. The church may also enter into any venture that is in accordance with scripture with the sole aim of raising money for missions.

### **32. ACCOUNT SIGNATORIES:**

- 32.1. The Presbytery shall open an account in a government approved bank for the Central Administration Fund which shall be operated by the following signatories:
  - a. General Overseer
  - b. Two others
  
- 32.2. At all times the General Overseer plus one other person may sign to operate the account.

## **CHAPTER 6 – LOCAL CHURCH ADMINISTRATION**

### **33. LOCAL CHURCH ORGANOGRAM**

33.1. The Local Church Administration is made up of the Pastor-In-Charge, Assistant Pastor (if any), Elders, Deacons / Deaconess.

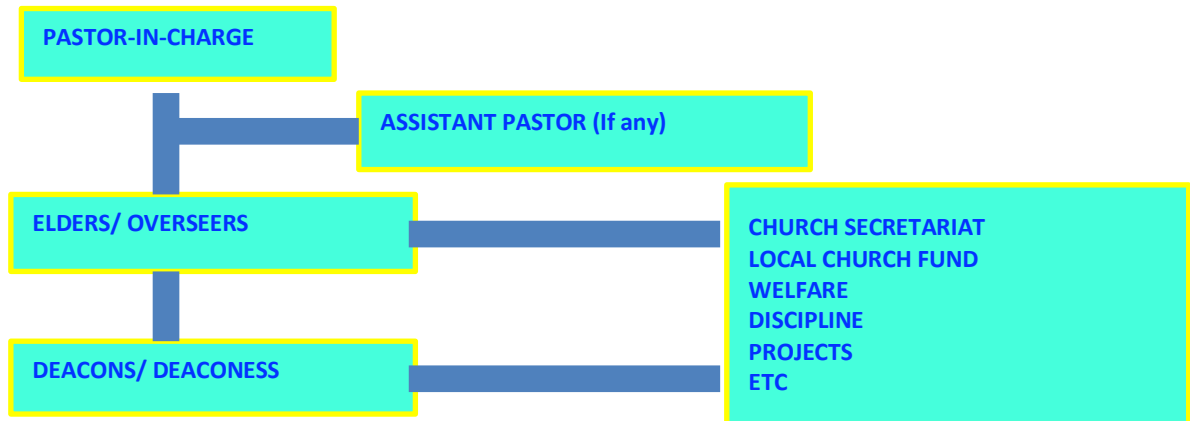


Figure 2 - This sketch shows the structure of the Local Church Administration of Revival Outreach Church International.

### **FUNCTIONS OF LOCAL CHURCH ADMINISTRATORS**

#### **34. THE PASTOR-IN-CHARGE**

- 34.1. He shall be in charge of the local church in a given locality
- 34.2. He shall be the overall spiritual and administrative leader of the local church giving it spiritual direction and nourishment, and ensuring that it is well managed and properly governed.
- 34.3. He shall be ultimately responsible for day-to-day pastoral and administrative duties.
- 34.4. He shall liaise with and take direction from the District Pastor or the Regional Pastor as the case may be on all matters

#### **35. THE ASSISTANT TO THE PASTOR-IN-CHARGE**

- 35.1. He shall assist the local Pastor-in-charge in his day-to-day pastoral and administrative duties.
- 35.2. He shall attend to any other work assigned to him by the Pastor-in-charge.

### **36. THE ELDER(S)**

- 36.1. Shall assist the Pastor-in-charge, the Assistant Pastor-in-charge or the Presiding Elder as the case may be in his day-to-day church administration.
- 36.2. Shall attend to any other work assigned to him by the Pastor-in-charge, The Assistant Pastor-in-charge or the Presiding Elder as the case may be.

### **37. PRESIDING ELDER(S)**

- 37.1. In the absence of a Pastor in any local church, an Elder shall be recommended and approved by the General Overseer to take up the local church administration as a Presiding Elder. He shall be considered to be a lay worker.
- 37.2. He shall collect the monthly contributions and send reports of the branch to the headquarters, Region or District as will be directed by the District or Regional Pastor.

### **38. OVERSEERS**

- 38.1. In the absence of a Pastor in any local church or an Elder as the case may be, an Overseer will be appointed with the approval of the to oversee the local church and shall collect the monthly contributions and send reports of the branch to the headquarters, Region or District as will be directed by the District or Regional Pastor.

### **39. THE DEACONS / DEACONESS**

- 39.1. There shall be a Deacon's body which shall be responsible for the 'serving of tables' (i.e. the 'non ministerial duties' of the church Acts 6:2) as follows:
  - a. Shall liaise between and co-ordinate the activities of the various departments and the Pastors/Elders or Overseer
  - b. Shall serve on the various committees of the church
  - c. Shall assist in the successful organization of church programs
  - d. Shall attend to any other work assigned to them severally or individually by the Pastors or Presiding Elder/Overseer as the case may be.

