

THE NEW COVENANT BAPTIST CHURCH, IKOLA CHURCH CONSTITUTION

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CHAPTER ONE

NATURE OF THE CHURCH

ARTICLE 1: NAME AND TITLE

The Church shall be known, called and designated as ‘THE NEW COVENANT BAPTIST CHURCH (TNCBC), IKOLA, LAGOS, hereinafter referred to as ‘the Church’. The title of the corporate body shall be “The Registered Trustees of The New Covenant Baptist Church, Ikola Lagos”.

ARTICLE 2: PURPOSE AND OBJECTIVES

“We proclaim Him, admonishing and teaching everyone with all wisdom, so that we may present everyone perfect in Christ.”

– Colossians 1:28.

VISION

“Our vision is to bring every man into God’s presence as a mature person in Christ.”

MISSION

“Our mission is to **EVANGELIZE** the world beginning from our community. We will **TEACH** the whole counsel of God through His Word. We will **NURTURE** people grow in the knowledge of God in an atmosphere of love, grace and worship so they can **SERVE** God and humanity.”

THE OBJECTS OF THE CHURCH SHALL BE:

1. To meet regularly as a body of believers in worship and praise of the true God as Creator, Redeemer and Lord.
2. To proclaim the gospel of Jesus Christ to all who have not yet received Him as their personal Saviour and Lord whenever opportunity may offer, by calling Pastors and Evangelists as deemed necessary, by establishing or supporting Churches, Preaching Stations, Sunday Schools, Church Training Department, Men’s Missionary Union, Women Missionary Union, Youth Fellowship and other Christian organizations, as circumstances may require.
3. To foster love within Christian fellowship and the expression of it in mutual encouragement and respect for one another, and to strive for the purity and growth of the body of believers through Bible study and Prayer.
4. To confer and co-operate with the relevant Baptist Association, Baptist Conference, the Nigeria Baptist Convention and other Christian Churches or Organizations as the occasion may require.
5. To support Education, Health and other good causes by founding schools and other institutions and developing same as the Church shall deem fit.
6. To own and acquire property including land and to receive and dispense gifts and offerings- tested and trusted- for the purpose of any of the above objects.

ARTICLE 3: ARTICLE OF FAITH

I. DOCTRINE

“And they devoted themselves to the apostles’ teaching and fellowship...” Acts 2:42.

1. The Church recognizes the Lord Jesus Christ, the Son of the Living God, as

Saviour and the Head of the Church.

2. In all matters of doctrine and practice, in obedience to the will of God, the Church holds and adheres, under the direction of the Holy Spirit, to the commandments of God declared by the Holy Scriptures as being the inspired word of God in the light of God's perfect revelation in Jesus Christ according to the witness of the New Testament which the Church considers as the supreme and sufficient rule of faith and conduct.

II. FAITH

We believe in particular in:

1. The Trinity: One true and Living God, infinite, eternal and unchangeable, in three Persons, the Father, the Son and the Holy Spirit, and the creation of all things by God for His own wise purpose.
2. The Scripture: The Holy Scriptures as the Word of God given by the inspiration of the Holy Spirit.
3. The Mediator: Jesus Christ as the only begotten Son of God; His virgin birth; His life and humanity; the truth of His teaching; the perfect sacrifice for the sin of the world offered once and for all in His death on the Cross; His bodily resurrection from the dead; His ascension into Heaven; His present ministry of intercession and His coming again in power and glory.
4. Fall of Man: The fall of man and consequent sinfulness, guilt and condemnation of all men. The free and perfect justification of all who believe in our Lord Jesus Christ and their regeneration by the power of the Holy Spirit into adoption as children of God.
5. Repentance: Repentance is an evangelical grace, wherein a person being, by the Holy Spirit, made sensible of the manifold evil of his sin, humbles himself because of it with godly sorrow and experiences a detestation of sin, abhorrence of it with a purpose and endeavour to walk before God so as to please Him in all things.
6. Regeneration: Regeneration is a change of heart, wrought by the Holy Spirit, quickening the dead in trespasses and sins, enlightening their minds spiritually to understanding the Word of God and renewing their whole nature, so that they love and practise holiness. It is a work of God's free and special grace alone.
7. Faith: Saving faith is the belief, on God's authority, of whatsoever is revealed in His Word concerning Christ; accepting and resting upon Him alone for justification and eternal life. It is wrought in the heart by the Holy Spirit, is accompanied by all other saving graces, and leads to a life of holiness.
8. Water Baptism: The ordinance of believers' baptism by total immersion in water shall be observed as and when required, in obedience to the Lord's command. It shall be administered only to those who have confessed their faith in the Lord Jesus Christ as their personal Saviour and Lord, having successfully completed such course of studies in Christian teaching and practice as may be prescribed from time to time by the Pastor and are accordingly regarded as believers.
9. The Lord's Supper: The Ordinance of the Lord's Supper shall be observed as often as possible during worship service. Only persons who are qualified to be received into membership of the church in accordance with Article 5 clause 1 of the Church Constitution may participate in the Lord's Supper.

10. Resurrection: The resurrection of the body and the final judgment of all men; the eternal perfection and blessedness of the saved and the eternal punishment of the lost.
11. The Judgment: God has appointed a day, wherein He will judge the world by Jesus Christ, when everyone shall receive according to his deeds; the righteous, into everlasting life, the wicked shall go into everlasting punishment.
12. The Lord's Day: The Lord's Day as Christian institution for regular observation, should be employed in exercises of worship and spiritual devotion, both public and private, and in rest from employments and amusements, works of necessity and mercy only exempted.
13. Marriage: Marriage as a holy and honourable estate, instituted by God for companionship between man and woman, and for the procreation of children, and which may be dissolved only by death.
Monogamy is the ideal state of family life according to the New Testament and accordingly the church records, its adherence thereto and no polygamist shall be qualified to hold any office in the Church.
14. The Church: The Lord Jesus is the Head of the Church, which is composed of all His true disciples, and in Him is invested supremely, all powers for its government. As His Ministers, Christians are to associate themselves into particular churches. To each of these churches, He has given needful authority for administering that order, discipline and worship which He has appointed.

ARTICLE 4: CHARACTER - Organization and Structure

1. Policy

The government of the church is to be under the Lordship of Jesus Christ who through the Holy Spirit has vested in the believers comprising this local expression of the body of Christ. Such procedure and decision-making are means by which the purpose of God for His church is to be discerned. Therefore, when a member exercises his voting right, he is doing so in response to what he prayerfully believes to be God's will on any given matter.

2. Statement of Relationship

The church shall cooperate with and support the relevant Baptist Association, the Baptist Conference, and the Nigerian Baptist Convention including its Declaration of Principles. The church will seek ways to cooperate with other Christian bodies without sacrificing its doctrine, beliefs and practices.

3. Purpose Ministries

The Church shall operate a purpose ministry policy to carry out her objectives and her grouping viz: Worship, Instruction, Fellowship, Evangelism and Administration.

