

CONSTITUTION OF KARURA COMMUNITY CHAPEL



1. NAME:

The name of the Church shall be and is the Karura Community Chapel (in this constitution referred to as the Church).

2. OBJECTS:

The objects of the Church are that it shall be and is a Church of Christian believers subscribing to the teaching of the Holy Bible and to those doctrines detailed in the Statement of faith, a copy of which is attached. It is intended that the Church should form branch Churches.

3. MEMBERSHIP:

A registered member hereinafter referred to as a member shall be any person who subscribes to the objects in 2 above and who is accepted into membership by the Elders after their name has appeared in the Church bulletin for a period of two weeks. The Elders shall investigate any serious objections that may arise before confirming or rejecting the membership.

(A) There shall be three types of members;

i) Registered Members, who are 18 years and above and live in or near Nairobi and are able to participate fully in the life of the Church.

ii) Associate Members shall be registered members who transfer out of Nairobi for an extended period and wish to identify with the Church during their term of absence from Nairobi. Their attendance shall not affect quorum requirements at Church meetings. Associate members will not be required to terminate their membership though they may wish to identify with those Churches they attend during such times as they are not in Nairobi. Associate members will be restored to full membership once they resume regular residence in Nairobi.

iii) Junior members those who are 15 years and above and wish to be registered members

(B) Members shall have full voting rights if 18 years of age or above.

(C) All members shall be deemed to have entered into a covenant to give their faithful service in the furtherance of God's kingdom through the work of the Church. This shall involve regular attendance at worship services, Annual General Meetings, Special General Meetings and Extraordinary General Meetings; prayer support and liberal recognition of God's goodness through their tithes and offerings.

(D) In the event of a member falling out of active fellowship or living contrary to Biblical teaching, the Elders shall do everything possible to help them resolve their problem and restore them.

(E) In seeking to settle differences between members or to restore a member to true belief and consistent Christian behaviour, the Elders shall use the plain teaching and principles of the Bible as their authority. A member unwilling to respect this authority shall, by the recommendation of the Elders and approval of the members, be removed from membership.

(F) Any member absent from the Church for more than 12 consecutive months without reason shall be deemed to have relinquished their membership. Notwithstanding this, the Church shall seek each such member using the means at its disposal to ensure they have an opportunity to explain their absence.

(G) Any member who leaves Nairobi permanently will be deemed to have relinquished their registered membership.

4. OFFICE BEARERS

(A) ELDERS

- i) Elders shall be members of the Church who have the qualifications set out in scripture.
- ii) Their responsibility is the general oversight of the Church and the ministry of prayer and the word.
- iii) The need for new Elders shall be made known to the Church through a bulletin announcement for at least two Sundays. New Elders shall be nominated into office by the existing Elders, with the consent of the nominee. Members of the Church may forward names to the Elders, in confidence, of persons they wish to be considered for the post of Elder.
- iv) Such nominated Elders shall have their names announced publicly for two consecutive Sundays. If there are no objections, they shall begin serving immediately but must be ratified by the members at the next general meeting of the Church See 5(C)(ii) for quorum and vote stipulations).
- v) There shall be a minimum of four Elders including the Senior Pastor.
- vi) Quorum for an Elders' meeting shall be a simple majority of the Elders.
- vii) Elders shall serve for a 3-year term, unless they resign or become disqualified by scripture. They shall be eligible for re-election.
- viii) An Elder, except the Senior Pastor, who has served continuously for two terms shall step down for at least one term before being eligible for re-election.
- ix) An Elder upon whom a vote of no confidence is passed by a majority vote of 75% of the full board of the Elders court (excluding the Elder under consideration), shall immediately discontinue serving as an Elder until the next AGM, where the members will be requested to ratify the decision 5 (C) (ii).
- x) The Elders shall appoint among themselves a
 - (a). Chairman to the court, whose responsibility it shall be to call and conduct meetings.
 - (b). Secretary to the court whose responsibility shall be to keep a clear record of the proceedings of the court.

