

Reformed Church  
of East Africa

THE  
CHURCH  
ORDER



Revised Edition 2010.

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## Preamble

Let all things be done decently and in order

### 1 CORINTHIANS 14:40

This church order and practice, which is styled up by The Constitution Revision Committee of the Reformed Church of East Africa, is an adaptation of the previous church order that had been approved by the Synod in accordance with Article 7.1(i) of the Constitution 2006.

This church order serves to give clarity and direction as to the spirit and letter of the articles of the Constitution. This draft church order is aligned to the articles of the draft constitution, promulgated by the 47<sup>th</sup> General Synod. Certain areas of the church order have little details compared to others. As a document that undergoes frequent revision, the church order is expected to be improved by General Synod, or appointed synodical committees, to aid in interpretation of the constitution. As subsidiary legislation, the church order is subject to the constitution and all revisions therein should reflect the spirit of the articles of the constitution.

Articles I and II should remain unchanged but if need be, has to meet the requirements of Article 22 of the constitution.

November 16<sup>th</sup>, 2010

## Article 3

### Rules of the Council Made By the General Synod

3) Rules governing the composition, powers and duties, methods, procedure and frequency of the meetings of the courts, formation of all the courts and their relationship to one another

#### *Rules governing the composition of courts*

##### *Local Church Council*

Refer to Article 8 of the constitution

##### *Parish Council*

Refer to Article 9 of the constitution

##### *Presbytery Council*

Refer to article 10 of the constitution

##### *Regional Synod*

Refer to article 10A of the constitution

##### *General Synod*

Refer to article 11 of the constitution

## *Powers and Duties of the Courts*

### *Local Church Council*

Refer to Article 8 of the constitution

### *Parish Council*

Refer to Article 9 of the constitution

### *Presbytery Council*

Refer to article 10 of the constitution

### *Regional Synod*

Refer to article 10A of the constitution

### *General Synod*

Refer to article 11 of the constitution

### *Methods, Procedure and Frequency of the Meetings of the Courts*

Refer to Article 16 of the constitution

### *Formation of All the Courts and Their Relationship to One Another*

#### *Local Church Council*

Refer to Article 8 of the constitution

### *Parish Council*

Refer to Article 9 of the constitution

### *Presbytery Council*

Refer to article 10 of the constitution

### *Regional Synod*

Refer to article 10A of the constitution

### *General Synod*

Refer to article 11 of the constitution

## **Article 5**

### ***The Church Offices***

#### **Tasks of a Minister**

#### **4) The terms of a minister's calling, posting, discipline and retirement**

##### ***The Terms of a Minister's Calling***

1. A minister must have an inward call by the Holy Spirit
2. An outward call shall be by training to the level of diploma in theology
3. Attachment for one year
4. Undergo synodical ordination
5. Posted to serve in church ministry in a parish

##### ***The Terms of a Minister's Discipline***

1. Any disciplinary action as mentioned in Article 18 (11) of the constitution regarding a minister shall not be taken by the local church council but by the parish council in consultation with the Presbytery council.
2. Any disciplinary action shall result in removal from office as long as a pastor is under those disciplinary measures.
3. A minister, who fails to perform church duties, shall be suspended from office by the presbytery council in consultation with The General Synod Executive Committee

4. A minister, who is not satisfied with the disciplinary action, shall appeal to The General Synod for final judgment

### Sources of Accusation

Since an accusation against a probationer or minister, even though groundless, is not easily wiped off, the presbytery shall first consider carefully by whose information or complaint an accusation comes before it, and it shall not sanction investigations unless:

1. A reliable person or persons, in signed statement(s) before the presbytery, shall make accusation, with some account of its probability, or undertake to supply sufficient evidence to make it good and dependable.
2. The accusation is so much a matter of public glamour that the presbytery after establishing the facts finds it necessary to investigate the allegation(s).

### Preliminary Inquiry

When a Presbytery is satisfied that there is ground for investigation it shall first set up a preliminary inquiry about:

1. The occasion of the accusation
2. The grounds of the accusation
3. The complainant.

### Depositions and Defrocking

1. Removal from the exercise of ordained office of a Minister of the Word and Sacrament means discontinuity of all functions of that office

by the person concerned. The designations "Reverend", "Minister", "Pastor" or other similar terms shall not be used. The status of the released person shall be the same as that of any member. The registrar of Marriages shall be informed and the certificate to conduct marriages suspended accordingly.

