

# **POLICY MANUAL**

**FOR**

**VMK PARTNER  
CHURCHES**

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# 2012

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## **Preamble**

VMK Branches and partner churches shall be lead according to the scriptures and guidance of the Holy Spirit, however there is need for harmonised administrative structure and church management that would enhance positive principals of gathering and strong fellowship among the believers and that would provide models for the newly planted churches and the upcoming new leaders.

Vision Ministries Kenya draws its members from the newly planted and like minded churches that have their main mission of reaching the world with the Gospel of our Lord Jesus Christ and providing positive leadership and discipleship to the believers so that they are strongly founded in the Word of God.

## **Vision of the Church**

To reach out with the gospel in accordance with the great commission as given to us by our Lord Jesus Christ in Mark 16:15-17 and to care and grow the congregation in teaching according to the Book of Mathew 28:18-20.

## **Purpose of the Church**

To provide true worship and nurture the members of congregation according to the scriptures so that they can inturn reach souls for Christ.

## **Goals of the Church**

### 1. Nurturing

Taking care of the spiritual welfare of the congregation through active worship (Praying, praise, giving), teaching and building strong fellowship as one family and providing direction and recommend to the church.

## 2. Reaching Others

- The churches would express its love for Christ through bringing others by living their lives as examples so that others can see the life of Christ in them.
- The churches would involve in social activities so that the truth of God is expressed indeed.
- Each church would be a channel to evangelise to the lost world so that every one will come to the knowledge of God through Jesus Christ.

### **FUTURE LIFE**

The believers in Christ will continue to live in eternity. Philippians 1:21 - 23, Luke 16:19 -31) the dead will resurrect in bodily form (John 5:28 - 29) and those who are faithful believers shall be rewarded (Rom.14:10 - 12, 2Cor:5;10) That those who are unbelievers will be judged and condemned to eternal punishment (Rev.20:11 - 15) (Mat.25:46)

### **Church Governance**

Each of the VMK Churches shall be governed by a leadership team of elders. Additional elders are appointed by the existing elders after congregation affirmation. They are to be confirmed by the qualities in 1 Timothy 3 and Titus 1. An affirmation of elders will occur every third year.

### **Leadership Team roles**

- (a) To establish direction and goals of the congregation
- (b) Establish the congregation schedule of meeting
- (c) Appoint and supervise the sub-committees
- (d) Hire and hold paid staff acceptance

- (e) Establish levels of financial support for church and mission workers and hold them accountable.
- (f) Provide support and training of leaders.
- (g) Lead the church according to the plans.

### **Pastoral**

- Provide appropriate biblical teaching
- Provide pastoral care
- Provide leadership in prayers and counselling

### **Committees**

VMK churches will also be administered by sub committees appointed by the leadership team. They provide leadership for specific ministries of the churches. These committees are appointed for the first two year term that may be renewed on assessment of their performance.

The sub committees will meet with leadership team every 2<sup>nd</sup> months.

The sub committees and the leadership team shall meet once in a year at an AGM that will decide on the overall activities of the churches.

The sub committees include:-

1. Children Ministry
2. Women Ministry
3. Youth ministry
4. Bible Teaching
5. Prayer and Counselling Ministry
6. Worship Ministry
7. Evangelism Ministry
8. Home Cells Ministry

9. Training Ministry
10. Missions Ministry

#### Responsibilities of the Sub-committees

1. Plan Ministry Activities
2. Recruit Assistants for Ministry
3. Carry out the plans
4. Maintain records
5. Evaluate ministries
6. Consult with leadership team as required
7. Participate in the budgeting proposals.

#### **Congregational Meetings**

The congregation shall always be involved as part of the decision making process. There will be an annual congregation meeting held in November each year. Other special meetings may be called through the church leadership team. The leadership team will always set the agenda for the meetings. There will be two Sunday services per year during which the leadership team shall communicate the vision of the leadership team to the congregation.

#### **Membership**

##### **A. Qualifications**

1. A person must confess that Jesus Christ is the son of God and is committed to him as Saviour and Lord.
2. A person must commit the authority of the bible as the complete, final, inherent and inspired revelation of the true God to man.

3. An individual must have been converted as a believer.

#### **B. Duties**

1. Faithful to Christ through Christ like living and be obedient to the Bible.
2. Commitment to church services and other church ceremonies
3. Willingness to serve and share in the work that needs to be done.
4. Submit to the statement of faith.

#### **C. Privileges**

- (h) Members is good in speaking
- (i) Any member who is dissatisfied with a general procedure of the operation of the church should make his or her case to the board of elders.