4. Organization/Auxiliaries:

The Church shall deliberately encourage the formation and growth of Organizations and Auxiliaries within the Baptist Church family namely:

- i. MEN'S MISSIONARY UNION
Royal Ambassadors

Men's Fellowship

ii. WOMEN MISSIONARY UNION:

Sunbeam

Girls' Auxiliary

Lydia Auxiliary

Women's Missionary Society

iii. YOUTH FELLOWSHIP

iv. BAPTIST STUDENTS FELLOWSHIP

v. NEEDS BASED UNITS

ARTICLE 5: MEMBERSHIP

".....and the Lord added to their number day by day those who were being saved" – Act 2:47.

1. Membership shall be open to all persons who, on profession of faith in the Lord Jesus Christ, have been baptized by immersion in water in the name of the Father, the Son and the Holy Spirit.
2. A person will not be received into the membership if he has not yet professed his faith in the Lord Jesus Christ; or if he belongs to any secret organization, society, cult or other association, membership of which is considered, in the light of scriptures and on the advice of the Pastor of the church/deaconate, to be inconsistent with Christian teaching and practice.
3. It is expected that those who, not, being yet qualified for membership pursuant to clause 1 above but participate in the worship services of the church, will seriously consider, under the guidance of the Holy Spirit, the commandment of the Lord Jesus Christ relating to the ordinance of Baptism (Matt. 3:15-17, Matt. 28:19) and the putting away of other obstacles as there may be to their being received into membership of the church.
4. Anyone, who having been previously baptized and is desirous of joining the membership of the church by letter of transfer or affirmation from another church recognized by the church shall, on declaring the same, be given a copy of the constitution of the church and the church covenant of membership (appendix 1 hereof). On his indicating his assent to the constitution and the covenant, the Pastor shall, at the earliest possible date thereafter, recommend to the church or, in exceptional cases as provided for in clause 5 below, to the Church-in-Council. If the Pastor's recommendation regarding approval of the applicant's desire to join the church is favourable and is accepted by the church, the applicant shall be duly received into membership of the church.
5. In special cases, where the Pastor considers it desirable, he may ask the Deaconate to interview the applicant based on whose report, he would as provided in clause 3 above, make appropriate recommendation to the church provided that any report recommending deferment or outright rejection of acceptance of the applicant into membership of the church shall be made only to the Church Council.
6. Any one desirous of joining the membership of the church shall be given a copy of the constitution of the church and the church covenant and upon his fulfillment of the other

Conditions specified herein, the applicant shall be received into membership of the church and be given the right hand of fellowship.

7. The new members shall thereupon sign the church covenant of membership in the presence of the Pastor and the whole congregation. In addition, every member on admission by baptism shall be issued with a Baptismal Certificate free of charge.
8. Every member shall regularly attend worship services, Sunday school classes; home caring fellowship meetings and other means of grace unless prevented from so doing by unavoidable circumstances.
9. Members of the church who wish to transfer their membership to other churches shall be given, at their request, letters of transfer. Such a letter shall merely state that the member concerned was a member in good standing, if that is in fact so, and the duration of such membership. Every member of the church shall be deemed to be in good standing unless at the material time he is under some disciplinary measures.
10. A register of members as well as a register of regular worshippers other than members shall be kept and this register shall be updated from time to time.
11. In case of death of a member of the church, corpse may be brought into the church sanctuary during the burial service/ ceremony.

CHAPER TWO

THE PASTOR

“And His gifts were that some should be... Pastors for building up the-body of Christ...” Eph. 4:11

1. Whenever the need arises for the Pastor to be called, the Deaconate shall constitute a Pastor Search committee, which shall make such enquiries as they consider desirable.
2. The Deaconate shall then make recommendations regarding the filling of such vacancy to the Church Council which shall either refer the matter back to the Deaconate, or second the recommendation of the Deaconate to the Church-in-Conference for consideration.
3. For the call of Pastors for our preaching stations and Pastors to serve as ministers in the church, the deaconate shall constitute a Pastor-search committee, which shall make such enquiries as they consider desirable.
4. No Pastor shall be called unless his call is approved by a two-third majority (to the nearest whole number) votes of those members present and voting at the meeting of the Church-in-Conference at which the matter is considered.
5. The Church-in-Conference shall, on the recommendation of the Deaconate, make arrangements as it deems fit for the supervision and running of the affairs of the church between the departure of a Pastor and the appointment and induction of another.
6. The letter offering the call to a prospective Pastor shall be signed jointly by the Church Secretary and the Secretary to the Deaconate or if he also is the Church Secretary, any other member of the Deaconate so designated by that body, provided that no such letter shall be issued until the prospective Pastor has had an opportunity of studying the Constitution of the church.
7. Acceptance of the offer of call shall be in writing.
8. A candidate for the post of a Pastor needs not be a member of the church but must be a trained Baptist minister, recognized by the Nigerian Baptist Convention.

ARTICLE 7: DISCIPLINE OF THE PASTORS AND MINISTERS

“Them that sin rebuke before all that others also may fear” - 1 Timothy 5:20

1. Any matter of gross impropriety, abuse of office, practising inconsistency with Biblical Principles, or any other charges of very serious nature against the Pastor shall be reported to the Deaconate.
2. The Deaconate shall deliberate on the matter in the first instance and, depending on the severity or urgency of the situation, may appoint an investigation panel of five (5) comprising of three (3) members of the Deaconate and two (2) Church Council members to consider the issue involved and report findings to the Deaconate.
3. The Deaconate, after prayerful consideration of the findings, shall give adequate opportunity to the Pastor to have a say in the matter so as to have a fair hearing.
4. The Deaconate shall be expected to recommend a stand on the issue either dismissing out rightly or (where a case was established) prescribing appropriate disciplinary action.
5. Under certain circumstances, disciplinary action may involve temporary suspension from Pastoral duties for a period to be specified.
6. If the allegations are founded, the Deaconate shall present a detailed report with its

recommendations to the Church Council.

7. The Church Council by a simple majority of members present shall indicate its support for the Deaconate's recommendations which shall then be sent to the Church-in-Conference for ratification by a simple majority of members present at a meeting of the Church-in-Conference specially convened for deliberation on the disciplinary action.
8. In all cases of indiscipline, the Pastors shall be given every opportunity to defend themselves.
9. In the event of withdrawal of call, three (3) months' salary in lieu and any other entitlement due to the Pastor shall be properly settled. In the case of fraud, however, three months' salary in lieu of notice shall not be payable. Only that last month salary (or part thereof served) and any other regular entitlements shall be payable, subject however to deductions that may be necessary. All Church properties in the custody of the Pastor shall be properly handed over to the Church Secretary.
10. Nothing in the above provisions or any other in this constitution shall prevent the Pastor from willingly withdrawing his services to the Church provided that none of the following is in progress under this section:
 - i. a case of gross misconduct has been reported
 - ii. an investigation of any matter by a Panel of the Deaconate
 - iii. a disciplinary action pursuant to the findings of the Panel
11. The Pastor shall be expected to give adequate notice to the Church in writing before such withdrawal of services is to take effect. A minimum of three (3) months shall be considered

CHAPTER THREE

CHURCH MANAGEMENT AND STRUCTURE

ARTICLE 8: CHURCH MANAGEMENT

“..... All things shall be done decently and in order” -1 Corinthians 14:40.

