

# **EXAMPLE**

## **THE APOSTOLIC FAITH MISSION OF SOUTH AFRICA**

**ASSEMBLY: .....**

### **POLICY**

**(IN TERMS OF SECTION 2.4.1 OF THE CONSTITUTION OF THE CHURCH)**

#### **1. NAME**

The name of the assembly is:

**THE APOSTOLIC FAITH MISSION OF SOUTH AFRICA - .....  
ASSEMBLY**

#### **2. FOUNDATION**

The assembly believes and humbly professes that:

- 2.1** it has its origin, continued existence and destiny from God;
- 2.2** it is a revelation of the Church of Jesus Christ, governed by Him as Head, according to the enunciation of the Holy Scriptures, the working of the Holy Spirit and the ministrations instituted by Him.

#### **3. CONFESSION OF FAITH**

The assembly prescribes to the Confession of Faith as declared by the Apostolic Faith Mission of South Africa in terms of section P.3 (Preamble) to the constitution of the church, which reads as follows:

- 3.1** **WE BELIEVE** in God eternal, triune, almighty creator, sustainer and ruler of all creation.
- 3.2** **WE BELIEVE** in God the Father, the author of creation and salvation.
- 3.3** **WE BELIEVE** in Jesus Christ the only Son of God the Father, true God who for the sake of humanity and its salvation, descended from heaven and became flesh; who was conceived by the Holy Spirit and was born by the virgin Mary; who lived on earth and was crucified, died and was buried, who rose from the dead and ascended to heaven where He is seated at the right hand of the Father.
- 3.4** **WE BELIEVE** in the Holy Spirit, true God proceeding from the Father and the Son, who convicts the world of sin, righteousness and judgement and leads in all truth.
- 3.5** **WE BELIEVE** that the Bible is the word of God, written by men as the Holy Spirit inspired them. We believe that it authoritatively proclaims the will of God and teaches us all that is necessary for salvation.

- 3.6 **WE BELIEVE** that all human beings are created in the image of God; due to their sinful rebellion, this image is marred, that all have sinned before God and it is the will of God that all people should receive salvation through faith in Jesus Christ.
- 3.7 **WE BELIEVE** in the baptism in the Holy Spirit with the initial evidence of speaking in tongues as promised to all believers. We believe in the manifestation of the gifts and fruit of the Spirit in the life of a Christian. We believe that a Christian should be a disciple of Jesus Christ living a consecrated and holy life.
- 3.8 **WE BELIEVE** that Jesus Christ is the Head of the Church which is constituted by the Holy Spirit and consists of born again believers. The Church is responsible for the proclamation and demonstration of the gospel and God's will to all people. As a charismatic community they fellowship with and edify one another.
- 3.9 **WE BELIEVE** that the believer's baptism, by immersion and the Lord's Supper are instituted by Jesus Christ to be observed by the Church.
- 3.10 **WE BELIEVE** that at the time appointed by God, Jesus Christ will come to take away his Church.
- 3.11 **WE BELIEVE** in a day of judgement when Jesus Christ will judge the living and the dead. We believe in the resurrection of the body and eternal life for the righteous and eternal punishment for the wicked. We believe in the new heaven and the new earth where God will reign in glory.

#### 4. **VISION**

To lead people to life fulfillment in Christ Jesus.

#### 5. **MISSION**

- 5.1 The assembly prescribes to the Mission of the Apostolic Faith Mission of South Africa in terms of section P.4 (Preamble) to the constitution of the church, which reads as follows:

The mission of the church is:

- 5.1.1 to glorify God;
- 5.1.2 to proclaim the Kingdom of God by preaching the gospel of Jesus Christ through the power of the Holy Spirit;
- 5.1.3 to minister to the needs of the total person;
- 5.1.4 to develop, equip and release believers into ministry;
- 5.1.5 to extend the influence of the church beyond its boundaries and abroad;
- 5.1.6 to promote the fellowship of the believers and to network ministries.