### **40. APPOINTMENT OF DEACON, ELDERS, PRESIDING ELDERS AND OVERSEERS**

#### DEACONS/DEACONESS

- 40.1.1. Brethren heading various Departments in the local church may be promoted by the Pastor in charge or Presiding Elder or Overseer to be a Deacon/Deaconess in the Local church after proving themselves.
- 40.1.2. They shall be given a specific responsibility by their local Pastor in charge or the Presiding Elder or Overseer as the case may be.

### ELDERS

- 40.1.3. A Deacon/ Deaconess who proves himself or herself in the local church may be vetted by a three-member vetting committee, chaired by the Local Church Pastor for consideration for elevation as an Elder.
- 40.1.4. The candidate will then be recommended to the Regional Pastor for a second vetting by a three-member vetting committee, chaired by the Regional Pastor.
- 40.1.5. The Regional Pastor shall therefore recommend the candidate to the General Overseer for the final approval which will be followed by ordination.

### PRESIDING ELDER(S)

- 40.2. In the absence of a Pastor in any local church, an Elder shall be recommended and approved by the General Overseer to take up the local church administration as a Presiding Elder. He shall be considered to be a lay worker.
- 40.3. He shall collect the monthly contributions and send reports of the branch to the headquarters, Region or District as requested.

### OVERSEERS

- 40.4. In the absence of a pastor in any local church or a Presiding Elder as the case may be, an Overseer will be appointed with the approval of the General Overseer to oversee the local church and shall collect the monthly contributions and send reports of the branch to the headquarters, Region or District as will be directed by the General Overseer / Presiding Bishop.

## **41. THE LOCAL CHURCH SECRETARIAT**

- 41.1. All Local Churches shall setup a secretariat to assist the Pastor, Presiding Elder or the Overseer as the case may be in his / her day to day administrative duties. Each Local church shall keep records of members and financial transactions and dealings and all relevant activities and report same as may be required by the leadership of the church.

## **42. LOCAL CHURCH FUND**

The Local Church Fund shall be for the financing of operations of the local church including the remuneration of its full-time pastors, support of missions and other church projects.

## **43. SOURCE OF LOCAL CHURCH INCOME**

- 43.1. The funds of the local church shall be obtained through tithes, freewill offerings, donations and special fund raising.
- 43.2. The local church may also enter into any venture that is in accordance with scripture with the sole aim of raising money for the local church fund. This will be done in due consultation with the Presbytery.

#### **44. BANK SIGNATORIES:**

- 44.1. All monies received by the Treasurer shall be deposited in a recommended bank approved by the Pastor in charge/Presiding Elder/Overseer as the case may be and the Finance Committee within 48 hours (2 days).
- 44.2. The signatories to the bank account shall be as follows: The Pastor in charge / Presiding Elder / Overseer as the case may be, the Treasurer and the Church Secretary.
- 44.3. Any two of the signatories shall sign to withdraw money from the bank accounts of which one should be the Pastor in charge / Presiding Elder / Overseer as the case may be.

#### **45. LOCAL CHURCH FINANCE COMMITTEE**

- 45.1. There shall be a Finance Committee in every local church, who shall Deliberate and approve of financial transactions. The transactions that shall be considered and approved by the Finance Committee, shall involve amounts that exceed the normal imprest given to the Treasurer, and concern the day-to-day running of the local church. In the case of the Acquisition or disposal of any major asset the committee will provide recommendations for approval by the Presbytery.
- 45.2. The Finance Committee shall require and receive periodic financial reports from the Treasurer.
- 45.3. The Finance Committee shall ensure that an audited account for the church is prepared and presented to the Local Pastor in-charge/the
- 45.4. Presiding Elder or Overseer periodically. Such audited accounts shall be kept at the church office and a copy to the office of the General Overseer
- 45.5. The finance committee shall be required to report to the local church at least once a year on the financial state of the church.

#### **FINANCE COMMITTEE MEMBERSHIP**

- 45.6. Membership of Finance Committee in the local churches shall comprise the following:
  - a. The local Pastor-in-charge/Presiding Elder or Overseer as the case may be.
  - b. The Treasurer
  - c. Three (3) other members of the church not directly involved with church finances.

#### **APPOINTMENT TO THE FINANCE COMMITTEE**

- 45.7. Appointments to the Financial Committee except for the Pastor-in-charge / Presiding Elder or Overseer shall be two years.

## TENURE

- 45.8. Tenure on the Financial Committee, except for the Pastor-in-charge / Presiding Elder or Overseer shall be one year with subsequent possible re-election for no more than two additional consecutive terms.