The management of the affairs of the church shall be exercised by the Deaconate, the Church Council and the Church-in-Conference as hereinafter defined.

ARTICLE 9: BOARD OF TRUSTEES

‘It is required of stewards that they be found trustworthy’ – 1 Cor. 4:2.

1. There shall be constituted a Board of Trustees for the church.
2. The Board of Trustees shall hold in trust the Church property and be legal representatives of the Church in any case arising in or cited before a Law court affecting the interests of the church.
3. The Trustees who shall be the legal representatives of the church in any case arising in or cited before a law court affecting the interests of the church, shall for the purpose of the Companies and Allied Matters Act 1990 be appointed by the Church-in-Conference except for those who are Trustees by virtue of their offices.
4. The Trustees shall have a common seal which shall be applied to all legal documents in which the church is required to act as a legal entity in the presence of, and attested to by, not less than three of the trustees. Such common seal shall be applied only to documents approved by the Church-in-Conference. The common seal of the Trustees shall be kept in the custody of the Church Secretary who shall produce it when required for use by the Trustees.
5. The Board of Trustees shall consist of the Pastor, the Secretary to the Deaconate and three other members appointed by the Church-in-Conference.
6. Any of the elected Trustees shall cease to be if he:
 - i. Resigns his office.
 - ii. Ceases to be a member of the church.
 - iii. Becomes insane.
 - iv. Is officially bankrupt.
 - v. Is recommended for removal from office by a simple majority vote of members present at any Church-in-Conference.
 - vi. Ceases to hold the office by virtue of which he had been a Trustee, or
 - vii. Ceases to reside in Nigeria.
 - viii. Attains the age of 75 years.
7. Upon a vacancy occurring in the number of Trustees, a Church-in-Conference will be held to appoint other eligible members of the church.

8. Any immovable property, unless as otherwise directed by the Church-in-Conference, shall be vested in and registered in the name of the Registered Trustees for the time being for the use of the church and as the Church-in-Conference directs.
9. The Trustees shall appoint from among themselves a Chairman and a Secretary to record the proceedings of their meetings, to conduct their correspondence and to carry out the instructions of the Trustees.
10. Trustees shall have power to accept and hold in trust, all land belonging to the church and to acquire and, on behalf of the church, subject to such conditions appertaining thereto.

ARTICLE 10: THE DEACONATE

“And let them be tested first, then if they prove themselves blameless let them serve as deacons” -1 Timothy 3:10.

1. There shall be a Deaconate which shall consist of the Pastor, Ministers and Deacons. The number will be determined from time to time by the Church-in-Conference on the recommendation of the Church Council.
2. The Pastor or failing whom, any of the deacons being a member of the Deaconate, chosen for the purpose by the other members of the Deaconate, shall preside at all meetings of the Deaconate.
3. The Deaconate shall act as counselors to the pastor in advancing the interests of the church.
4. The Deaconate shall discharge the following specific functions:
 - a. They shall assist in the observance of the Lord’s Supper by distributing the elements handed to them by the officiating minister.
 - b. They shall bring to the notice of the pastor cases of spiritual delinquency, illness and special needs among members and regular worshippers coming to their knowledge.
 - c. The Deaconate shall consider all the cases of discipline affecting members of the Church.
 - d. The Deaconate may make recommendation on any matter, as it may consider appropriate to the Church Council.
 - e. They shall, under the guidance of the Holy Spirit, draw up the spiritual objectives and the action plans of the church yearly.
 - f. They shall assist during the conduct of baptismal services as may be required by the officiating minister.
5. Members of the Deaconate shall be in office for 3 years herein referred to as a term. There shall be a maximum of two (2) terms each after which a mandatory rest of three (3) years must be observed. Thereafter there shall be an opportunity for another three years term after which he shall retire permanently.
6. The election to membership of the Deaconate shall be held whenever a vacancy is created by retirement, transfer of membership, or death, or if additional members are required in the light of the needs of the Church, as may be recommended by the Church Council.
7. Three (3) quarters of the members of the Deaconate shall retire after the first term. These shall be decided at a referendum to be conducted at a Sunday morning service. Thereafter another referendum shall be conducted to take fresh nominations to the new Deaconate.
8. Election to the Deaconate shall be conducted in the following manner:

- i. All members of the church in good standing and over 30 years of age not holding a paid office in the Church and who have been members of the Church for not less than 48 calendar months shall be eligible for nomination provided they are, in the opinion of the Deaconate, suitable.
 - ii. There shall be a five(5) member electoral committee appointed by the Church Council to conduct the election, out of which one will be designated the Chairman.
 - iii. Candidates nominated for election as deacons or deaconess but who in the opinion of the Deaconate should not be presented for election should be invited for discussion by the Deaconate and counseled as to the reasons why he/she should not be presented for election.
 - iv. A list of candidates shall be compiled by the Deaconate based on the result of the second referendum on the selection of candidates for fresh nomination having obtained the previous consent of each of such candidates.
 - v. The list shall be presented to the Church at a regular Sunday morning worship service and posted on the Notice Board at least two weeks before the election date.
 - vi. During the regular Sunday morning worship service at which the vote is to be taken, ballot papers containing the names of candidates nominated shall be issued to all members who are over eighteen years of age. They shall cast their votes by placing a mark against the names of such candidates of their choice as listed on the ballot papers but not more than the number of vacancies to be filled.
 - vii. The ballot papers shall be collected during the same service.
 - viii. The result of the ballot shall be posted on the Church Notice Board before evening service the same day and shall be announced in the following Sunday service.
 - ix. In the case of first deaconate, the church leadership will serve as deaconate.
9. **Ordination:** The Deaconate shall arrange for the ordination of newly elected deacons and deaconesses as soon as may be convenient after their election. The newly elected deacons and deaconesses shall be ordained only on completion of such course of study, as the Pastor may deem necessary.
10. A Deacon or Deaconess shall vacate office as a member of the Deaconate if he or she:
- a. Resigns or on completion of his or her term of office.
 - b. Is requested by 75% of other members of the Deaconate present at a duly convened meeting to resign;
 - c. Is suspended either indefinitely as a disciplinary act, or for a specific term by the Church Council or Church-in-Conference;
 - d. Withdraws from membership of the Church either by obtaining a letter of transfer or otherwise.
 - e. Absents himself or herself from the worship services of the Church or other means of grace for four successive weeks without reasonable cause of which the Deaconate shall be the sole judge.

ARTICLE 11: THE CHURCH COUNCIL

“The Apostle and the Elders were gathered to consider this matter” - Acts 15:6.

1. There shall be a Church Council consisting: Church Pastor, Pastors of Preaching Stations, Ministers, Head of Ministries, and Chairmen of standing committees, Board of Trustees members, Serving deacons and deaconesses.