- 5.2 Therefor the mission of the assembly is:

By the development and establishment of inspired leadership and management within a dynamic functional structure and actions to –

- 5.2.1 develop and strengthen a Christ-centered evangelical character and stewardship in the assembly;
- 5.2.2 take care of the spiritual and temporal needs of the members of the assembly;

**5.2.3** empower the members, individually and corporately, to use their talents and calling in the service of the Church of Jesus Christ and in the community so that people will commit themselves to Jesus Christ and reach their full life-potential.

## **6. CORE VALUES OR PRINCIPLES**

**6.1** Respect

**6.2** Leadership

**6.3** Transparency

**6.4** Integrity

**6.5** Accountability

## **7. LEGAL STATUS**

**The assembly is a legal persona with perpetual legal succession, registered as an approved local assembly of the Apostolic Faith Mission of South Africa by the National Leadership Forum in terms of section 2.1 of the constitution of the church, and the governing body as constituted in terms of this policy is its agent. Therefor –**

**7.1** the assembly is an independent legal persona distinct from the church and/or its members and/or the members of the assembly and shall, subject to the regulations, as separate legal persona:

**7.1.1** be entitled to own immovable property, assets and funds distinct from the church or its members or the members of the assembly;

**7.1.2** be capable of acquiring rights, obligations, privileges, powers and liabilities, distinct from the church or its members or the members of the assembly;

**7.1.3** be capable of instituting and/or defending legal action in its own name;

**7.1.4** be capable of conducting legal transactions of whatsoever nature in its own name;

**7.1.5** be capable of acquiring property and to dispose of, alienate or encumber its property and to in any way deal with its property;

**7.1.6** be capable of employing persons in its employ which employment includes the calling and appointment of a pastor or any other minister as envisaged in the constitution of the church.

**7.2** The governing body has the competency to execute any legal transaction or any other action which might be necessary to fulfil the calling of the church in general and to conduct the business and affairs, and to exercise the powers, and to control the operations of the assembly on behalf of the assembly.

**7.3** The governing body shall receive, administer and account for income, expenditure, assets and liabilities of the assembly in accordance with the provisions of the National Financial Policy which forms part of the regulations to the constitution of the church.

**7.4** The Constitution and Regulations of the Church shall be the Constitution and Regulations of the assembly.

## **8. MEMBERSHIP**

### **8.1 Acceptance procedures**

The following procedures shall be followed for admission as a member of the assembly:

- 8.1.1** the completion of the prescribed membership application form as per appendix 1;
- 8.1.2** the approval of the application by the Governing Body of the assembly or by the person/s duly authorised thereto by a decision of the Governing Body.

### **8.2 Conditions of membership**

The members of the assembly shall be persons:

- 8.2.1** who are born again and have received the believer's baptism;
- 8.2.2** who are recognised members of the assembly at the inception of this policy;
- 8.2.3** who adhere to and accept the "Confession of Faith" as stipulated herein;
- 8.2.4** who accept the doctrinal, ethical and liturgical pronouncements as approved by the National Leadership Forum of the church.

### **8.3 Obligations/Duties**

It shall be expected of the members of the assembly to:

- 8.3.1** submit to the leadership of the Presiding pastor and/or Assembly leader as determined in terms of section 2.4.2 of the constitution of the church;
- 8.3.2** abide by the prescripts of governance as determined by the Governing Body of the assembly;
- 8.3.3** actively be involved in the fellowship activities of the assembly as determined by the leadership and/or Governing Body of the assembly;
- 8.3.4** financially support the work of the Lord in the assembly, e.g. tithing and offerings;
- 8.3.5** actively support the work of the Lord through Prayer;
- 8.3.6** be a personal witness and testimony unto the Lord Jesus Christ.

### **8.4 Disciplinary and Grievance Procedures**

The Disciplinary and Grievance Procedures of the assembly shall be conducted in terms of appendix 11.1 to the constitution of the church, with specific reference to clauses 11.59 to 11.64 thereof (refer to Appendix 2 hereto).

## **9. GOVERNING BODY**

### **9.1 Agent**

As determined in terms of section 2.5 of the constitution of the church the Governing Body shall be the agent for the assembly.

**9.2 Name**

The Governing Body of the assembly shall be known as .....