## **46. MEETINGS OF THE LOCAL CHURCH FINANCE COMMITTEE**

The Finance Committee of each Local church will meet at least once every month.

## **47. DUTIES OF THE LOCAL CHURCH LEADERS ON LOCAL FINANCE COMMITTEE**

### **47.1. THE LOCAL PASTOR-IN-CHARGE/THE PRESIDING ELDER OR OVERSEER**

Shall be an Ex-Officio member of all committees and Chairman of the Financial Committee. In his absence, he shall appoint any member of the committee to chair any of such meetings.

### **47.2. TREASURER**

- a. The local church Treasurer shall be responsible for developing and maintaining a proper accounting system for the Local Assembly.
- b. He/She shall help the local Administration in preparation of budgets and general Financial Administration.
- c. He/She shall keep the books of the local church and make them available as requested.
- d. He/She shall be responsible to the local church Pastor-in-charge and shall present accounts quarterly at meetings to the local church Pastor-in-charge, Assistant local church Pastor-in-charge and all Departmental Heads with copies to the Presbytery, and such meetings shall be known and called Business meetings.
- e. He/She will be responsible for ensuring that all monies collected, whether by tithes / offerings or otherwise, are deposited, no later than the day following the day of collection, in a government approved bank.

## **48. LOCAL CHURCH BUSINESS MEETINGS**

- 48.1. The local church administrative body plus all the Deacons / Deaconess and Heads of Department shall meet every four months (thrice a year) to deliberate on general issues that will advance the work in the local church. Such meetings shall be known and called "Local Church Business Meeting". This will always be chaired by the Pastor-in-charge/ the Presiding Elder or Overseer as the case may be.
- 48.2. In addition there will be an "Annual Business Meeting" of all church members to be chaired by the Pastor-in-charge / Presiding Elder or Overseer. This meeting will consider such matters as (but not limited to) evangelism, finances, election of officers etc. All decisions reached will be made on the basis of majority approval

#### **49. LIMITS OF OPERATION AND RESPONSIBILITY OF A LOCAL CHURCH**

- 49.1. The local church Pastor-in-charge, Presiding Elder or Overseer as the case may be shall inform the General Overseer concerning the holding of major activities such as camp meetings, establishment of a new local church, organizing of crusades and social activities (recreational).
- 49.2. The local church Pastor-in-charge or Presiding Elder/ Overseer shall not have the power to appoint / transfer or ordain anybody as Pastor, Assistant Pastor, Presiding Elder/ Overseer or Elder /Deacon / Deaconesses without the consent of the General Overseer.
- 49.3. No local church Pastor/Assistant Pastor/Presiding Elder /Elder / Overseer or a member shall collect any funds or offerings elsewhere in the name of the church for any personal gain.
- 49.4. No local church Pastor/Assistant Pastor/Presiding Elder/Elder/Overseer shall go in for any loan facility from any Bank or Financial Institution or source for the Revival Outreach Church International without receiving prior approval from the General Overseer.
- 49.5. A newly established local church shall receive financial support from the headquarters for a period of two (2) years, after which that branch must become and be declared financially stable (or financially independent).
- 49.6. The declaration of a new local church as being financially stable shall be done by the General Overseer in close collaboration with the local Pastor-IN CHARGE.
- 49.7. A financially independent local church must be able to pay fully, their local Pastor in accordance with the salary structure of the Revival Outreach Church International.
- 49.8. A financially independent local church must be able to meet all statutory payments and recurrent Expenditure pertaining to the local church.
- 49.9. During the period of two (2) years, when the newly established local church is being supported financially by the headquarters, the new local church shall send all her tithes (i.e., monthly) to the Central Administration Fund. The normal church offerings shall however, be retained by the new branch for her day-to-day running costs.



- 49.10. No Pastor(s)/Officers /members shall have the power to change the name of the ministry (REVIVAL OUTREACH CHURCH INTERNATIONAL) for any reason.
- 49.11. Pastors/ Officers /member shall not have the right to any property of the church if he ceases to be a member of the Church.
- 49.12. The church shall not loan money to any member for any purpose.
- 49.13. Any local church Pastor-in-charge/Assistant Pastor/Presiding Elder /Elder/Overseer who intends travelling outside the country, should write to inform the Presbytery at least six weeks before his journey.
- 49.14. A local church Pastor-in-charge/Assistant Pastor/Presiding Elder/Overseer may suspend a member or remove a person in position at the local church after due consultation with the District of Regional Pastor in charge.
- 49.15. On every First Sunday of the month, which is a day for communion in all Revival Outreach local churches, a special congregational offering will be raised to be sent to the Central Administration Fund.
- 49.16. Once in a year, all local churches shall have a special fundraising event for the Central Administration Fund.
- 49.17. All local church Pastors / Presiding Elders/Overseers shall submit their church project plans including costs to the Presbytery annually.
- 49.18. The Presbytery may decide to assist either partially or fully in their execution from the Central Administration Fund in the headquarters.
- 49.19. All local church Pastors and Presiding Elders/Overseers shall submit detailed Annual financial statement of the church to the Presbytery through their District / Regional Pastors.
- 49.20. Every local church shall at least submit information quarterly on the following to the headquarters.
  - a. The most outstanding/notable event or miracle which took place within the period during service or church programmed.
  - b. Souls added to the church within the period (church growth).
  - c. Number of people who have received Holy Ghost Baptism.
  - d. Number of people baptized in water
  - e. Mission programmes within the period
  - f. Numerical strength of the church.
  - g. Marriages – People who have had weddings or blessings and those that are engaged.
  - h. Those who have left the local church within the period.
  - i. Projects completed.
  - j. Number of tithe-payers in the local church