2. Subject to the overriding authority of the Church-in-Conference (except as hereinafter provided) and the specific powers conferred on the Deaconate, the Church Council shall manage the affairs of the Church, handle all matters referred to it by the Deaconate and the Church. The Council shall see to the execution of all decisions of the Church under the guidance of the Holy Spirit. All important decisions of the Church Council shall, as a matter of routine, be reported to the Church-in-Conference following the meeting of the Church Council at which such decisions were taken.
3. The Church Council shall annually, in the last quarter of the calendar year, submit on the recommendation of the Finance Committee a Budget of Revenue and Expenditure for the ensuing year for consideration at the Church-in-Conference.
4. The Church Council shall meet at least once a month, normally on the second Saturday of each month or as frequently as shall be desirable but other such meetings shall be convened to consider special or emergency matters.
5. All meetings of the Church Council shall be announced at regular Sunday worship service, preceding such meetings.
6. Emergency meetings of the Church Council shall be convened as considered necessary by the Pastor or on a written requisition of not less than ten members of Church Council. In cases of emergency where it is impracticable to announce a meeting of the Church Council at a regular worship service, it may be summoned by written notice to each member, provided that notice shall not invalidate such proceedings of the meeting in respect of which the notice was or should have. Special meetings may be convened by a majority decision of the Church Council or the Church-in-Conference.
7. Ten members of the Council present in person shall form a quorum at any regular or an emergency meeting convened in the manner provided above.
8. The Pastor (unless it is otherwise desirable) or in his absence, any member of the Deaconate shall preside at meetings of the Church Council.
9. The Church Council shall have the power to appoint members to the standing committee of the Church and to set up ad-hoc committees for special purposes, to summon before it any member of the Church on the recommendation of the Deaconate, to consider any matter or any case of Church discipline referred to it by the Deaconate, to administer the funds of the church within the limits of the budget approved by the Church-in-Conference and to consider such other matters for which no express provision is made in this Constitution.
10. In the event of a vacancy being created by death, resignation, suspension, removal or transfer, such vacancy shall be filled by the Church-in-Conference on the recommendation of the Church Council.
11. A member of the Church Council shall vacate office as a member if:
 - i. He vacates the office by virtue of which he is a member of the Church Council.
 - ii. He resigns or on completion of his term of office, which shall, except as otherwise provided, be annually.
 - iii. He is removed from office by the Church-in-Conference.
 - iv. He absents himself from three consecutive regular meetings of the Church Council without previously informing the Pastor or the Church Secretary.
 - v. He transfers his membership to another church.
12. The Church Council shall be responsible to the Church-in-Conference but may act on behalf of the church when necessary without specific instructions in which case, such action must

be subject to ratification at the earliest opportunity at a meeting of the Church-in-Conference.

ARTICLE 12: CHURCH-IN-CONFERENCE

“Let us not forsake the gathering of one another” – Heb. 10:25

1. There shall be regular meeting of the Church-in-Conference, which shall hold once every quarter for the transaction of such business as shall be referred to it by the Church Council or shall be raised at the meeting by any member of the Church.
2. The regular Church-in-Conference shall normally hold on the Third Thursday of the month of meeting and notice shall be given during the worship services of the immediate preceding Sunday.
3. Emergency meeting may be held as the Pastor shall direct or on the written request of not less than ten members of the Church. Such requests shall be handed to the Pastor not less than one week before summoning of the emergency meeting and the pastor shall be entitled to know what business is proposed to place before the emergency Church-in-Conference.
4. The pastor (unless it is otherwise desirable), any member of the Deaconate, or any member appointed for the purpose by the members present, shall preside at meetings of the Church-in-Conference.
5. The Deaconate Secretary and ministry heads shall give reports of their various departments to the Church Council on a roster approved by the Church-in-Conference.
6. All church elected officers including the pastor and all the paid staff shall be responsible to the Church-in-Conference.
7. All church elected committees, the registered trustees and the deaconate, shall be responsible to the Church-in-Conference but normally operate through the council unless otherwise stipulated by the Church-in-Conference.
8. The Church-in-Conference shall have the final authority to approve, reject, amend and/or ratify any action and/or recommendations brought to it by members, officers, committees, deaconate, trustees and the Church Council.

CHAPTER FOUR

MINISTRY STRUCTURE

ARTICLE 13: MINISTRIES AND UNITS

“..... Respect those who labour among you and are over you in the Lord and esteem them very highly in love because of their work” -1 Thess. 5:12-13.

The Church shall operate through Ministries and units and the appropriate church elected officers as head of these ministries and organizations, committees, Trustees, Deaconate, Pastor, Ministers and Church Council. They shall be responsible to the Church-in-Conference which shall have the final authority in all matters relating to the church. These ministries shall be administered by the Pastor as the spiritual head of the church who shall be responsible to the Church-in-Conference through the Deaconate to the Church Council.

Details of the responsibilities of the different ministry groupings, ministries and committees are as follows:

1. PASTORAL:

- a. **Pastoral Team:** The pastoral team shall consist of the Pastor, pastors of preaching stations and all ministers called to serve in the church on full time basis. It shall have the responsibility of providing overall spiritual leadership and care for the church and her preaching stations.
- b. **Deaconate:** The deaconate shall consist of all serving deacons. It shall have the primary responsibility of providing counseling for family life ministry, ministering assistance to the pastorate and special duty assignments as required by the pastorate.
- c. **Home Caring Fellowship:** This unit shall consist of all Home Caring Leaders, the Zonal Coordinators and all elected deacons. It shall be headed by the Church Pastor as the Coordinator and assisted by an Assistant Coordinator.
- d. **Counseling/Follow-up Committee:** This unit shall comprise, as members, all serving deacons and other members of the church, who have indicated their interest in the ministry. It shall have the responsibility of receiving and counseling first timers/guests and those indicating a decision to the Lord at all our worship services. In follow up it shall have the responsibility to lead such into more intimate relationships with the Lord through our new member's inductions and discipleship trainings.

2. HOME AND FAMILY LIFE:

- a. **Singles Fellowship:** The unit shall have responsibility for the fellowship and care directed especially at the young and unmarried men and women from the age of 17 years in the church. It shall provide meaningful interaction and spiritual development of the singles, for later adult life through various programmes such as bible studies, seminars, talks, retreats etc.
- b. **Couples Fellowship:** The unit shall be responsible for the fellowship and care directed at married couples in the church. It shall organize programmes such as

seminars, prayer meetings/bible study, retreats, picnics etc. that will harmonize, build and minister to individual families and the corporate family of the church.

- c. **Marriage Counseling Team:** The unit shall provide counseling and guidance for members intending to get married, ensure they maintain a holy relationship during courtship and recommend disciplinary action to the deaconate/church council in cases of impurities and other acts of indiscipline. It shall also identify members who are 'improperly married' and provide necessary counseling and guidance.

3. **SOCIAL & WELFARE:**

- a. **Welfare Team:** This unit shall be responsible for ministering to the physical, emotional and possibly the spiritual needs of members.
- b. **Social Team:** This unit shall be responsible for providing support to church members during weddings, naming of their children, birthdays and funeral programmes etc.
- c. **Medical Team:** The unit shall provide medical treatment in emergencies especially during worship services and other programmes of the church. It shall also provide advisory services to the church on environmental sanitation, community health development in the church and its' immediate vicinity.
- d. **Crisis Response Team:** The unit shall be responsible for providing assistance to members of the church who are passing through any form of crisis.