(B) SENIOR PASTOR

- i. Appointment

The Church shall at an Extraordinary General Meeting (EGM) appoint a Senior Pastor whose qualifications shall be in accordance with the Church's Senior Pastor's policy.
- ii. Procedure of Appointment :-
 - a) A call committee appointed by the Elders and ratified by the Church at an EGM will identify and recommend possible candidates to the Elders who will appoint one candidate to be presented to the members at an EGM for ratification.
 - b) After ratification by the EGM the Senior Pastor will serve a probationary period of six months. Should his service be satisfactory in the probation period, he will then be confirmed to be in office for a period of eight years. In the event that he is not confirmed, then he will cease to be the Senior Pastor and a fresh process of looking for a new Senior Pastor will begin.
 - c) Upon completion of (7) years, the Senior Pastor will be eligible for a sabbatical leave of one year making it a total of 8 years.
- iii. Terms of Service

- a) The Senior Pastor will give leadership in all aspects of Church life as provided for under the Human Resource Manual of the Church.
 - b) Further he will be an ex- official member on all committees established from time to time.
 - c) He will be accountable to the members through the Elders.
 - d) The Senior Pastor shall be an Elder but during the probation period he shall be an ex-officio Elder but shall have no voting rights.
- iv. Renewal of Senior Pastor's Term.
- At the conclusion of the initial eight (8) years term, the Senior Pastor's tenure shall be reviewed and renewed for a similar term of eight (8) years or otherwise by the Elders. However, should the Senior Pastor attain the age of sixty five (65) years while in office, then he shall be eligible for retirement whether or not his current or renewed term of eight (8) years shall have expired.
- v. Removal from Office of the Senior Pastor
- a) A Senior Pastor will cease to hold this office if he attains the age of 65 years while in office or serves his second final term of eight years.
 - b) Becomes incapable or unfit to hold such office through illness, insanity or incapacity.
 - c) If there is a vote of no confidence from 75% members of the Elders Court.
 - d) In the event that any of the above happens, the Elders will present the matter to an EGM with a recommendation for the Senior Pastor's removal from the office.
 - e) The EGM will by a vote of not less than 75% of those members present pass a resolution removing the Senior Pastor from office.

(C) PASTORS AND EXECUTIVE PASTOR

- i) The Elders and the Senior Pastor shall appoint the Executive Pastor.
- ii) The Elders and the Senior Pastor shall appoint from time to time such Pastors as shall be deemed necessary.
- iii) Pastors shall serve under the oversight of the Elders through the Senior Pastor.
- iv) Appointment and removal of the Executive Pastor and other Pastors shall be by the appointing authority.

(D) DEACONS/DEACONESSES

- i) Deacons/Deaconesses shall be members of the Church.
- ii) Their responsibility is the oversight of specific Church ministries as assigned.
- iii) New Deacons/Deaconesses shall be nominated by the members of the Church, whereupon the Elders will appoint one candidate per deaconate, from among those who are qualified and available who will begin serving immediately. The Deacon/ Deaconess appointee will be presented for ratification at the next general meeting of the Church.
- iv) A Deacon/Deaconess appointee's name shall be circulated to the members at least 2 weeks prior to the general meeting at which their ratification will be considered.

- v) Deacons Deaconesses/ shall serve for a 2-year term, unless they resign or become disqualified by scripture. They shall be eligible for re-election.
- vi) A Deacon/Deaconesses who has served continuously for two terms shall step down for at least one term before being eligible for re-election.
- vii) Any deacon/Deaconesses upon whom a vote of no confidence is passed through a 75% vote by the Elders' court shall immediately discontinue serving and an interim deacon appointed by the same court in their place (following the procedure set out in 4 (D) (iii) above) for the remainder of the ministry year.

(E) SECRETARY & TREASURER

- i) The name of consenting nominee members for these positions, which have been proposed and seconded by the members, shall be circulated to members at least two weeks prior to the date of the meeting at which their election is to be considered.
- ii) They shall be elected or re-elected bi-annually at a general meeting of the Church. (See 5C(ii) for quorum and vote stipulations).
- iii) The Secretary shall deal with the business correspondence of the Church under the general supervision of the Elders. The secretary shall also be responsible for convening all Church meetings as stipulated in clause 5, and for keeping and preserving records of all such meetings.
- iv) The Treasurer shall oversee the receipt and disbursement of all moneys belonging to the Church, under the direction of the Elders, and shall ensure preservation of vouchers for all moneys disbursed. The Treasurer shall also be responsible to oversee the taking and recording of collections, and the depositing of the same in the name of the Church in any bank or banks approved by the Elders. The Treasurer shall be responsible to the Elders, and to the members, that proper books of accounts of all moneys received and paid by the Church are written up, preserved and available for inspection.
- v) The Church secretary and treasurer shall be deemed as ex-officio Elders of the Church.