2. Ordinarily such defrocked minister will automatically lose all benefits.
3. A defrocked minister, probationer or theological student will not hold office of the elder or any other office. Defrocking does not necessarily suspend the offender from the membership of the Church.

### Reinstatement

1. Should a person released later desire to be restored to continue ministry and membership of the presbytery, that person shall apply in writing to the Presbytery that granted the release.
2. Upon approval by the Presbytery the re-affirmation of ordination vows and resumption of ministry that qualifies that person for continuing membership of the Presbytery, the person shall be restored to the exercise of the ordained office without re-ordination.
3. A defrocked Minister shall not be restored to office except on such evidence of penitence in that minister's life which evidently has healed the wound which the scandal caused.
4. Restored minister will be regarded as a new employee
5. The General Synod Moderator shall apply to The registrar of Marriages for the reinstatement of the minister to conduct marriages

### *The Terms of a Minister's Posting*

The terms of a minister's employment/posting are laid down in the Church policy manual

### *The Terms of a Minister's Retirement*

1. A minister shall retire upon attaining the age of 60 years.
2. After attaining the age of 55 years, every Minister in active service shall be informed on a yearly basis of the remaining time of service until the minister attains retirement age.
3. A retiring Minister shall give (6) months notice in writing to The General Synod Executive Committee of intention to retire.
4. The Synod shall not transfer any Minister who has attained the age of 55 years without the consultation of such minister except on special grounds.
5. In a case where the General Synod has extended a minister's services beyond the age of 60 years, the minister shall be posted in accordance with an agreement reached between the minister and the General Synod.
6. The retiring minister shall hand over to the Presbytery/Department/Synod office the documents/records, Marriage certificate, Bank books and other relevant documentations that the minister possesses by virtue of that office. The handing over and taking over should at least be witnessed by three relevant office bearers.

7. The General Synod may at the request of the retiring minister or if need arises, extend the minister's services for a maximum period of five years.
8. A retired Minister working on a contract shall be given 2 additional salary increments. The minister shall not be entitled to pension, provident fund and NSSF.
9. A retired Minister shall be allowed to perform any ministerial duties if called upon to do so.

### **Office of the Evangelist**

#### **7) Terms of Evangelist's Appointment, Discipline and Retirement**

##### *Terms of an Evangelist's Appointment*

A person shall be Commissioned as an Evangelist of the Church if that person is:

1. A Member of the Church
2. Of good reputation
3. Testifies to be called by God to this Ministry
4. If married, only to a monogamous marriage solemnized in a church ceremony
5. Has followed theological, pastoral and professional training and passed up to standards set by The General Synod.
6. Is trustworthy and able to handle finances
7. Is accepted by the Parish Council for ordination to be an Evangelist

8. The terms of an evangelists' employment are laid down in the church policy manual.

### *Terms of an Evangelist's Discipline*

1. If a serious offence is proved against an evangelist a full report of the case shall be submitted by the parish council to the presbytery council which may take disciplinary action in respect of Article 18 of the constitution.
2. In the event that an evangelist is placed under discipline, the evangelist's certificate of ministry shall be withdrawn by the Parish Council in consultation with staffing and training committee.

### *The Terms of the Evangelist's Retirement*

1. A evangelist shall retire upon attaining the age of 60 years.
2. After attaining the age of 55 years every Evangelist in active service shall be informed on a yearly basis of the remaining time of service until the evangelist attains retirement age.
3. A retiring evangelist shall give (6) months notice in writing to The General Synod Executive Committee of intention to retire.
4. The Synod shall not transfer any Evangelist who has attained the age of 55 years without the consultation of such Evangelist except on special grounds
5. The evangelist must hand over all instruments of office, official documents and records to the relevant offices. The handing over and taking over should at least be witnessed by three relevant office bearers.

6. The General Synod may at the request of the retiring evangelist, if a need arises, extend the In any case where the Synod has extended a evangelist's services beyond the age of 60 years, the evangelist shall be posted in accordance with an agreement reached between the evangelist and the Synod.
7. A retired Evangelist working on a contract shall be given 2 additional salary increments. The evangelist shall not be entitled to pension, provident fund and NSSF.
8. A retired Evangelist shall be allowed to perform any evangelistic duties if called upon to do so.