4. **PRAYER AND DELIVERANCE:**

- a. **Intercessory Team:** This unit shall be the willing knees team to always intercede on behalf of the church. It shall in due consultation with the Pastor initiate new prayer sessions for the Church as the Holy Spirit may direct from time to time. It shall organize and co-ordinate all prayer programmes of the church.
- b. **Deliverance Team:** This unit shall be responsible for ministering deliverance to members and non-members who may need such.

5. **MUSIC**

The Music ministry shall be responsible for the musical activities of the church in enhancing Worship, providing training and fostering general music appreciation both within the TNCBC and every sphere of her ministry and mission influence. This shall be accomplished through the Choir, the Worship Team and the Instrumental Team.

6. **SECURITY & USHERING:**

- a. **Security Team:** This unit shall be responsible for providing security services for church properties, members' properties and lives during all church programmes. They shall also be responsible for traffic control and regulation around the church premises and the car parks.
- b. **Ushering Team:** This unit shall be responsible for the orderly arrangement of worshippers as they take their seats, provide bulletins, other materials, offertory envelopes, take offerings and generally encourage decorum in the church sanctuary during all church worship services and programmes. It shall also be attentive and attend to the needs of the congregation and the ministers.

7. PUBLICITY AND PUBLICATION

The team shall be responsible for the adequate publicity of the church programmes, objectives and all church activities including media relations. The team shall also be responsible for the production of all church bulletins and all printed materials of the church.

8. TEACHING AND DISCIPLESHIP:

- a. **Sunday School:** It shall be responsible for the conduct of the bible study programme of the church during the Sunday school allotted period.
- b. **Discipleship Training:** It shall be responsible for the conduct of the church training programmes.

9. EVANGELISM:

- a. **Witnessing and Follow-up:** This unit shall be responsible for the co-ordination of the church programmes on personal and mass witnessing and follow up with the intention of winning souls to the kingdom of God.
- b. **Social Ministry:** It shall be responsible for the social outreach programme of the church towards our immediate community in ministering to the needs of the society. These needs shall include and shall not be restricted to the social miscreants, AIDS sufferers (and prevention), prison ministry, social concerns etc.
- c. **Drama Ministry:** This shall be responsible for the conduct of the evangelistic pursuit of the church through drama presentations.

10. MISSION:

- a. **Local Missions:** This unit shall be responsible for the establishment of new preaching stations and supervise and promote the work in all preaching stations.
- b. **Home/International Missions:** The unit shall be responsible for the coordination and control of the missionary work of the church in local and international mission fields.

11. CHILDREN:

This ministry shall develop, conduct and coordinate all programmes and services for children in the church between the ages of one and a half to twelve years.

11. SECRETARIAT:

- a. **Secretariat Team:** The unit shall be responsible for the provision of secretariat duties to the business meetings of the church, in the keeping of records of proceedings and the issuance of notices for the meetings. It shall be responsible for the custody of the records of the church and the property entrusted to them.
- b. **Membership Committee:** The Committee shall be responsible for the management of the church membership data. They shall in collaboration with discipleship unit induct new members into the church through appropriate training programmes.
- c. **Personnel Committee:** The Committee shall assist the church in matters relating to personnel administration.

12. FINANCE COMMITTEE:

The Committee shall develop and recommend an overall plan to inform the church of its stewardship opportunities and responsibilities. It shall be responsible for recommending a budget, securing the funds through stated procedures and programmes and administering the money in keeping with the church approved plan and budget, with sound principles of financial management. It shall be assisted in the assignment by the Investment committee which shall be sub-committee of the finance committee.

13. BUILDING & PHYSICAL DEVELOPMENT:

- a. **Building and Maintenance Committee:** The Committee shall be responsible for the Coordination of the planning, development and acquisition of church buildings and the land. It shall also recommend to the church the policy on the use of church space and furnishing. The unit shall also be responsible for the maintenance and repairs of church buildings, fittings, furniture and land.
- b. **Beautification Unit:** The unit shall be responsible for the decoration of the church for all services and programmes of the church.

14. UTILITY:

- a. **Technical Team:** The unit shall have responsibility to procure and maintain all technical equipment of the church in consultation with the different units and ministries that require them.
- b. **Transport Unit:** The unit shall be responsible for the procurement and maintenance of all church vehicles. It shall also recommend policies for the operation of the vehicles and the supervision and control of their usage.
- c. **Information Technology Unit:** The unit shall have responsibility of hosting and maintaining the church website on the internet. It shall also coordinate the use and administration of the church Information Technology Network.
- d. **Media:** The unit shall be responsible for the processing of a combination of different content forms such as text, audio, images, animations, video and interactive content for the use of internal and external audience.

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ORGANISATIONS/AUXILIARIES:

- a. **Men's Missionary Union:** It shall have the responsibility of leading men, and boys to a deeper commitment to missions. It shall set up its own programmes, provide its own materials and conduct its activities within the doctrinal framework of the church. It shall have as components the Royal Ambassadors and Baptist Men's Fellowship.
- b. **Women Missionary Union:** It shall have the responsibility to lead the Womenfolk and the young ladies to a deeper commitment to missions. It shall set up its own programmes, provide its own materials and conduct its activities within the doctrinal framework of the church. It shall have as components Sunbeam band, Girl's Auxiliary, Lydia Circle and Women's Missionary Society.

- c. **Youth:** The Youth Fellowship, which shall be open to all youths in the church from age eighteen (18) years to the maximum age of forty (40) years, shall have the responsibilities of leading them to a deeper commitment to missions and church life.
- d. **Needs Based Unit:** This unit consists of Elders Forum, Great Companion Fellowship, Geriatrics etc. The unit shall be a veritable avenue for fellowship amongst the members.

18. COMMITTEES AND COORDINATING GROUPS:

All ministry group coordinators shall be full time ministerial staff of the church unless otherwise approved by the Church-in-Conference.

All chairmen and members of committees and positions that are not strictly ministry in disposition shall be recommended by the Nominating Committee and approved by the Church-in-Conference unless otherwise indicated herein.

Committee members, unless otherwise indicated below shall be at least twenty-one years of age and shall live a life in keeping with principles of the New Testament.

CHAPTER FIVE

OFFICERS, COMMITTEES AND UNITS OF THE CHURCH

ARTICLE 14: DUTIES OF OFFICERS

“..... and there are varieties of service, but the same Lord” -1Corinthians 12:5

Except as otherwise provided and without prejudice to the generality of any other provisions in the Constitution, the duties of officers shall be as set out in SECTION 11-44.

A. PASTOR

- i. The Pastor shall exercise responsibility for the overall spiritual welfare of the Church and her preaching stations. He shall take such interest as is appropriate in the well-being of the members of the Church and other regular worshippers at Church services.
- ii. There shall be approved ministry structure of the church to assist the church pastor in the day to day running of the affairs of the church.
- iii. He shall arrange for such instructions of the congregation or officers as he shall consider desirable in the interest of the spiritual life of the Church.
- iv. He shall ensure that the Church faithfully discharges her obligation to all organizations with which the Church is affiliated or has agreed to co-operate especially the Baptist Association to which she belongs, the Lagos West Baptist Conference and the Nigerian Baptist Convention.
- v. He shall arrange for due observance or performance of the ordinance of Baptism and the Lord’s Supper and such other approved acts as, but without being limited to, Dedication of Babies, Special Thanksgiving Service, Marriages and Funerals.
- vi. The Pastor may not conduct or permit the use of the Church premises for the purpose of conducting the funeral service of any person who at the time of death was known to be a member of a secret society, cult, organization or association, membership of which is considered by the Church to be inconsistent with Christian teaching and practice nor for the use of any secular activities.
- vii. The Pastor may, with the consent of the Deaconate, accept religious engagements outside Ikola and environs provided that, where such acceptance would involve the Church in travelling and other expenses, the concurrence of the Church Council shall be obtained.