5. CHURCH MEETINGS

There shall be 3 classes of Church meetings – “Annual General Meeting” (AGM); “ Special General Meeting (SGM) and “Extraordinary General Meeting” (EGM):

(A) ANNUAL GENERAL MEETING

- i) The Annual General Meeting shall be held each year within 4 months of the completion of the financial year. An announcement of the Annual General Meeting shall be given at each service held in the Church's premises on the 2 Sundays immediately preceding such meeting. A copy of the agenda and the annual statement of accounts shall be displayed on the Church notice board for 14 days prior to the meeting.
- ii) The agenda for an Annual General Meeting shall consist of the following:
 - (a). Confirmation of the minutes of the previous Annual General Meeting.
 - (b). Consideration of the statement of accounts.
 - (c). Appointment of auditor in accordance with clause 6.
 - (d). Consideration of the annual projected budget.
 - (e). Appointment of office bearers.

(f). Such other matters as the Elders may decide, or as to which notice shall have been given in writing by a member or members to the secretary at least three weeks before the date of the meeting.

(g). Any other business with the approval of the Elders.

(B) SPECIAL GENERAL MEETING

i) A “Special General Meeting” may be called for any special purpose by the Elders. An announcement of such “Special General Meeting” shall be given at each service held in the Church’s premises on the two Sundays immediately preceding such a meeting and a copy of the agenda shall be displayed on the Church notice board for 14 days prior to the meeting.

ii) A “Special General Meeting” may also be requisitioned for a specific purpose by request in writing to the secretary signed by not less than 20% of the registered members. Such a meeting shall be held within 21 days of the date of the request. The notice for such meeting shall be as shown in 5 (B) (i) and no matter shall be discussed other than that stated in the request.

iii) Formation of Branch Churches.

(C) PROCEDURES FOR ANNUAL GENERAL MEETINGS AND SPECIAL GENERAL MEETINGS

i) At each Church meeting a registered member selected by the Elders shall take the chair.

ii) Resolutions other than election of office bearers, trustees and the ratification of Elders, shall be decided by a simple majority vote taken by a show of hands. In the case of equality of votes, the matter shall be turned over to the Elders to exercise their discretion. Election of office bearers, trustees and ratification or removal of Elders shall be by secret ballot and will require an affirmative vote in favour of the motion, of at least 75% of those present.

iii) The quorum for the Annual General Meeting and Special General Meeting shall be 25% of the Registered Members of the Church. In the event of an adjournment through lack of quorum, the Elders will set a date for a second meeting to be held within 8 weeks of the first, at which there shall be no quorum requirements. Notice of such meeting shall be advertised as stipulated in rule 5 (B) i).

(D) EXTRAORDINARY GENERAL MEETING

i) Any meeting where resolutions are to be made on:

(a). Appointment or removal of a Senior Pastor

(b). Amending the constitution

(c). Acquiring or disposing immovable property

(d). Charging/mortgaging a property

(e). Dissolving the Church shall be considered an Extraordinary General Meeting. Resolutions on such matters shall only be made at a meeting called and announced as an Extraordinary General Meeting. An Annual General Meeting could simultaneously be an Extraordinary General Meeting provided it fulfils all the requirements of an Extraordinary General meeting.

ii) An “Extraordinary General Meeting” may be called by the Elders. An announcement of such meeting shall be given at each service held in the Church’s premises on the 2 Sundays immediately preceding such meeting and a copy of the agenda shall be displayed on the Church notice board for 14 days prior to the meeting.

iii) Such meeting shall require a quorum of 50% of the registered members of the Church, and a resolution (in favour), of at least 75% of the members present. In the event of an adjournment through lack of quorum, the Elders shall call a second meeting, within 8 weeks of the first, and at which there shall be no quorum requirements. Notice of such meeting shall be advertised as stipulated in clause 5 D ii).

iv) Procedures at a Extraordinary General Meeting

(a). At each Extraordinary General Meeting a registered member selected by the Elders shall take the chair.

(b). Matters put to vote shall be decided by secret ballot if subject to clause 5(C)(ii) or in the case of the calling or removal of a Senior Pastor. The method of ruling on all other matters shall be at the discretion of the chairman.

6. AUDITOR

(A) The auditor shall be appointed for the following year at the Annual General Meeting. All the accounts of the Church records and documents shall be open to the inspection of the auditor at any time.

(B) The Treasurer shall produce an annual statement of accounts containing a summary of his receipts and payments and a statement of assets and liabilities made up of 12 calendar months up to the end of the previous financial year (31st December). The auditor shall examine the annual statement of accounts, and report his findings to the AGM.

(C) A copy of the auditor's report on the annual statement of accounts together with such annual statement of accounts shall be available to all members at the Annual General Meeting.

(D) No auditor shall be an office bearer in the Church.