#### **D. Withdrawal**

1. A member may secure atmosphere of membership to another church by requesting elder of transfer.
2. A members name may be dropped upon written request of the member involved.

#### **E. Discipline**

All the disciplinary matters shall be handled according to the scriptures as in Mathew 18:15-17.

### **MINISTRY VALUES**

#### **Inside Out Transformation**

We believe in true transformation by faith in Christ and by the spirit from the inside out. We will teach, encourage and support growth in Godlike without resorting to manipulation or legalism.

#### **Care**

We believe in caring and loving people who are made in Gods image and deeply loved by him.

**Team leadership**

We value team leadership and we will purposely practice it on every level and share public leadership roles among those who have the capacity or potential for such ministry.

**Planting**

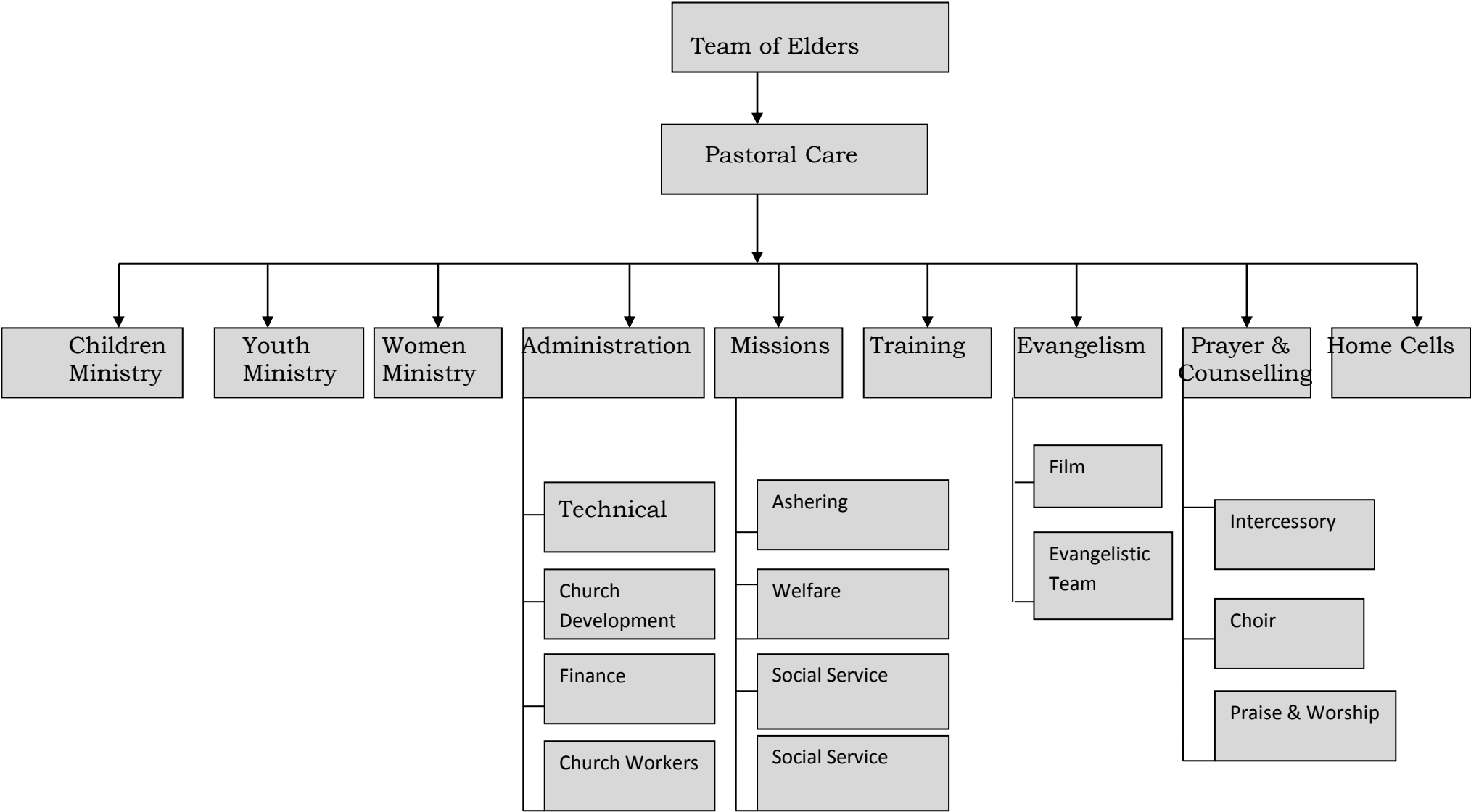
As we believe that the multiplication of effective churches is the will of God, we will commit ourselves to continual planting and cultivation of church planters.