### **Office of the Elder**

#### **10) Terms of Election, Discipline and Retirement of an Elder**

##### *Terms of Election of an Elder*

A Person shall be ordained as an Elder of The Church if that person is:

- a) A Member of RCEA
- b) Of good reputation
- c) A committed Christian
- d) Married, only to a monogamous marriage solemnized in a Church Ceremony.
- e) Is conversant with the Church doctrines and traditions
- f) Has leadership qualities and is eager to learn
- g) Is able to teach and preach

### 13) Terms of Election, Discipline and Retirement of a Diaconal Officer

#### *Terms of Election of a Diaconal Officer*

A person shall be ordained as a Deacon/deaconess of The Church if that person is:

- a) A Member of RCEA
- b) Of good reputation
- c) A committed Christian
- d) Married, only to a monogamous marriage solemnized in a Church Ceremony.
- e) Is conversant with the Church doctrines and traditions
- f) Has leadership qualities and is eager to learn
- g) Is able to teach and preach
- h) Is trustworthy and able to handle finances

#### *Terms of Discipline of a Diaconal Officer*

If a serious offence is proved against a deacon or administrator of a local church in line with disciplinary action that can be warranted by article 18 of the constitution, the local Church Council may depose a deacon/deaconess from office in consultation and approval of the Parish Council.

#### *Terms of Retirement of a Diaconal Officer*

- a) Diaconal officers have no retirement age, however advance and ability to perform the functions of diaconal office may influence their retirement.
- b) Where a deacon/deaconess considers voluntary retirement local church/parish can organize a retirement ceremony.

### Recognized Units of the Church

#### 5) Terms of Appointment, Calling, Discipline and Retirement of Professors of Theology

##### *Terms of Appointment of Professor of Theology*

A Person shall be Commissioned as a Professor of Theology of the Church if that person:

1. Meets the qualifications set out for an RCEA minister.
2. Has followed theological, pastoral and professional training and passed up to standards set by The General Synod.
3. Is qualified to teach Theology in any public or private University
4. Is accepted by The General Synod for induction to be a Professor in Theology

##### *Terms of Calling of Professor of Theology*

1. Professor of theology enters into ministry through appointment and commissioning to relevant Church courts.
2. The main role of Professor of theology is to offer necessary theological advice.
3. The person appointed as professor of theology must be a professional in theology.
4. A professor of theology shall be advisor at Presbytery or Synodical level.

##### *Terms of Discipline of Professor of Theology*

The terms of the professor's discipline are similar to the terms of discipline of a minister, refer to Article 18 of the constitution.

##### *Terms of Retirement of Professor of Theology*

1. Where a professor of theology is an employee of RCEA, the terms of the professor's retirement are similar to the terms of retirement of a minister.
2. Where a professor of theology is not an employee of RCEA, the terms of retirement shall be similar to the terms of retirement of an elder.

#### 8) Terms of Women Ministry Appointment/Election and Discipline

##### *Terms of Women Ministry Appointment/Election*

1. Women are allowed to form Committees at each court level.
2. During election year, all Committees at each level shall elect representatives who then shall elect the office bearers of the next higher level.
3. The electoral Commission rules and procedures (Article 17 of the Constitution) shall apply in election of women ministry office bearers at all levels.

4. The General Synod Executive Committee shall hire a Women Ministry Coordinator who shall be responsible for the day to day running of the women ministry.
5. The terms of employment of Women Ministry Coordinator is as contained in the policy manual.

### *Terms of Women Ministry Discipline*

Where a women's leader is an employee of the Church, disciplinary action for Church employees applies: see Article 18. (12) and/or (13)

## **Youth Ministry**

### **13) Terms of Youth Ministry Appointment/Elections and Discipline**

#### *Terms of Youth Ministry Appointment/Election*

1. Youth are allowed to form committees at each court level.
2. During election year, all committees at each level shall elect representatives who then elect the office bearers of the next higher level.
3. The electoral commission rules and procedures shall apply in election of youth ministry office bearers at all levels (Article 17 of the Constitution).
4. The General Synod Executive Committee shall hire a youth ministry coordinator who shall be responsible for the day to day running of the youth ministry.

Mainstream Sunday school lessons shall be designed in the following age categories;

- a. 4-6 years
- b. 7-9 years
- c. 10-11 years
- d. 12 years (At age 12, catechism classes shall be taught)

**Terms of Sunday School Ministry Appointment/Elections**

- 1. The task of managing Sunday school is vested in the congregation who shall appoint mature and talented persons who can teach and mentor children using RCEA Sunday school curriculum.
- 2. Local Church councils are allowed to form Sunday school committees.