7. MARRIAGES

All marriages conducted at Karura Community Chapel or its affiliates shall conform to the following prerequisites or legal requirements:-

a) Qualification

The Pastor conducting the ceremony must be a licensed officer in accordance with section 52 of the Marriage Act 2014, as read together with section 18 and 50 thereof

b) Conduct of the Marriage Ceremony

As such licensed officer, the Pastor conducting the ceremony shall ensure that the requirements of the Marriage Act 2014 with regard to the prerequisite for or the conduct of the marriage ceremony itself are fully complied with.

8. FUNDS

(A) The funds of the Church shall be used for such purpose as shall be determined at the AGM/SGM. An annual projected budget of the Church shall be brought to the members at the Annual General Meeting. The Elders of the Church shall be responsible to form the budget.

(B) No extra-budgetary payments shall be made out of the bank account without a resolution of the Elders authorising such payments and all cheques on such bank account shall be signed by two Church signatories.

(C) A sum not exceeding 1% of the annual projected budget may be kept by the Treasurer or his

designated appointee for petty disbursements of which proper accounts shall be kept.

9. TRUSTEES

- (A) The Church shall have at least three trustees. All Trustees shall be members of the Church.
- (B) All land, buildings and other immovable property and all investments and securities acquired by the Church shall be vested in the registered trustees of the Church. They shall be appointed for a period of 10 years. On retirement such trustees shall be eligible for re-election.
- (C) The Trustees shall pay to the treasurer all income from property vested in the trustees. Any expenditure in respect of such property which is, in the opinion of the trustees, necessary or desirable shall be reported by the trustees to the Elders. The Elders shall authorise the expenditure of such money as they see fit.

10. BRANCHES

- (i) The Church may at a Special General Meeting approve the formation of Branch Churches. These branch churches shall use the constitution of the church until such time that they choose to register themselves as independent churches or unless terminated or restrained from doing so by Karura Community Chapel for reasons reserved by Karura Community Chapel in the Terms of Engagement. Branch Churches will however not affect quorum during the general meetings of Karura Community Chapel.
- (ii) Branch Churches will be governed by regulations made from time to time by the Minister in charge of societies; and also by the church's policy and guidelines on branch churches.
- (iii) Branch Churches may not themselves form branches, unless the Societies Act is amended to state otherwise.
- (iv) Branch churches shall have their own officials, and Elders Courts. However all these officials shall be subject to the general oversight of the Elders of Karura Community Chapel. In this regard the Elders Court of Karura Community Chapel shall have the right to intervene in the affairs of the branches in matters relating to doctrine or where in their considered opinion they have resolved that there is need for such intervention. In such event. The decision of the Elders Court of Karura Community Chapel shall be final and binding.
- (v) The immoveable property of all branches shall be registered in the name of the Trustees of Karura Community Chapel, upon such conditions or limitations as may be contained in the Terms of Engagement.

11. AFFILIATION

The Church may from time to time and for such duration as may be determined by its Elders Board affiliate itself with or form partnerships with churches whose objectives, vision and mission are similar to those of Karura Community Chapel.

12. AMENDMENTS TO CONSTITUTION

Amendments to the constitution may only be made at an Extraordinary General Meeting as stipulated in clause 5D(i)c/b. Such amendments, shall be submitted to the Registrar of Societies. The amendments become operative immediately written approval has been received from the Registrar of Societies.

13. DISSOLUTION

- (A) The Church may be dissolved by a resolution passed at an Extraordinary General Meeting as stipulated under clause 5 (D) (i) (f).
- (B) If no quorum is obtained, the proposal to dissolve the Church shall be submitted to a further Extraordinary General Meeting which shall be held 30 days later. Notice of this meeting shall be displayed on the Church notice board and advertised in one local newspaper at least 14 days before the date of the meeting;
- (C) Provided, however that a copy of the resolution for dissolution duly signed by 3 office bearers shall within 14 days of the passing thereof be filed with the Registrar of Societies.
- (D) If upon the filing of the resolution with the Registrar of Societies for winding up or dissolution of the Church there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid or distributed among the members of the Church but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Church and which shall prohibit the distribution of its or their income and property to its or their members, such institution or institutions to be determined by the members of the Church at or before the time of dissolution.

14. INTERPRETATION OF CONSTITUTION

The Elders shall have final authority in matters of interpretation and application of the letter and spirit of this constitution.

Comments

The above document was approved at the Extraordinary General Meeting of the Church on 29th October 2000. It was signed by the following office bearers:

Dennis Tongoi:	Church Secretary
Richard Starcher:	Elder
Ngari Kariithi:	Pastor/Elder
David Gatende:	Elder
Moses K. Kimani:	Elder

The amendment affecting clause 11 (C) was approved at the Extraordinary General Meeting of the Church on 26th April 2009 (MIN 7/2009).