B. THE CHURCH SECRETARY

- i. The Church Secretary shall keep accurate record of the proceedings of the Church Council and the Church-in-Conference in minutes’ books provided for the purpose and the minutes shall be written up in such manner as to facilitate reference to all resolutions passed, or decision taken from time to time.
- ii. He shall, as circumstances require except as otherwise decided by the Church Council or provided for by the constitution, issue notices convening meetings of

the Church Council and the Church-in-Conference.

- iii. He shall be responsible for the custody of the records of the Church and the property entrusted to his care. He shall annually present, not later than the second week of February of each year, a written report on the work of the church during the preceding year through the Church Council to the Church-in-Conference. He shall keep a file of all corrected and adopted minutes signed by the Church Secretary and the Church Pastor.
- iv. He shall be the leader of the secretariat ministry which, under the supervision of the Pastor, administers the church staff.
- v. He is responsible, through the Membership Committee, for keeping register of the names of members, with date of admission, or death, together with a record of baptism.
- vi. He shall issue letter of dismissal as approved by the Church Council to any member of staff who commits gross misconduct.
- vii. Except as shall be otherwise desirable or necessary, letters from the Church Council and the Church shall be issued under the hand of the Secretary. The Church Secretary shall be a member of the Church Council.

C. THE ASSISTANT SECRETARIES

There shall be one or more Assistant Secretary(ies) as the Church may deem necessary to have; one of whom shall be designated to act for the Church Secretary in his absence. They shall perform such duties as the Secretary may delegate to them. They shall be members of the Church Council.

D. THE TREASURER

- i. The Treasurer shall arrange for the safe-keeping of all the funds of the Church subject to such general or specific directions as the Church Council shall give. He shall keep Cheque Books, Bank Tellers, Receipts and Payment Vouchers passed to him by the Finance Committee. He shall, through the Finance Committee, render to the church at each regular business meeting an itemized report of receipts and disbursements of budget items for the preceding month (s).
- ii. The Treasurer shall make payments on behalf of the Church on receipt of duly authorized payment vouchers.
- iii. He shall perform such other functions as may from time to time be entrusted to him by the Church Council or by the decision of the Church-in-Conference.
- iv. The Treasurer shall be a member of the Church Council.

E. THE FINANCIAL SECRETARY

- i. The Financial Secretary shall record or arrange for the recording at the end of every service of tithes and offerings collected. He shall head a team of financial officers who shall serve as counters, duly appointed for this purpose by the nominating committee. He shall hand over the proceeds to the Treasurer (or as otherwise indicated in the finance policy of the church) who shall sign the Financial Secretary's records as evidence of having received the amount handed

over.

- ii. The Financial Secretary shall originate all Payment Voucher and keep them safely.
- iii. He shall, through the Finance Committee, submit half-yearly accounts and prepare yearly statements of Income and Expenditure. He shall prepare and submit such other statistics at such other times or intervals of time as the Church-in-Conference or the Church Council shall direct.
- iv. The Financial Secretary shall be a member of the Church Council.

F. INTERNAL AUDITOR

There shall be an internal auditor for the Church and he shall:

- i. Design the internal financial control system of the church, to ensure prudent utilization of the resources of the church and compliance with control procedures.
- ii. Issue audit queries, where necessary, carry out pre-payment audit of all payment vouchers and assist the Finance Committee in deciding on such payments.
- iii. He must have accounting background and also a member of the Finance Committee.
- iv. The Internal Auditor shall be a member of the Church Council.

G. EXTERNAL AUDITORS

- i. There shall be appointed, an External Auditor by the Church-in-Conference.
- ii. The external auditor shall be responsible for the proper auditing of the accounts (Financial Statements) of the Church and report thereon to the Church-in-Conference.

ARTICLE 15: SCHEDULE OF COMMITTEES AND UNITS

1. MEMBERSHIP COMMITTEE

- i. There shall be a Membership Committee. The Membership Committee shall consist of Chairman, the Church Secretary, Instruction Ministry Coordinator, and three other members nominated by the Nominating Committee.
- ii. The Membership Committee shall keep up-to-date records of baptized members and candidates for membership in a form that makes for easy reference. He shall produce alphabetical list from such records and prepare the membership returns required by the Nigerian Baptist Convention at the end of each year.
- iii. The Membership Committee shall, on the approval of the Pastor, issue Letter of Transfer to other Churches in respect of former members transferring to such Churches and request the same in respect of those applying for membership of the Church by transfer.
- iv. The Membership Committee Secretary/Chairman shall be member of Church Council.

2. PERSONNEL COMMITTEE

- i. The Personnel Committee shall consist of the Church Secretary, and four other persons selected by the Nominating Committee to serve on a three-year term. An Associate Secretary of the church may be co-opted as the recording secretary.
- ii. The Personnel Committee shall assist the church in matters relating to the

employed personnel administration. Its work shall include such areas as staff needs, salaries, benefits, staff welfare and policies and recruitment.

- iii. The personnel committee shall be responsible for preparation and update of staff condition of service and personnel policy.
- iv. Chairman of the personnel committee shall be a member of the Church Council.

3. INVESTMENT COMMITTEE

- i. There shall be an Investment Committee consisting of five members including a member of the Church Secretariat, the Financial Secretary and three members nominated by the Nominating Committee.
- ii. The Chairman of the Committee shall be nominated from the three other members nominated.
- iii. The Investment Committee shall be responsible for the investment matters of the Church.
- iv. Chairman of the Investment Committee shall be a member of the Church Council.

4. FINANCE COMMITTEE

- i. The Finance Committee shall be responsible for recommending a budget for the church, securing the money through stated procedures, and administering the money in keeping with the church plan and budget with sound principle of financial management. It shall recommend a finance policy to be approved by the Church-in-Conference for the overall monitoring and management of financial resources of the Church.
- ii. The Committee shall consist of a Board of Trustee representative, Church Secretary, Treasurer, Financial Secretary, Internal Auditor, Chairman of Investment Committee and one member of the church nominated by the Nominating Committee as the Chairman.
- iii. The Chairman of the Finance Committee shall be a member of the Church Council and will serve for a tenor of three years, renewable yearly.

5. THE SUNDAY SCHOOL UNIT

- i. There shall be a Sunday School unit to be coordinated by a Superintendent.
- ii. The Sunday School Superintendent shall be responsible for the management of the Sunday School unit. He shall see to it that fit and proper persons are assigned as teachers to each Sunday School Class and shall, in consultation with the Pastor, organize for the benefit of the Sunday School Teachers such teaching and training programmes as he deems necessary.
- iii. No person, not being a member of the Church, shall be qualified for appointment as a Sunday School Teacher, unless such person(s) is well known to be of good standing as a Christian(s).