- k. Various Departments in the church.
- l. Monthly income on tithes, donations, offerings, etc.
- m. Monthly detailed expenditure.
- n. Detailed report on any special fundraising organised, total proceeds deposited at the Bank, specifying the particular Bank.
- o. Allowances paid to Pastors.

**50. INCORPORATION OF EXISTING AND INDEPENDENT MINISTRIES, FELLOWSHIPS INTO REVIVAL OUTREACH CHURCH**

- 50.1. The incoming Ministry/Group must submit in writing, its request to join the Revival Outreach Church International to the office of the General Overseer through the District / Regional Pastor.
- 50.2. The General Council shall make the final decision on whether to admit the Ministry/Group after consideration and recommendation from both the Pastoral Board and Presbytery.
- 50.3. The name of the group, or ministry if accepted would be changed immediately to Revival Outreach Church International to reflect its new status.
- 50.4. All existing administrative structures and forms of government would be re-organised and restructured according to the Constitution of the Revival Outreach Church International. All assets / liabilities would be transferred to the Revival Outreach Church.
- 50.5. The Presbytery of the Revival Outreach Church International reserves the right to retain the leader of the fellowship, and determine his position and rank in the organogram of Revival Outreach Church International, to step him down or transfer him in order to ensure and effective running of the new local church.
- 50.6. In all situations, the existing leader of the said group must be ready to relinquish the leadership of the ministry or the group and submit to the systems and governance of Revival Outreach Church International .

## **CHAPTER 7**

# **MEMBERSHIP, MODES OF WORSHIP, CEREMONIES, TRADITIONS, RULES AND CONDUCT.**

### **51. MEMBERSHIP OF REVIVAL OUTREACH CHURCH INTERNATIONAL**

- 51.1. Membership of Revival Outreach Church International occurs at the local church level. Membership shall be open to all Born-Again believers under the following conditions:
- 51.2. Members shall unequivocally and without reservation subscribe to the full statement of the basis of faith or doctrinal beliefs as enshrined in this constitution.
- 51.3. Members should accept the constitution as an official administrative document and abide by the rules and regulations written therein.
- 51.4. Members must be fully committed to the objectives of Revival Outreach Church International as enshrined in Articles of this constitution.
- 51.5. All members must live lives consistent with the scriptures.
- 51.6. All members of Revival Outreach Church International must be tithe payers.
- 51.7. All members must contribute to support missions and developments.
- 51.8. All members of Revival Outreach Church International must obey the Great Commission (i.e win souls), Matthew 28:19-20.
- 51.9. All members of Revival Outreach Church International should regularly attend church services, meetings and programmes.
- 51.10. All members of Revival Outreach Church International should be active members of the Home cell system.
- 51.11. All members of Revival Outreach Church International must go through the Maturity Class (i.e. class for new people joining the church) before holding any position in the church.
- 51.12. Members must attend the early morning Sunday Bible studies (i.e. Discipleship Class).
- 51.13. Members must belong to at least one of the departmental ministries in the church.
- 51.14. Members must be ready to submit to any Leader or Pastor who has been set over him/her for effective leadership supervision and spiritual development.
- 51.15. Members must endeavor to maintain brotherly love and avoid discord and strife.
- 51.16. Members must be ready to defend and protect the image of the church and the Body of Christ.
- 51.17. Members must have gone through water baptism and where desirable, must evidence the fullness of the Holy Ghost through speaking in tongues.
- 51.18. Members shall testify to the congregation of the goodness of God in their lives.
- 51.19. Members should be faithful and loyal to the leadership.
- 51.20. The church secretary shall keep records of church membership

### **52. MODES OF WORSHIP**

- 52.1. The Revival Outreach Church International believes in freedom to worship God in Spirit and in truth, and as such prayers and messages (preaching and teaching)

should be under the direction of the Holy Spirit and must be in accordance with the scriptures.