**Prayerful**

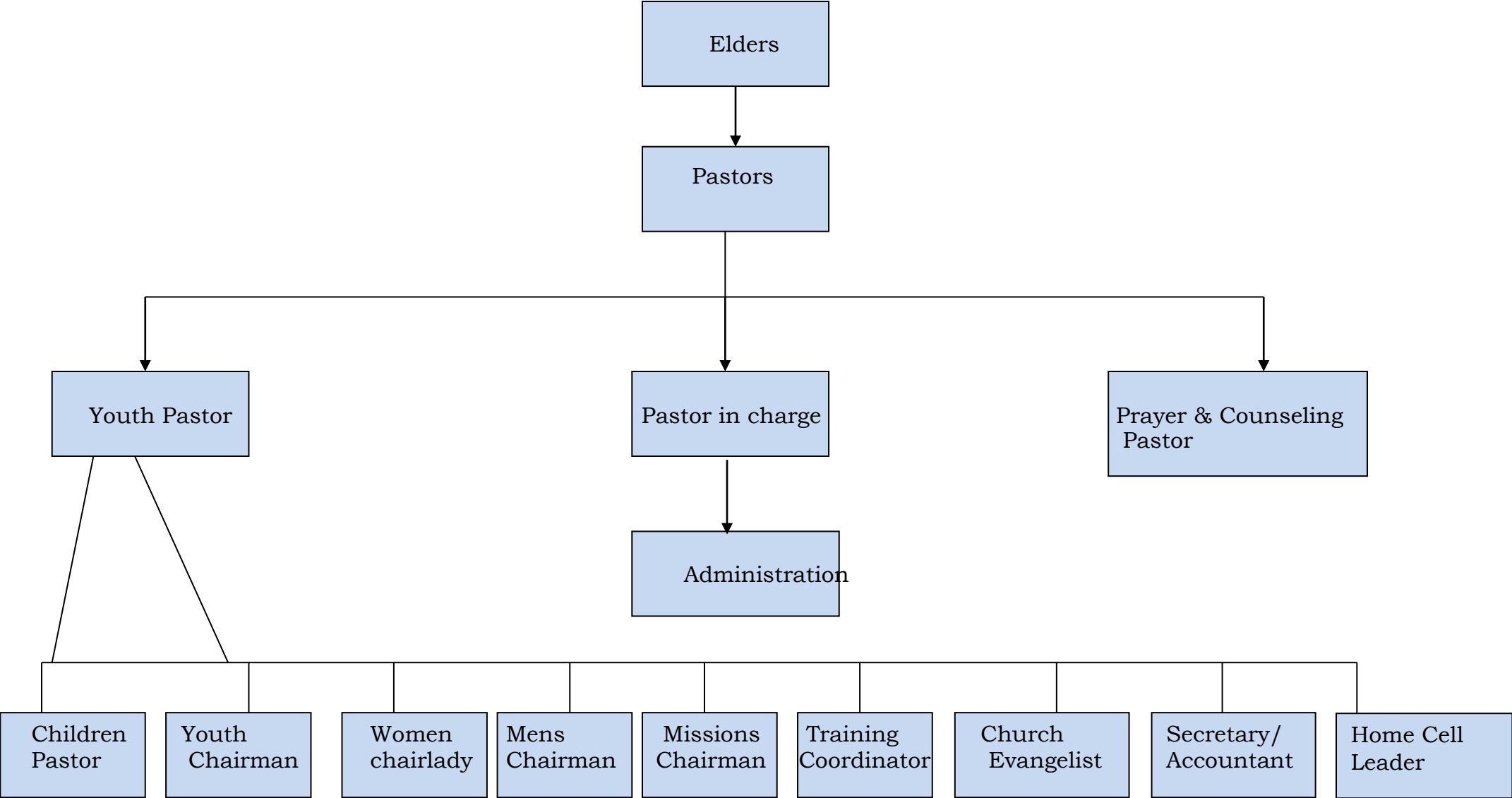
Because we believe in the power and fullness of God, we will seek him early and often in the process of serving him.



**CHURCH ORGANISATION STRUCTURE**



**RESPONSIBILITIES**



## **Ministry Staff**

The pastor in charge is a member of the leadership team. He provides day today leadership for the pastoral staff. Other members of staff servers according to the terms of their employment agreements. They may be volunteers or may be numerated and may or may not serve as members of the leadership team. If a majority of the leadership team believe that any member of pastoral staff should resign the staff should do so.