6. THE MUSIC MINISTRY

There shall be a Music Ministry to be headed by a Music Minister or Music Director. There shall also be a Music Committee which shall be hosted in the Music Ministry.

- i. The Music Committee shall consist of: The Music Minister (or music Director), the Choir Leader, Choir Secretary, a deacon/deaconess, the organist and two other church members, one of whom shall be a woman .
- ii. The Committee shall be responsible for:
 - a. Putting in place the overall direction of the music ministry.
 - b. The Ministry's programmes for the year.
 - c. The recruitment of choristers and instrumentalists into the ministry.
 - d. The overall discipline of the choir.
 - e. The procurement of materials for the ministry.
 - f. Other measures to ensure effectiveness of the music ministry.
- iii. The Committee shall report to the Music Ministry through the Choir Secretary every decision/resolution.
- iv. There shall be an organist and other instrumentalists. They shall not be subject to annual election but shall hold office at the pleasure of the Church. The Church shall appoint such paid employees in addition to the Pastor(s) as it, shall from time to time, determine.

7. MEDICAL UNIT

- i. There shall be a Medical Team.
- ii. The unit shall provide medical treatment in emergencies, especially during worship service or in the course of other programmes of the Church.
- iii. The unit shall also provide free medical treatment to indigent members of the Church within the available resources provided by the Church.

8. CHILDREN MINISTRY

- i. There shall be a Children Ministry with a Minister/Coordinator who shall assist the Pastor in overseeing the Children's Ministry of the Church.
- ii. The Children Minister/ Coordinator shall execute assignments from the Pastor as may be required from time to time.
He shall be a member of the Church Council.

9. COUPLES FELLOWSHIP UNIT

- i. There shall be a Couples Fellowship comprising of all married couples in the Church.
- ii. The fellowship shall be coordinated by a married couple of more than 5 years in good standing with the Lord.
- iii. The Coordinator shall organize programmes such as seminars, prayer meetings/bible study, retreats, picnics etc. and such other programmes that will harmonize, build and minister to individual families in the church.
- iv. The Couples Fellowship Coordinator shall function with the guidance of the Pastor and shall be a member of the Church Council.

10. HOME CARING FELLOWSHIP

"And they continued steadfastly in the apostles' doctrine and fellowship and in the breaking of bread and in prayers" – Acts 2:42.

- i. The Church, appreciative of the usefulness of small groups in the spiritual development of the individual and the corporate unit of the body, shall establish Home Fellowship Centres with the following broad objectives: -
 - a. To evangelize and further the fulfillment of the great commission.
 - b. To provide for more intimate interaction not feasible in a large fellowship such as a church setting.
 - c. To identify talents which would otherwise be lost in the congregation.
 - d. To increase church membership.
 - e. To discover spiritual gifts of individuals for the work of the church.
 - f. To minister to needs of members as identified.
 - g. To provide for variety of programmes which would not be possible during the normal worship.
- ii. Home Caring Fellowship activities shall be led by Home Fellowship Centre Leaders and Associates.
- iii. There shall be Zonal Leaders who shall be responsible for a specified number of Centres. They shall be responsible to the Home Caring Fellowship Assistant Coordinator.
- iv. There shall be a Home Caring Fellowship Assistant Coordinator who shall monitor and ensure effectiveness of Home Fellowships with responsibility to the Pastor(s) who shall be the overall overseer of Home Caring Fellowship.
- v. **Discipleship Life Style:** The unit shall be responsible for the discipleship/training of new converts/members and nurturing of the entire membership of the church into spiritual maturity.

11. THE WOMEN MISSIONARY UNION (WMU)

- i. The Women Missionary Union shall consist of:
 - a. The Women's Missionary Society
 - b. The Sunbeam Band
 - c. The Girls Auxiliary (G.A.); and
 - d. The Lydia Auxiliary
- ii. The Women's Missionary Society shall consist of all married women who are members of the church and shall supervise the activities of the other arms of the WMU and report regularly to the Church Council through the President.
- iii. The Women Missionary Union shall operate in accordance with the Constitution of the Women Missionary Union, an auxiliary of the Nigerian Baptist Convention to which it is affiliated subject to the Constitution of TNCBC, IKOLA.
- iv. The WMU shall be co-ordinated by the President who shall be a member of the Church Council.
- v. The wife of an incumbent Under-shepherd (Pastor) of the Church shall act as Adviser to the Women Missionary Union and shall work in collaboration with the President and other officers of the Women Missionary Union for the spiritual edification, motivation and encouragement of the general membership of the Union.

12. MEN'S MISSIONARY UNION (MMU)

- i. There shall be a Men's Missionary Union comprising of Men's Fellowship and the Royal Ambassador and shall be coordinated by the President.
- ii. The Men's Missionary Union shall operate in accordance with the Constitution of the Men's Missionary Union, within the Nigerian Baptist Convention to which it is affiliated, subject to the Constitution of TNCBC, IKOLA.
- iii. The MMU President elected by the Union shall be a member of the Church Council.
- iv. The Royal Ambassador Counselor shall be appointed by the MMU
- v. The Pastors and ministers shall be members of the MMU. The Church Pastor shall act as Adviser to the Union.

13. YOUTH FELLOWSHIP

- i. There shall be a Youth Fellowship whose membership is open to all the youths of the Church within the age limit, between eighteen (18) and forty (40) years.
- ii. The Youth Fellowship shall operate in accordance with the Constitution of the Youth Fellowship, within the Nigerian Baptist Convention to which it is affiliated subject to the Constitution of TNCBC, IKOLA.
- iii. It shall aim to promote the following:
 - a. Promote and encourage the spirit of Christian fellowship, love, unity and mutual understanding among the Youths of The New Covenant Baptist Church, Ikola in particular and the youth of the Nigerian Baptist Convention in general.
 - b. Encourage the Youths of the Church to participate in all the programmes organized by the Church.
 - c. Organize and or execute, such evangelistic programmes within the Constitution of The New Covenant Baptist Church Ikola or in collaboration with the Church Evangelical team.
 - d. Give moral and financial support to the Church, its members, other Christian bodies and individuals as may be deemed fit.
- iv. The Youth Executive Council and the fellowship shall be guided by the constitution of the fellowship.
- iii. The President, who shall be a member of the Church Council of the church by virtue of his office, shall represent the interest of the fellowship at all times and preside at all meetings.

14. BAPTIST STUDENT FELLOWSHIP (BSF)

The unit shall be responsible for the coordination and direction of the fellowship of Baptist students in secondary schools and higher institutions of learning who are not less than fifteen years of age.