- 52.2. Church members should be given time during meeting periods to present their personal requests to God, by giving them opportunity to worship God by lifting up Holy Hands to bless God and lifting up their voices to glorify Him.
- 52.3. During worship services, worshippers are free to worship God in clapping of hands, with tambourine and other musical instruments, and in dancing.
- 52.4. Speaking in tongues, interpretation of tongues and prophesy would be entertained and encouraged and these would be done in an orderly fashion as led by the Holy Spirit.
- 52.5. Normal church services shall consist of prayer, praise and worship, testimonies, song ministrations, word ministrations, offerings, prayers and benediction.

**53. LOCAL CHURCH MEETINGS**

- 53.1. The Local churches of Revival Outreach Church International will meet at such times and days as would promote the interest of the church and the Kingdom of God.
- 53.2. Apart from Sunday services and mid-week teaching services, there must be a day(s) set aside for prayer, healing and deliverance services.
- 53.3. Seminars and Retreats for the various social classes and departmental ministries in the church should be organised by the local church leadership to meet specific needs of the members in their localities.
- 53.4. Reports on such seminars, retreats and other church activities should be kept at the local church office for administrative purposes.

## **CEREMONIES, TRADITIONS, RULES AND CONDUCT**

### **54. MARRIAGE**

- 54.1. Relationships between males and females must be well defined with respect to marriage, and such must not cause confusion and should be holy not disturbing the conscience of the Body of Christ.
- 54.2. This shall be between a male and a female believer. Marriage shall be by customary rites and church blessing/wedding, and the Marriage shall not be consummated until after the church blessing/wedding. Members shall wait after their engagement and have their marriage blessed before coming together as a man and wife.
- 54.3. The man and the woman who enter into relationship with the intention to marry or who are in relationship (courtship) and are ready to take their relationship further into marriage must inform the Pastor-in-charge or the Presiding Elder / Overseer of the decision not less than six (6) months from the scheduled date of the marriage (i.e wedding, blessing, etc.). The church reserves the right to change the marriage date if members fail to comply with this.
- 54.4. All couples intending to marry will go through a counseling period of at least three (3) months.
- 54.5. The names of the candidates who will be married must be announced in the local church three consecutive Sunday, during the time of church service.
- 54.6. In the event of the marriage ceremony taking place outside the church premises members will be responsible for the hiring of a place of their own choice which is

convenient to the church and transport the instruments to and from the place of ceremony to the church premises.

- 54.7. During such ceremonies, freewill offering will be collected for the married couple.
- 54.8. before the Marriage Ceremony. All marriages shall be registered as required by the State.
- 54.9. Apart from presents and gifts from individuals, friends, family members and associates, the various departments to which the couple belong to will present a gift on behalf of the church.
- 54.10. Brethren married before joining the church who did not go through Biblical marital counseling should see the Pastor-in-charge/Presiding Elder / Overseer for Biblical marital counseling.
- 54.11. Couples, who have not blessed their marriages before joining the church, should be encouraged to do so at the local church by the Pastor-in-charge/Presiding Elder / Overseer.
- 54.12. Marriages shall be officiated by ordained Ministers of the local church who have received an official license to do so.
- 54.13. Engagement ceremony is basically an affair between two (2) families of the would-be couples, however, the church shall advise the couples to abstain from the presentation of alcoholic drinks, pouring of libation or any other unscriptural practice. The church will also be represented by a delegation at the engagement ceremonies of her members.
- 54.14. Files of all marriages and married couples shall be kept by the Pastor-in-charge or Presiding Elder/ Overseer for administrative purpose.

## **55. BIRTH**

A member who gives birth is expected to inform the local Pastor. The Departmental Leader/Home Cell will present a gift as a gesture of love and rejoicing with the couple. The church shall not release its public address system and musical instruments for such functions.

## **56. CHILD DEDICATION**

Parents wishing to dedicate their children will be required to give two (2) weeks' notice to the local church Pastor or Presiding Elder / Overseer as the case may be. The parents of the child or either of them must be present at the Dedication Service except in unavoidable cases. An "unavoidable case" would be determined by the local church Pastor-in-charge.

## **57. TRAVELLING**

- 57.1. In cases where a member is travelling outside the country or moving to another town for a long period of time or where he or she is going to reside permanently, where there is no local church of the Revival Outreach Church International.
  - a. The Pastor-in-charge/Presiding Elder / Overseer must be informed through his/her Departmental Leader.
  - b. This shall be announced to the entire local church congregation.
  - c. In case there is a local church, the Pastor-in-charge or the Presiding Elder / Overseer of the member concerned, shall issue an official note to be taken to the Pastor-in-charge/Presiding Elder / Overseer in the new location.