**Sunday School Coordinator**

A Sunday school coordinator shall be hired by the General Synod Executive Committee to run the day to day activities of the Sunday school ministry.

**Eligibility for Appointment as Sunday School Ministry Coordinator**

To be eligible for appointment as a Sunday school ministry coordinator, a person shall be;

- 1. A trained or ordained minister, laity or experienced teacher, preferably on Sunday school ministry or early childhood development.

2. Any other qualifications required by the electoral commission the RCEA policy manual

During election year, all committees at each level shall elect representatives who then elect the office bearers of the next higher level. The electoral commission rules and procedures shall apply in election of Sunday school ministry office bearers at all level (Article 17 of the constitution).

Persons elected to this position(s) should portray attributes of tender parental care, creativity and commitment.

**Terms of Sunday School Discipline**

Where a Sunday school leader is an employee of the church, disciplinary action for church employees applies: see Article 18. (12) and/or (13)

# Post and Procedure of Establishing a Preaching Post

## The Practice and Procedure of Establishing Preaching Post

A new preaching post may be established if,

1. There three households within a locality that is far from an existing local church
2. Where an elder district is viable to start worship services
3. That there are available elders and deacons from the existing local church who are willing to supervise and nurture the new preaching post
4. A preaching post shall not have its own council but will be part of the council of the parent local church.
5. A committee will be formed to manage the affairs of the Preaching Post and supervised by the council of the local until such a time that it matures to be a local church.

In establishing a preaching post, the following procedure shall be followed;

1. Notice of intention to start a preaching post (from a member of RCEA, request from potential members, missionary or mission field)
2. Local Church council makes verification visit
3. Local church establishes a preaching post committee.

4. Inauguration of a preaching post.

A preaching post having met the following conditions shall be inaugurated;

1. Acquired grounds of worship
2. Been in existence for at least three months

The Local Church Council shall appoint the following persons to serve in a preaching post:

1. The Parish Minister who shall serve as an adviser and guide
2. An Evangelist who shall assist in evangelizing and teaching
3. On Elder being a member of the Local Church Council who is ordinarily resident in the area being sewed by the Preaching Post, or An Elder being a member of Local Church Council who does not ordinarily reside in the area served by the Preaching Post and such an elder shall be referred to as an Associate Elder.
4. The members of a Preaching Post shall elect a Preaching Post Committee comprising of a not less than three and not more than five members, who will run the affairs of the Preaching Post under the guidance of the Local Church Council under which it has jurisdiction over the Preaching Post.
5. The Preaching Post Committee shall elect a Chairman, a Secretary and a Treasurer from among its members, members of good Christian testimony and good standing with the membership of the preaching post.

#### 4) Formation of a New Local Church from a Preaching Post

A Preaching Post, having proved its viability to the Parish council and the Local Church Council which the preaching post is under, shall be considered and inaugurated as a local church council once it fulfils the following conditions:

1. Have at least three ordained Elders and two ordained Deacons/ deaconesses
2. Acquired land or land holdings sufficient for use as Church grounds
3. Constructed a Church structure in line with the design recommended by RCEA General Synod
4. Holds its first elections in the manner recommended for local Churches by the RCEA Electoral Commission
5. Meets other requirements as shall be prescribed by General Synod legislation
6. Have regular communicant members who may not be less than Ten
7. A Local Church Council which shall be elected by the members of the new church.
8. The local church taking care of it shall supervise the election.
9. A church minister shall chair the meeting, electing the Chairman, Secretary and the Treasurer. In the absence of Church Minister or their nominee, an elder designated by the Minister who has been taking care of this new local church, shall chair the meeting.
10. A minister and an Evangelist who shall serve as advisers, teachers and guides of the new local Church.

On inauguration a Liturgy of Inauguration (see *Ibaada*) shall be followed. A Certificate of inauguration shall be issued to the New Local Church Council.