The amendment affecting clause 4 (C) (vi) and (vii) was approved at the Extraordinary General Meeting of the Church on 29th May 2011 (MIN. 6)

The amendment affecting clause 7 was approved at the Extraordinary General Meeting of the Church on 28th May 2017 (MIN.1/5/17).

The amendment affecting clause 10 was approved at the Extraordinary General Meeting of the Church on 26th May 2018 (MIN.1/5/18).

STATEMENT OF FAITH

1. The Divine Inspiration, Authority and Sufficiency of the Holy Scriptures: 2 Tim. 3:15-17; 1 Pet. 1:10-12; 2 Pet. 1:20-21; Psalm 19:7-11.
2. The Unity of the Godhead with the distinction of Persons in that Unity, namely the Father and the Son and the Holy Spirit, co-equal and co-eternal, to Whom equal honour is due: Deut. 6:4; Gen. 1:2,26; John 1:1,2; John 5:17,22,23; John 14:25,26; John 16:7,27,28; Phil. 2:6; Heb. 1:1-3,8.
3.
 - a) That the Son of God truly became man being begotten of the Holy Spirit and born of the Virgin Mary, and His righteousness is imputed to all believers. John 14:3; Rom. 4:22-24; Rom. 8:3; Gal. 4:4; Matt. 1:20-25; Luke 1:35.
 - b) That His death was a sacrifice to God, and a propitiation for the remission of the sins of His people: Rom. 4:25; 2 Cor. 5:21; Heb. 9:24-28; Heb. 10:12-14.
 - c) That He was raised from the dead: Matt. 28:5-7; 1 Cor. 15:20.
 - d) That He ascended to the right hand of God, and is now the all-sufficient High Priest of His people: Mark 16:19,20; Luke 24:50,51; Acts 1:9; Eph. 4:8-10; Heb. 4:14-16; Heb. 7:25.
4. That He will come again to receive His people unto Himself and to set up His Kingdom: John 14:3; 1 Thess. 4:13-18; Luke 1:32,33; Isaiah 9:6,7; Dan. 2:44,45; Dan. 7:13,14.
5. That in consequence of the fall of Adam man became “lost” and at “enmity against God”; that he is also “without strength” to do the will of God: Psalm 53:2,3; Luke 19:10; Rom. 3:19; Rom. 5:6,12-19; Rom. 8:5-7.
6.
 - a) The need of the Holy Spirit’s work in regeneration and sanctification: John 3:5-8; John 16:8-11; Tit 3:4-7; 2 Thess. 2:13,14; 1 Pet. 1:2.
 - b) Sanctification is a state to be coveted, but the doctrine of perfection in the flesh is contrary to the teaching of Holy Scripture: 2 Tim. 2:21; 1 John 1:8
7.
 - a) That the justification of the sinner before God is by faith alone: Rom. 3:21-26; Rom. 4:4,5; Rom. 5:1; Gal. 2:16.
 - b) That every justified one is also born of God: John 1:12,13; James 1:18; 1 Peter 1:23.
 - c) That such new birth should result in and be made evident by holiness of life and good works: Eph. 2:10; Eph. 4:24; Titus 3:4-8.
8.
 - a) That at death the spirit of man does not cease to exist or become unconscious. Eccl. 12:7; Luke 16:19-31; Luke 23:43; 2 Cor. 5:6-8.
 - b) That the dead will be raised either to life or to condemnation and that the blessedness of the righteous and the punishment of the unrighteous will be alike eternal: 1 Cor. 15:51-57; Phil. 3:20,21; Rom. 14:9,10; 2 Cor. 5:10; Dan. 12:2; Acts 17:31; Rev. 20:11-15.
9. That Satan is a real personality: he was created perfect by God and given power, but through pride he fell and became the father of sin, the arch-enemy of God and of the souls of men: Job 1:6-7; Ezekiel 28:14-15; Isaiah 14:12,13; 1 Peter 5:8.
10. The Church owns no denominational bonds but regards all believers in the Lord Jesus Christ as members of the one Body of Christ in common with themselves and therefore welcome in the Fellowship of the Holy Spirit all believers in Christ irrespective of race provided they are sound in the Faith and seeking to live godly lives in Christ Jesus.
11. The oversight of the Church shall be entrusted to the Elders who shall have the qualifications specified in scripture.

MISSION STATEMENT

The Mission of Karura Community Chapel is:
“To be a worshipping community, helping one another to be obedient to God’s Word

and *to be* ambassadors of Jesus Christ in a needy world.”