## **Pastor**

### **(a) Qualifications**

1. He shall meet the biblical qualifications of an elder 1 Tim.3:1-7, Titus 1:5-9.
2. He shall adhere absolutely to the statement of faith as set forth herein.
3. He should be undergoing biblical training or blessed to do so by the elders.

### **(b) Responsibilities**

The pastor shall oversee the church ministries and shall decide both spiritual and operational in consultation with the elders. He shall be an elder, an ex-officio member of all committees and should be responsible to lead. 1 Peter 5:3. Hebrew 13:7,24, 1 Timothy 3:4-5, 5:17, Shepherd of the flock 1 Peter 5:2-5, Teach and preach 2 Timothy 2:15, 4:2-4, equip the saints to do the work of the Ministry-Ephesians 4:12, 1 Peter4:10 and Evangelise, 2 Timothy 4:1-5.

### **(c) Selection/Call**

When a vacancy occurs others in the office of the pastor, the elders shall consider application and select one name at a time to be presented to the congregation at which the church shall vote YES or No. The candidate should get 75% f the vote if not another name to be selected.

### **(d) Terms of Service**

Any pastor shall serve for a period of five years. At the end of the 5 years the pastor will again be presented to the entire congregation for approval for lifetime call. If an individual gets 2/3 vote the person shall remain as a pastor until he resigns or he is removed. If he does not receive the vote, there will be a vacancy in the position and the person will have his salary and benefits paid for a period of three months.

### **(e) Resignation**

The pastor shall give 3 months notice to the Board of elders. Involuntary termination may occur if the pastor fails to fulfil his official duties or on immorality or infidelity to the statement of faith.

### **(f) Support Staff**

Support staff may be voluntary or financially remunerated and serve in the office as a custodial staff or in any other capacity serve in accordance with their contract of agreements.

The hiring of additional staff will be determined by the leadership team of elders. The leading elders will determine what staff needs are necessary and the process for which the position will be filled. Positions may be created or removed from staff and include Director roles, office administrator, treasurer etc . Qualification terms and removal shall be determined by the team of elders.

## **FUNCTIONS**

### **Church Administration**

- Work on the church Administrative issues
- Putting the running of the church in order and receiving all the reports from departments
- Should be able to work close with senior pastor or in absence of the senior pastor, the pastors available are supposed to advise the church on issues concerning development and advise accordingly
- Must prioritize and take for approval any issues concerning finances to the senior pastor
- Should ensure the smooth running of the organization
- Should be able to advise the church on its financial development
- Should be done with an individual who will directly report to the senior pastor or any one in charge when pastor is not around.

### **Church Secretary**

- In case of meetings, to take minutes and submit to the committee in any meeting

- Is the signatory whenever the church money is being kept
- Keeps the documents of the church for future reference
- Works closely with the administration for implementation

### **Church Treasurer**

- Keeps records of the money that comes into the ministry and money being used in the church
- A bank signatory for the church
- Works hand in hand with the administration and the senior pastor

### **Development Chairman**

- Will always strategize for development
- Will be in charge for every development and also will have planning committee
- Whenever planned or not should be able to inform the church on issues related to development.

### **Evangelical Department**

- Will organize time for outreach and evangelism campaign
- Will be in charge for those born again in the church and from the crusade
- Will organize for the open air, door to door for the purpose of preaching to the lost.
- Will organize and inform the church of the time of reaching out
- Will organize for the materials to be used during the evangelism meeting e.g.
  1. Hand bills- directing people to the church
  2. Posters
  3. Decision cards- to be filled by those born again
  4. Will provide for follow ups for them who shall be born again

### **Men Department Leader**

- To bring men together in fellowship
- To lead them to have a unity of purpose
- To reach unto men and strategize how to have more men in the church

- To unite men and influence them to participate in the development matter arising in the church.

### **Home Cell Leader**

- Shall be the head of home cell churches
- Will recommend the opening of a house fellowship churches
- Will evaluate development of different home cells and advise the pastor on what is to be done for the fellowship to grow
- In charge of home cell finances and give the report of records of every home cell to the church administrator
- Will be the overseers of all home cells, churches started in the church and also appointing the leaders of those newly started home fellowships.