## The parish

### Establishment of Parish Council

#### 6) Composition of the Parish Council

- a) 1 parish minister
- b) 2 elders
- c) 1 deacon/deaconess
- d) 1 evangelist
- e) 1 women leader
- f) 1 youth leader
- g) 1 Sunday school representative
- h) 1 professor of theology

## Article 10

### The Presbyteries

#### 2) Practice and Procedures for Formation of Presbyteries

1. Regulations practice and procedure of establishing a presbytery council is vested in the General Synod.
2. The General Synod may group a number of parishes to form a Presbytery provided that:
3. The parent Presbytery makes a request to form a Presbytery based on;
  - a. The current size
  - b. The population of Parishes
  - c. That there is a demonstrated ability that it is a viable Presbytery
  - d. It is able to support financially and materially its workers
  - e. That it is able to meet its financial obligations to the General Synod
  - f. That the resolution requesting for it is supported by two-thirds majority.
  - g. That there are available more than three ordained Ministers, more two Commissioned Evangelists, more than six Installed Elders and Deacons to provide leadership
4. At least five Parishes may form a Presbytery.

9. Be example to others in teaching and living, by faith, love and clean thoughts (2 Tim.3:10)
10. Be able to explain the scriptures to the Church (2 Tim. 3: 6-7)
11. Be, as a minister, a good person whose life in private and public cannot be spoken against. The Minister must be hardworking and thoughtful, and orderly and full of goodness (1 Tim. 3:2)
12. Not given to drink (alcohol, narcotics etc), nor quarrelsome but should be gentle and kind and one who does not love money (1 Tim. 3:3-5)
13. Be peace loving and courteous, allowing discussion, being willing to yield to others when necessary; the minister should be straightforward and sincere in deeds (1 Peter. 5:1-3)
14. Be honest and truthful at all times  
Be of sound mind
15. Be monogamously married in a Church ceremony

### *Qualifications of Presbytery Secretary and Deputy*

The Secretary shall be elected to hold office and the duration of a term office shall be in accordance with Article 10 (9) of the Constitution of RCEA

### Qualifications

1. Be 30 years and above
2. Be married to a monogamous marriage solemnised in a ceremony

3. Have at least form four certificate or its equivalent
4. Must have served for not less than five years in the church ministry as an elder or deacon
5. A mature Christian, faithful and committed to the church, demonstrated elsewhere before taking office
6. Demonstrated competence in situations recognized by the church.
7. Capacity for leading and enabling others to achieve high capability, especially in creative thought.
8. Integrity, initiative, decisiveness, persistence and ability to delegate where appropriate
9. Has ability to take counsel, and give credit due to others. Ready and able to accept responsibility. Able to respect the quality of ideas more than the level or position of those giving them.
10. Be a man of prayer for the Lord's flock (I Tim. 2:1-2)
11. Be example to others in teaching and living, by faith, love and clean thoughts ((2 Tim. 3:10)
12. Be able to explain the scriptures to the church (2 Tim. 3: 6- 7)
13. Not given to drink (alcohol, narcotics etc), nor quarrelsome but should be gentle and kind and one who does not love money ( I Tim. 3:3-5)
14. Be peace loving and courteous, allowing discussion, being willing to yield to others when necessary; the secretary should be straightforward and sincere in deeds (I Peter. 5:1-3)
15. Be a person of good reputation in and outside the church

16. Be honest and true.
17. Be of sound mind

#### *Qualifications of Presbytery Treasurer*

1. All qualifications of Presbytery Secretary apply to this position.
2. In addition to the above, the person should have knowledge of accounts

#### **14) Composition of Delegates of Presbyteries to The General Synod**

- a) the presbytery moderator
- b) the deputy presbytery moderator
- c) The presbytery secretary
- d) the presbytery deputy secretary
- e) the presbytery treasurer
- f) 1 evangelist
- g) 2 installed elders
- h) 1 deacon/deaconess
- i) 1 women's leader
- j) 1 youth/Sunday school leader
- k) 1 representative of people with special needs (persons with disabilities)

## Article 10A

### *Transition of Presbytery to Regional Synod*

#### 3) Transition of presbytery to regional synod

The General Synod shall create regional Synods when it shall deem it fit. A regional Synod shall be composed of a number of Presbyteries grouped together.

## Article 11B

### *Executive Officers of The General Synod*

#### 6) Practice and Procedure of Election, Duties and Functions of The Honorary Treasurer

##### *Practice and Procedure of Election*

1. The Honorary Treasurer shall be elected in accordance with provisions of Article 17 of the constitution from among the candidates nominated by the Presbytery councils and proposed by the Executive Committee.
2. The Honorary Treasurer shall hold office in accordance with provisions of Article 17 of the constitution.