## **58. BEREAVEMENT**

### **MEMBER**

- 58.1. When a member dies, the church shall not organize any wake-keeping but rather the burial service using church instruments.
- 58.2. When the burial service takes place outside the church location, transport would be arranged by the church to convey members. Members shall be responsible for the transportation cost.
- 58.3. The church shall give a cash donation to the bereaved family as stated in the welfare policy.
- 58.4. The Welfare Committee shall implement laid down welfare policies.

### **CLOSE RELATIVE**

- 58.5. The Pastor in charge or Presiding Elders / Overseer should be informed about the death of a close relative of a member through the Departmental Leader of the member concerned. The church will send representatives to the funeral to mourn with the member. The church shall offer a cash donation to the bereaved member as determined by the Welfare Committee.
- 58.6. A close relative may be:
  - a. Father
  - b. Mother
  - c. Husband
  - d. Wife
  - e. Child
- 58.7. The church shall not bury a non-member nor release its instruments for funerals of a Member's close relative who is not a member.

## **59. DESTITUTION/LOSS OF PROPERTY/HOSPITALISATION**

The general welfare of members is of a great concern to the church and in a situation where a member faces destitution, hospitalisation or any social mishap, the department in which the member concerned belongs to, shall with its resources, both spiritual and material available, employ such help to bring relief

to the member concerned. They shall do this in consultation with the Local church Pastor or Presiding Elder / Overseer.

#### **60. LOCAL CHURCH WELFARE**

- 60.1. A Welfare Committee, whose membership shall be five (5), shall be set up in every local church, to deliberate on welfare issues of members of that particular assembly.
- 60.2. Members shall pay dues monthly to the welfare fund, which shall be determined by the Pastor-in-charge in consultation with the Welfare Committee members.
- 60.3. The Committee which shall comprise Elders, Deacons and Heads of Departments, shall be responsible to the local church Pastor or the Presiding Elder / Overseer as the case may be.

#### **61. BANK SIGNATORIES**

- 61.1. All monies received by the treasurer from the members as welfare funds shall be deposited in a recommended bank by the welfare committee in consultation with the Pastor or the Presiding Elder / Overseer as the case may be within 24 hours (2 days)
- 61.2. The signatories to the welfare accounts in the bank shall be as follows; Pastor in charge or the Presiding Elder / Overseer as the case may be, the Chairman of the welfare committee and the Treasurer.
- 61.3. Any two of the signatories shall sign to withdraw money from the account of which one should be the Pastor or the Presiding Elder / Overseer as the case may be.



## **62. DISCIPLINE, SELF CONTROL, MODESTY**

- 62.1. There shall be adherence to modest dressing of both males and females as taught by the Revival Outreach Church International.
- 62.2. There shall be a total and complete abstinence from alcohol, tobacco, and narcotic drugs by every member of the Revival Outreach Church International.
- 62.3. Disciplinary control/action will be taken against any member of the Revival Outreach Church International who is guilty of any of the following offences after a number of cautions have been given against it (at least on two occasions).
  - a. Sexual Immorality
  - b. Drinking and/or Smoking
  - c. Misconduct / incontinence
  - d. Polygamy
  - e. Insubordination
  - f. Absence from duty without permission
  - g. Consultation of soothsayers, occults, mediums and other spirituals
  - h. All such deviations from the Bible standard of conduct and demeanor.

### **DISCIPLINARY COMMITTEE**

- 62.4. There shall be a disciplinary committee appointed by the Presbytery or as the Presbytery shall designate, whenever the need arises to consider cases of misconduct preferred against a Pastor/Assistant Pastor/Presiding Elder/Elder / Overseer or a member of the church.
- 62.5. The committee shall sit in camera and cause appropriate disciplinary recommendation(s) to be made to the Presbytery having duly considered representation(s) made to it by the offending Pastor, worker or member.
- 62.6. The committee shall sit as often as desired until the case is dealt with.
- 62.7. The Local Pastor or Presiding Elder / Overseer as the case may be should set up Disciplinary Committees to deliberate on issues involving a member of the local church and make the appropriate recommendation to the Presbytery.

## **63. PROJECTS**

Any time the church is embarking on a project, a committee will be formed to see to the management of that project. The committee shall report to the Pastor in charge, Presiding Elder or Overseer as the case may be.

## **64. NAMING OF REVIVAL OUTREACH CHURCH CATHEDRALS**

The General Overseer in consultation with the Presbytery shall give a name to any Revival Outreach Church branch as a cathedral as led by the Holy Spirit. Any suggested name or names shall receive the General Overseer's approval or endorsement before it can be used in Revival Outreach Church International.

## **65. REPRESENTATION**

Apart from personal soul winning, no member(s) shall undertake any venture in the name of the Revival Outreach Church International and/or represent the church without the permission of the Presbytery and/or the local church leadership.