**9.3 Qualifications**

Persons appointed or elected as members of the Governing Body of the assembly shall:

- 9.3.1 be registered members of the assembly in terms of clause 8;
- 9.3.2 be baptised in the Holy Spirit with witness thereto;
- 9.3.3 qualify in terms of the basic principles of the scriptures as recorded in 1 Timothy 3:1-7 and Titus 1:5-9;
- 9.3.4 have leadership and managerial qualities and be prepared to submit to continued development of these qualities;
- 9.3.5 be actively involved in the activities of the assembly;
- 9.3.6 regularly pay his/her tithes to the assembly;
- 9.3.7 not be a non-rehabilitated insolvent.

**9.4 Composition**

The Governing Body of the assembly shall be composed as follows:

- 9.4.1 the presiding pastor or the assembly leader appointed in terms of section 2.1.2 of the constitution of the church and shall be the leader and vision carrier of the assembly, and
- 9.4.2 a total of ..... members who qualify in terms of clause 9.3;
- 9.4.3 the Governing body as constituted in terms of clauses 9.4.1 and 9.4.2 shall appoint/elect from its own ranks or co-opt other persons to administrative functions from the membership of the assembly.

**9.5 Appointment Procedures**

**(NB: Only two possible models amongst a number of others have been equated here – a choice should be made as to which model is best suited for the assembly.)**

**9.5.1 Model 1**

The Governing Body of the assembly shall be appointed as follows:

- 9.5.1.1 the presiding pastor shall submit the names of the current Governing Body (subject to clause 9.4.2) for endorsement as agent of the assembly, as at the date of acceptance of this policy, to the assembly meeting so convened;
- 9.5.1.2 a two-thirds majority vote of the members present at the assembly meeting shall confirm the appointment of the Governing Body as submitted in terms of clause 9.5.1.1.
- 9.5.1.3 during the next election year, the presiding pastor and three or more elders, as appointed by the current Governing Body, shall submit the names of the proposed Governing Body for the next term: to the Assembly meeting, / to the current Governing Body, (*Cross out which one is not applicable*) for endorsement.

## **9.5.2 Model 2**

Every fourth (4<sup>th</sup>) year, with effect from 2008 the assembly shall elect a Governing Body, as contemplated in terms of clause 9.4.2, during a duly convened General Business Meeting of the assembly, in accordance with the following procedures:

- 9.5.2.1** a written notice of the General Business meeting shall be sent by the Governing Body to every registered member of the assembly twenty-one days prior to the date of the meeting, which notice shall be accompanied by a nomination form to be completed by assembly members and deposited in a sealed ballot box held at the church premises seven (7) days prior to the date of the meeting;
- 9.5.2.2** the Governing Body shall, at a date after the closure of nominations, evaluate each nomination in terms of the qualifications as determined in clause 9.3, and compile a ballot form of all the qualifying nominations for the General Business Meeting;
- 9.5.2.3** should the nominations as stipulated in clause 9.5.2.2 only amount to the required number of members as contemplated in terms of clause 9.4.2, the Governing Body shall then declare the election of the members during the General Business Meeting;
- 9.5.2.4** during the General Business Meeting the assembly members present shall vote by secret ballot as compiled in terms of clause 9.5.2.2 for the required number of members of the Governing Body. All candidates who receive at least a 10% of the votes at the first round of voting shall be entered into a second round of voting with the understanding that any candidate who receives a clear majority (more than 50%) on the first round will be declared duly elect. The process shall be repeated until the required number of members of the Governing Body has been elected;
- 9.5.2.5** once the Governing Body has been elected in terms of clause 9.5.2.4, the chairperson of the General Business Meeting shall then declare the outcome of the election.

## **9.6 Term of office**

The members of the Governing Body shall, unless otherwise provided for, hold office until the next election year, unless he/she resigns, is dismissed or retires from service.

## **9.7 Filling of vacancies**

Any vacancy which might occur in the Governing Body as appointed/elected in terms of this policy shall be filled by the remaining members at the next meeting of the Governing Body.