No person shall be a candidate unless that person is:-

- a) A qualified accountant (at least CPA III) and above
- b) Be aged 30 years and above
- c) A member of the RCEA
- d) In good standing with RCEA
- e) The honorary treasurer shall not serve more than two terms concurrently
- f) The Honorary Treasurer shall be conversant with the financial affairs of the church
- g) Be a committed christian who has proven capabilities elsewhere in the church

### *Duties and Functions of the Honorary Treasurer*

1. The Honorary Treasurer shall have the right access to all relevant account books and other documents of the entire church.
2. The Honorary Treasurer shall have a right to draw the attention of the Executive on any financial irregularity or omission cited on Department(s), Program Committee(s) or Council(s) and recommend course of action which may be considered desirable through the finance and planning committee
3. The office of the Honorary Treasurer of RCEA shall not carry any financial remuneration
4. Entitled to reimbursement for out of pocket expenses incurred while on duty as approved by Finance and Planning Committee.
5. In the event of resignation, disability or death while in office, the Moderator will convene an extra ordinary executive meeting that will appoint an acting Honorary Treasurer who shall be in office for not less than three months and not more than six months.

### **The moderator**

### **9) Practice and Procedure of Election, Duties and Functions of The Moderator And Deputy**

#### *Practice and Procedure of Election of moderator and deputy*

1. The office of the Moderator being a significant and important office in the Reformed Church of East Africa, demands a candidate of the

- highest caliber, a person able to portray the significance of this office.
2. The moderator shall be elected in accordance with provisions of Article 17 of the constitution from among the candidates approved by the electoral and boundaries commission.
3. The Moderator shall be elected to hold office and the duration of a time in office shall be determined in accordance with the RCEA constitution Article 11B.

### *The Qualifications*

1. Be forty five (45) years and above
2. Have given faithful and recognized service for not less than ten years, and not have broken service in the five years proceeding election to Moderatorship.
3. Have an educational background which enables the moderator to serve the various sections of RCEA. Should at least possess a First Degree in Theology
4. Have served the Church in various offices and have demonstrated ability to lead
5. Have acquired knowledge and experience of a working relationship with other churches
6. Be a man of prayer for the Lord's flock (I Tim. 2:1-2)
7. Be God's minister and missionary able to show even those outside the church God's plan of salvation through faith (I Tim. 2:7)

8. Be example to others in teaching and living, by faith, love and clean thoughts ((2 Tim.3:10)
9. Be able to explain the scriptures to the church ( 2 Tim. 3: 6-7)
10. Be, as a minister, a good person whose life in private and public cannot be spoken against. The Moderator must be hardworking and thoughtful, and orderly and full of goodness (I Tim. 3:2)
11. Not given to drink, nor quarrelsome but gentle and kind and one does not love money ( I Tim. 3:3-5)
12. Be peace loving and courteous, allowing discussion, being willing to yield to others when necessary; the moderator should be straightforward and sincere in deeds (I Peter. 5:1-3)
13. Be honest and truthful at all times
14. Be of sound mind

The Moderator elect shall relinquish the position of parish minister and any other elective position held upon induction as a Moderator

#### *Functions of The Moderator/deputy*

1. Preside over the deliberations of the General Synod
2. Maintain order in all proceedings of the General Synod, causing standing orders to be observed
3. Decides questions to be raised regarding infringements of the standing orders or rules of debate.
4. Preside over voting on motions of the General Synod.
5. Declares the decisions of the General Synod after members have voted
6. The Moderator shall, in so far as may be possible, undertake Moderatorial visits to Churches, Presbyteries, institutions,

- and regions of the Church to which the Moderator desires or is invited and in accordance with a program(s) approved by the Executive.
7. The Moderator shall preside over all ordinations and funeral services of RCEA Ministers and Evangelists to signify the oneness of the church. Therefore such services shall be arranged in consultation with the office of the Moderator. In the Moderator's absence or the deputy Moderator, the Moderator shall designate Presbytery Moderator(s) to preside over the service.
8. During a term of office, the Moderator shall be an ex officio member of all Synodical committees and as such will receive copies of all notices and minutes and may participate in all meetings

In the event of disability, resignation, removal from office in respect of Article 18 or death in office the Deputy shall assume office immediately and together with the General Secretary convene a special Executive Committee meeting. The following procedure shall then be followed;

- a. The General Secretary shall convene an Executive committee that will confirm the Acting Moderator
- b. The Acting Moderator shall be in office for three (3) months and not more than six (6) months within which a by election will be carried out to elect a new Moderator

#### *Duties of The Moderator/deputy*

1. He is the official representative of the Church at official gatherings and functions both civil and ecclesiastical at which the RCEA is expected to be represented or invited to attend, unless otherwise

provided by the General Synod. In the event of inability to attend one, the General Secretary shall be the official representative. In the absence of specific direction to the contrary by the General Synod, the moderator and the General Secretary may designate their deputies where necessary, as additional representative.