### **Praise and Worship Leader**

- Will be the head of praise and worship team
- Will organize for practices of the praise and worship
- Will be in charge of assigning others who shall sing in the service
- Will appoint the leader to work with the praise and worship team
- Will be in charge of development within the praise and worship team
- Will ensure that the team present a well coordinated songs of praise
- In case of some things required in the praise and worship team, should advice the pastor concerned

### **Youth Chairman**

- To bring the youth together as a family
- Provide for the youths forums or teachings that make them to feel part and parcel of the church
- Coordinate youths and influence the youth on various church activities
- Organize church keshas, conferences and concerts
- Appointing teachers to work with the youth every time
- Promoting youth activities in church

### **Women Department Chairlady**

- Bring women together
- Influence women for development
- Organizing women events in the church e.g. women conference and women seminars
- Promoting women activities in the church
- To influence women to stand with their pastors
- To appoint women leaders working with them

### **Sunday School Pastor**

Bringing together children

- Organizing teaching forums for children
- Being able to assess the Sunday school classes and the progress that they have done through their teachers

### **Intercessory Leader**

- Stand for the people who come together to pray for the church
- Lead people to pray for the -pastor, governance of the church
- Will coordinate prayer
- Will organize prayer meetings
- Will register and bring together intercessors by call

### **Counseling Department**

- Will organize counseling for people either born again or the people who need any kind of counseling
- Will come up with a group of counselors whenever required
- Will be in charge of follow-ups to visitors in the church and also the people who get salvation at the crusade
- Will organize how to speak with the visitors before the senior pastor lastly handles them
- Will organize entertainment or gifts to be given to the guests or visitors who visit the church

### **Welfare Department-Leader**

- This department will always work with other departments to organize welfare for the church pastors or visitors of the church
- Whenever there is a meeting involving guests, they shall liaise up with other departments to make sure there is better preparation
- Welfare department shall entertain pastors, visitors and any guest of the church
- The welfare department is to make sure the arrangements on whom to cook for the guests and whom to see they have bathed
- They will form a task force team to ensure welfare of the guests.

### **Ushering Department-Leader**

- An usher shall welcome the church visitors and they will be the face of the church. Will make sure an arrangement is done so that the visitors will find comfortable place to sit.
- Ushers shall also help during deliverance session to help unconscious people and also will be close to the preacher to serve them with water, handkerchiefs and any drink when they need them and also helping to take the preacher's bible from and to the pulpit.
- Since ushers can make a visitor to come back to church where he/she fellowships, ushers should be much devoted in character development.
- Ushering leader shall bring ushers together for the purpose of service.

### **Technical Crew Department**

- Concerned with the safety and maintenance of the equipments
- Will always protect the machines so that no intruder touches them without permission
- Making sure to demand for finances should there be a break down of a machine
- The crew will be responsible on how the equipments reach the church and from the church and how they are stored.
- The crew team can also mobilize people for help more so on returning and bringing of equipments



## **Elders**

### **(a) Qualifications**

1. He shall meet the qualifications of an elder 1 Timothy 3:1-7, Titus 1:5-9, 1 Peter 5:1-3.
2. He shall pass on examination process of the current leadership team

### **(b) Call**

Elders shall be nominated by the current elders but any member of the congregation having a call should be considered by the leadership team. The candidates must receive 2/3 quorum.

### **(c) Responsibilities**

The leadership team of elders shall provide spiritual document over all matters of the church doctrine and teaching, policy making and goal setting (Act 20:17,28, 1 Timothy 5:17, Hebrew 13:17 and the team of elders shall lead as examples and shepherds (1 Peter 5:1-3).

The elders shall seek the congregational approval on

1. The selection of new elders
2. The selection of new pastor
3. The approval of yearly budget
4. Any changes of the constitution
5. The taking of debt or acquisition or sale of land/property.

### **(d) Terms**

An elders shall serve for a period of 2 years team. This may be extended if the elder is still nominated by the current team of elders or may be removed if not nominated nor voted by 2/3 of the congregation.

### **(e) Removal**

May be removed upon resignation or involuntary termination or inability to fulfil official duties due to immoral character or infidelity to the statement of faith.

### **Amendments**

1. This constitution can only be by 2/3 vote for all eligible members of the congregation.
2. By laws will be continually developed to serve as a set of policies and procedures for daily operation. These laws shall be developed by leadership team of elders.

### **Fiscal Year and Audits**

The fiscal financial year of the church shall end on 31<sup>st</sup> December each year. The treasurer holding office during this period shall be responsible for preparing and presenting the church books of accounts for audit by the appointed auditor by the church

### **Dissolution**

In the event of dissolution or dissociation of the church, all assets and the payment of liabilities shall be divided equally among the other church branches or handed over to VMK.