## **66. CHRISTIAN CEREMONIES**

### **66.1. WATER BAPTISM**

Baptism shall be by immersion to those who have repented and believed in the Lord Jesus Christ.

### **66.2. COMMUNION SERVICE**

66.3. This shall be done according to the scriptural principles, and the bread and the fruit of the vine shall be items of memorial.

66.4. All Born-Again believers may take part in this service.

66.5. This communion service shall normally be conducted every first (1st) Sunday of the month in all local churches of the Revival Outreach Church International and any other day as the Holy Spirit may direct.

66.6. This service shall be conducted by the spiritual leaders (i.e. the Pastors/Presiding Elders / Overseers) of the local churches.

## **CHAPTER 8**

### **CONSTITUTIONAL DEPARTMENTS AND SYSTEMS**

#### **67. MEN'S MINISTRY**

- 67.1. There shall be a Men's Ministry of the Revival Outreach Church, which shall be known and called ABLE MEN. The Men's Leader shall be elected into office by the membership after nominations have been approved by the Pastor-in-charge or Presiding Elder / Overseer.
- 67.2. The Men's Ministry shall organise programmes such as seminars, retreats conferences and talks to enable them perform their leadership roles as men both in the home and in the church.
- 67.3. They shall be responsible for organising evangelism programmes, give financial support to the church and also to support the vision of the church through prayer.
- 67.4. There shall be a National Men's Co-ordinator appointed by the Presbytery of the Men's Ministry, who shall co-ordinate all national programmes and activities deliberated upon by the Presbytery, involving the men in all local churches of the Revival Outreach Church International.
- 67.5. There shall be an annual National Men's Conference to foster fellowship amongst men in the church.

#### **68. WOMEN'S MINISTRY**

- 68.1. There shall be a Women's Ministry of the Revival Outreach Church, which shall be known and called PRUDENT LADIES. The Women's Leader shall be elected into office by the membership after nominations have been approved by the Pastor-in-charge or Presiding Elder / Overseer.
- 68.2. The Women's Ministry in the local church will be set up with the purpose of organizing, motivating and training women to aid in the accomplishment of the vision of the Revival Outreach Church world-wide.
- 68.3. The Women's Ministry in the local church shall perform responsibilities given to it by the Pastor-in-charge or the Presiding Elder / Overseer in crusades, seminars, retreats, camp meetings, conventions, etc.
- 68.4. There shall be a National Women's Co-ordinator of the Women's Wing approved by the Presbytery who shall co-ordinate all national programmes and activities

deliberated upon by the Presbytery, involving women in all local churches of the Revival Outreach Church International.

68.5. The PRUDENT LADIES of the Women's Ministry in Revival Outreach Church shall meet as such times and days as would promote the interest of the Women's Ministry and the Revival Outreach Church as a whole.

68.6. There shall be an annual national Women's Conference/Camp meeting to foster fellowship amongst all women in the church.

## **69. YOUTH MINISTRY**

69.1. There shall be a Youth Ministry of the Revival Outreach Church, which shall be known and called VALIANT YOUTH. The Youth Leader shall be elected into office by the membership after nominations have been approved by the Pastor-in-charge or Presiding Elder / Overseer.

69.2. Every local church shall have a Youth Ministry (Valiant Youth) which shall be responsible for:

- a. The promotion of Youth programmes within the local church in the
- b. Area or community
- c. The organising of soul winning and evangelism activities in collaboration with the Outreach Team (Witness Movement)
- d. The fulfillment of the spiritual, educational and professional aspirations of the Youth in the church.

69.3. There shall be a National Youth Co-ordinator appointed by the Presbytery for the Youth Ministry, who shall co-ordinate all national programmes and activities deliberated upon by the Presbytery, involving the youth in all local churches of the Revival Outreach Church International.

69.4. There shall be an annual National Youth Conference/Camp Meeting to foster fellowship amongst the youth in the church

#### **70. CHILDREN'S DEPARTMENT:**

70.1. There shall be a Children Department in every local church of the Revival Outreach Church International to be headed by an Elder or Deacon/Deaconess who shall be appointed by the Pastor-in-charge or the Presiding Elder /Overseer.

70.2. The Children's Department Leader shall direct and supervise all Sunday School Teachers activities in the local church.

70.3. The duties of the Leader and the Sunday School Teachers in the Children's Department shall be confined to their local churches.

#### **71. MUSIC DEPARTMENT**

71.1. There shall be a Music Department which shall be headed by a Music Leader appointed by the Pastor-in-charge or the Presiding Elder/Overseer.