2. Gives voice to the resolutions of the General Synod in meetings with other bodies.
3. extends the welcome of the General Synod in meetings with other bodies
4. voices the thanks of the General Synod for services rendered
5. Voices the disapproval or censure of the General Synod for infringements of its rules or of the laws and practices of the church.

#### *Duties and functions of The Moderator during General Synod proceedings*

1. The Moderator should ensure that the deliberations or General Synod proceedings should be confined to the delegates and advisers only.
2. Calls on members of the General Synod to speak by name and no member of the General Synod speaks unless named to speak.
3. Checks irrelevant speech or repetition during debates
4. Suspends members who refuse to observe the rules of debate or other standing orders of the General Synod
5. Shall refer doubtful cases of infringement to judgment by the General Synod

The moderator's decision on all matters of order and debate is final.

7. The moderator is to be the General Synod who may be the Moderator rises

The deputy moderator deputizes the moderator in all aspects.

#### **The General Secretary**

#### **10) Practice and procedure of election, duties and functions of the general secretary and deputy**

#### *Practice and Procedure of Election of General Secretary and deputy*

1. The General Secretary shall be elected to hold office and the duration of a term in office shall be in accordance with Article 17 of the Constitution of the RCEA.

- By virtue of holding office, the General Secretary shall also be the Secretary to the Executive committee of the General Synod of the RCEA.
2. The General Secretary shall be responsible for safe custody of all church records (including the church seal) and shall grant extracts from them when required for any valid purpose. This does not imply that records shall be kept in the general secretary's private residence.
  3. The General Secretary shall grant authority for access to or extracting those records, but under no account may such records be taken out of Reformed Church of East Africa without the authority of the appropriate governing body of the General Synod.

#### The Qualifications

1. Be 40 years and above

16. Not given to drink, nor quarrelsome but should be gentle and kind and one who does not love money (I Tim. 3:3-5)
17. Be peace loving and courteous, allowing discussion, being willing to yield to others when necessary and should be straightforward and sincere in deeds (I Peter. 5:1-3)
18. Be a person of good reputation in and outside the church
19. Be honest and truthful at all times
20. Be of sound mind

### *Functions of The General Secretary/deputy*

1. To prepare and distribute agenda for the Meetings of the General Synod and the Executive Committee.
2. Be responsible in consultation with the Moderator for calling meetings of the Executive Committee as per Articles 15 and 16 of the constitution.
3. To prepare and distribute minutes and reports of all proceedings of the General Synod.
4. To conduct the correspondence of the General Synod and the Executive Committee.
5. To act generally as advisor to Moderator of the General Synod on all points of law and procedure.
6. To be responsible for the safe custody of all current General Synod minutes and documents.
7. To take charge of all the administrative work of the General Secretary and generally be the team leader to the program and departments.

8. Chair the meetings of the management committee and encourage team spirit among all staff in the secretariat in the Christian love, service and witness of the church
9. Receive minutes of all departmental committees, presbyteries so that a complete record of meetings for such bodies will be easily available in the office of the General Synod
10. Liaise with ecumenical bodies, churches or agencies which RCEA is currently associated with or would in the future, locally and overseas.
11. During a term of office, the General Secretary shall be an ex officio member of all General Synodical committees and as such will receive copies of all notices and minutes and may participate in all meetings.
12. Shall perform other duties as a signed by the General Synod from time to time

In the event of disability, resignation, removal from office in respect of Article 18 or death in office the Deputy shall assume office immediately and together with the Moderator convene a special Executive Committee meeting. The following procedure shall then be followed;

- c. The Moderator shall convene an Executive Committee that will confirm the Acting General Secretary
- d. The Acting General Secretary shall be in office for three (3) months and not more than six (6) months within which a by election will be carried out to elect a new General Secretary

The deputy General Secretary deputizes the General Secretary in all aspects.

## Article 19

19) Practice and procedure of discipline of church employees

*See Article 18 of the constitution*



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