## **9.8 Functions**

The Governing Body shall:

- 9.8.1** in accordance with the provisions of clause 8 admit members, equip and care for them, discipline them or terminate their membership;
- 9.8.2** be responsible for the temporal and spiritual interests of the assembly;
- 9.8.3** in accordance with the regulations of the Apostolic Faith Mission of South Africa call any pastor from the call list of ordained pastors of the church;
- 9.8.4** be responsible for the management of the affairs of the assembly in terms of clause 7 and the National Financial Policy (Appendix 10 to the constitution of the church) of the Apostolic Faith Mission of South Africa;

**9.8.5** have the right to found or establish any legal institution within the assembly which is deemed as spiritually or temporally in the interests of the assembly, e.g. youth and children's ministry, ladies ministry/forum, board of elders/deacons, ministerial council etc.

## **9.9 Meeting procedures**

All meetings of the Governing Body shall be conducted in terms of the provisions of Appendix 1 (Rules of Order) to the constitution of the church.

## **10. GENERAL BUSINESS MEETING**

**10.1** Every fourth year as from 2008 a General Business Meeting shall be held at a place and time as determined by the Governing Body of the assembly;

**10.2** The General Business Meeting shall consist of all registered members of the assembly, who must be given twenty-one (21) days prior written notice of the meeting;

**10.3** A quorum at the General Business Meeting of the assembly shall be the members present at such meeting;

**10.4** The General Business Meeting of the assembly shall receive report on the spiritual and temporal welfare of the assembly, elect the Governing Body and decide on all amendments to the assembly policy.

## **11. GENERAL PROVISIONS**

### **11.1 Policy**

To amend this policy in any way a written notice shall be submitted to the Secretary of the Governing Body at least sixty (60) days prior to the next General Business Meeting. In this notice full particulars of the proposed amendment/s including a motivation thereof must be given. Thereafter notice shall be circularised, at least twenty-one (21) days prior to the General Business Meeting, and a two thirds majority vote of the members present at the General Business Meeting shall decide whether or not the policy shall be so amended.

### **11.2 Indemnity against unauthorised actions**

Under no circumstances shall the assembly or any of the other legal personae mentioned in this policy, be responsible for or accept responsibility for the purchases or any other financial responsibility, or legal obligations incurred by any person or body who has not been duly authorised to do so by the relevant body or legal persona in terms of the provisions of this policy.

### **11.3 Indemnity of members**

Every member of any statutory body or legal persona, as defined in this policy, shall be indemnified by the assembly against losses, expenditure or debts incurred by him/her by reason of the execution of his/her duties, provided that such losses, expenditure or debts incurred are not due to his/her own dishonesty, wilful acts or default.

### **11.4 Indemnity against actions of others**

No member of any statutory body or legal persona, as defined in this policy, shall be responsible for the actions, negligence or unpaid debts of any other member of the relevant statutory body or legal persona, or for any loss which the assembly may suffer in any way whatsoever, unless such action, negligence, unpaid debts or loss occurred as a result of his/her own dishonesty, wilful acts or default.

**12. APPROVAL OF THE ASSEMBLY POLICY**

**Approval in terms of section 2.4.1 of the constitution of the Apostolic Faith Mission of South Africa:**

**12.1 Assembly approval**

**It is hereby certified that this policy has been approved by a two thirds majority of the members present at a duly convened meeting of the assembly held on**

..... at .....

\_\_\_\_\_  
**NAME & SIGNATURE OF CHAIRPERSON**

\_\_\_\_\_  
**NAME & SIGNATURE OF ASSEMBLY SECRETARY**

\_\_\_\_\_  
**DATE**

**12.2 Regional Leadership Forum approval**

**It is hereby certified that this policy is in compliance with the provisions of the Constitution of the Apostolic Faith Mission of South Africa and as such has been approved by the**

.....**Regional Leadership Forum at a meeting held on**  
..... **at** .....

\_\_\_\_\_  
**NAME & SIGNATURE OF CHAIRPERSON**

\_\_\_\_\_  
**NAME & SIGNATURE OF REGIONAL SECRETARY**

\_\_\_\_\_  
**DATE**