71.2. The Music Leader shall supervise, organise and conduct the affairs of the Music Department.

71.3. The duties of the Music Leader shall be confined to the local church.

#### **72. PRAYER FORCE**

72.1. There shall be a Prayer Department which shall be called Prayer Force.

72.2. This Department shall be headed by a Leader to be appointed by the Pastor-in-charge/the Presiding Elder/Overseer.

72.3. The duties of the Leader shall be confined to the local church.

#### **73. COUNSELLING DEPARTMENT**

73.1. There shall be a Counselling Department which will be headed by a Counselling Leader to be appointed by the Pastor-in-charge or the Presiding Elder/Overseer.

73.2. The Counselling Leader shall supervise and conduct the affairs of the Counselling Department in the local church.

73.3. The Counselling Department shall be responsible for counselling and follow-ups.

73.4. The duties of the leader shall be confined to the local church.

#### **74. USHERING DEPARTMENT**

74.1. There shall be an Ushering Department which shall be headed by the Ushering Leader to be appointed by the Pastor-in-charge or the Presiding Elder/Overseer.

74.2. The Ushering Department in every local church shall keep order in church services, checking disturbances, overseeing proper arrangement of pews, conduct

worshippers to their seats and maintain the security and order of vehicles parked outside the church premises during services.

74.3. They shall also perform any other related services assigned to them by the Pastor-in-charge/the Presiding Elder/Overseer in any other programmes or social activities of the church.

#### **75. OUTREACH TEAM**

75.1. There shall be an Outreach Team to be known and called Witness Movement in all Revival Outreach local churches, which shall be headed by an Outreach Co-ordinator appointed by the Pastor-in-charge/the Presiding Elder/Overseer.

75.2. The Team shall organise and supervise evangelism programmes to the schools, hospitals, prisons, villages, towns and cities.

75.3. The Team shall help the local church to establish branch churches.

#### **76. MATURITY CLASS (NEW CONVERTS' CLASS)**

76.1. There shall be a special Bible Study Class, which shall be called Maturity Class, organised for all new people and converts who are joining the local church.

76.2. The Maturity Class shall be headed by a Supervisor appointed by the Pastor-in-charge/the Presiding Elder / Overseer

76.3. The Maturity Class Supervisor shall direct and supervise all Maturity Class Teachers' activities in the local church.

76.4. The duties of the Supervisor shall be confined to their local church.

## **77. DISCIPLESHIP CLASS**

- 77.1. There shall be a special Sunday morning Bible Class, which shall be called Discipleship Class or Church at school for various age and social groups in the church.
- 77.2. The Discipleship Class shall be headed by a Supervisor appointed by the Pastor-in-charge/the Presiding Elder / Overseer.
- 77.3. The Discipleship Class Supervisor shall direct and supervise all Discipleship Class teachers' activities in the local church.
- 77.4. The duties of the Supervisor and the Discipleship Class Teachers shall be confined to their local churches.

## **78. HEALING AND DELIVERANCE SQUAD**

- 78.1. There shall be a Healing and Deliverance Squad, which shall comprise members of the church, who sense the calling of God in their lives into the healing and deliverance ministry.
- 78.2. Every local church shall have a Healing and Deliverance Squad to be headed by the Pastor-in-charge/the Presiding Elder.
- 78.3. A Squad Secretary shall be appointed to keep and maintain all necessary documents connected with operations.
- 78.4. They shall be responsible for the praying for the sick, the possessed, oppressed and obsessed in the local church whenever such a need arises.

## **79. HOME CELL SYSTEM**

- 79.1. There shall be a Home Cell System to reach individual members of the church for purposes of fellowship, prayer and evangelism.
- 79.2. This shall entail the establishment of small groups of church members with membership between two and fifteen. These shall be conducted within the homes of individual members of the church.
- 79.3. Every suburb and community, within which members of the Revival Outreach Church reside, would have Home Cells established. A suburb may have one (1) Home Cell or more depending on the church's membership recognized therein.
- 79.4. The Home Cell within each suburb shall be supervised by an Area Leader, whilst each Home Cell shall be conducted by a Home Cell Leader. Every Area Leader and

Home Cell Leader shall be appointed by and is accountable to the local church Pastor/the Presiding Elder/ Overseer.

79.5. The Home Cell shall provide closer fellowship where people can pray, care and share as well as relate to each other in a face to face relationship.

**80. DRAMA DEPARTMENT**

80.1. There shall be a Drama Department in every local Church of the Revival Outreach Church International, which shall be responsible for the staging of drama.

80.2. This department shall be headed by a Leader who shall be responsible for the recruitment of members, organisation and staging of programmes and appointed by the Pastor-in-charge or the Presiding Elder / Overseer

80.3. The Drama Department Leader shall be responsible to the local Pastor-in-charge/the Presiding Elder / Overseer as the case may be.

**81. OTHER MINISTRIES OR DEPARTMENTS**

There shall be other ministries or departments that may help in furthering the mission and vision of the church and consistent with this constitution.