15. EVANGELISM MINISTRY

- i. There shall be an Evangelism Ministry to be led by a Minister/Coordinator.
- ii. The Evangelism Minister/Coordinator shall assist the Pastor in the general evangelical work of the church as follows:

- a. Organisation of the Mission and Evangelism programme of the Church of which he is the Chairman.
 - b. Organisation of training Programmes on evangelism.
 - c. Production and/or procurement of relevant tracts and other literature necessary for the evangelical work of the Church.
 - d. Advising the Pastor/Deaconate on the establishment and the running of preaching stations.
 - e. Drawing up of roasters for preaching/visitation assignments to preaching stations.
 - f. Organising the establishment of the various arms of evangelism and subsequent supervision e.g. prison ministry, school ministry, tape/film ministry, hospital ministry, child evangelism out-door witnessing/tract ministry, visitation/follow-up ministry etc.
 - g. Preparation and submission of spiritual objectives and budget of the Evangelism Committee to the Deaconate for a succeeding year towards the end of each year.
 - h. Execution of assignments from the Deaconate/Pastor as may be required from time to time.
- ii. The Pastor/Leader of The New Covenant Baptist Church preaching station(s) both local and international must give administrative and financial reports on quarterly basis to the Church Council through the ministry.
 - iii. The Evangelism Minister/Coordinator shall be a member of the Church Council.

CHAPTER SIX

BASIC/STANDARD CHURCH PROCEDURES

ARTICLE 16: NOMINATION OF OFFICERS AND OTHER APPOINTMENTS

Leaders of ministries shall be elected by the members of the ministries through the submission of three members' names in the ministries and units to the nominating committee, out of which one shall be recommended by it to the Church Council in order of ranking.

The Nominating Committee shall recommend Church members in good standing into offices that are not strictly ministry in nature:

Ministry Head/Unit Coordinator Other Officers

- i. Subject as hereinbefore provided, only registered members of the Church in good standing for at least 12 months and who are not below 21 years of age shall be eligible for appointment as officers of the Church.
- ii. The Church-in-Conference shall at its regular meeting in September ending of (or as soon as may thereafter be convenient) each year appoint a Nominating Committee which shall consist of seven members of the Church Council. The Church-in-Conference shall at the time of the appointment designate one of these seven members as Chairman of the Nominating Committee.
- iii. The Nominating Committee shall within thirty (30) days of its appointment, present to the Church-in-Conference, its recommendation regarding officers (other than those for whose appointment special provisions are made elsewhere in this Constitution or by convention) for the ensuing year provided that:
 - a. Such a list, shall not be presented to the Church-in-Conference without the prior approval of the Deaconate who shall have the right to reject a nomination and require the Nominating committee to produce a revised list. The Nominating Committee shall have obtained the prior consent of the persons nominated, to serve in the offices for which they have been nominated, if elected, before reporting to the Church-in-Conference but not until after its nominations have been considered by the Deaconate.
 - b. The Church-in-Conference shall be entitled to approve the recommendation of the Nominating Committee either in part or as a whole and to appoint to an office a person other than that recommended by the Nominating Committee.
 - c. Home fellowship leaders may, where necessary, be involved in the nomination of church officers to ensure that officers nominated will be dedicated in their port-folios having proved their ability and dedication at home fellowship level.
 - d. The Pastor shall not be subject to annual nomination but shall hold office at the pleasure of the Church provided that:

Any member of the Church in good spiritual standing shall be free at any Church-in-Conference

to raise the question of the appointment to this office.

The Pastor shall be called and appointed in the manner hereinbefore prescribed.

ARTICLE 17: VOTING RULES AND PROCEDURE

- i. Except as otherwise provided in this Constitution all questions discussed at meetings of the Church Council, the Deaconate, the Church-in-Conference and the various arms/departments of the Church shall be determined by simple majority of the members present. Voting and the declaration of the Chairman of the meeting that a motion or proposition has been carried or defeated shall be final and conclusive.
- ii. Except as otherwise provided in this Constitution, the generally accepted rules of debate shall govern all questions of rules and procedure at the meetings aforesaid.

ARTICLE 18: DISCIPLINE

- i. The Church-in-Conference shall have the power to discipline a member who is found guilty of notorious living, heresy, gross insubordination to Church authority, and conduct which may bring dishonour upon the name of the Lord Jesus and provided that no discussion of any case of discipline shall take place at a Church-in-Conference unless such case has been referred to it by the Church Council. Any disciplinary action so taken may be announced at a regular worship service of the Church.
- ii. Nothing in Clause 1 above shall prevent a member from raising a question or case of discipline at a Church-in-Conference for the consideration of the Deaconate.
- iii. Any member who is disciplined shall on the recommendation of the Deaconate be pardoned on satisfactory evidence of repentance.
- iv. Subject to the right of a member to appeal to the Church-in-Conference, the Church Council shall have the right to hand down decisions in all cases of dispute between/among two or more members of the Church without having to seek ratification of such decisions from the Church-in-Conference.
- v. If the Church Council shall, with the previous consent of the parties to a dispute, both being members of the church, adjudicate in any dispute, its decision shall be binding on the parties to the dispute and failure to accept or otherwise implement or comply with such decision, shall without further proof, be deemed to constitute gross insubordination to Church authority unless appeal from such decision of the Church Council is lodged with the Pastor within fourteen (14) days of the communication of the said decision to the parties to the dispute, for the consideration of Church-in-Conference.
- vi. In so far as discipline is concerned and except as otherwise provided in this Constitution, the decision of the Deaconate shall be final on the question of procedure in each particular case.

ARTICLE 19: FINANCE

'...GOD loves a cheerful giver' - 2 Corinthians 9:7

- i. The funds of the Church shall be raised in accordance with the New Testament teaching on giving and more specifically by tithes and offerings, special thanks-offerings and contributions when such contributions are deemed necessary on the recommendation of the Church Council.
- ii. Funds may not be solicited from persons who; not being members of the congregation worshipping at the Church, would be refused membership of the church were they to have applied for such membership or from any Organisation, or Association the objects of which are inconsistent with Christian teachings and practices.
- iii. Nothing shall prevent worshippers who have not yet been admitted into membership from contributing to the funds of the Church whether by way of regular tithes, offerings or through special contributions authorized from time to time by the Church.
- iv. Any payment Cheque shall, in the absence of Church resolution to the contrary, be signed jointly by any two of the following: Financial Secretary, Treasurer, Church Secretary or Assistant Secretary.
- v. Any payments for a particular purpose not expressly or impliedly provided for in the approved Annual Budget for the time being shall be referred by the Church Council to the Church-in-Conference for prior approval before disbursement is made. In case of extreme emergency, the Church Council may authorize disbursement and report afterwards to the Church-in-Conference.
- vi. Payment Vouchers shall be raised in respect of all expenditures authorized by the Church Council or the Church-in-Conference as the case may be.
- vii. There shall be an approved Finance Policy of the Church.

ARTICLE 20: REPORTS

Proceedings of the Church Council which shall include decisions on reports of standing Committees, Ministries, Deaconate and ad-hoc Committees appointed for specific purposes shall be reported in writing by the Church Secretary to the Church-in-Conference.

The annual reports of the Finance Committee and external Auditor, which shall be in writing, shall be submitted to the Church-in-Conference through the Church Council not later than the third Thursday of June the following year.

ARTICLE 21: HANDING OVER PROCEDURE

An Officer, on relinquishing his post, shall promptly hand over to his successor, if already appointed, or otherwise to the Secretary of the Board of Trustees, all Church properties in his custody. He shall prepare for this purpose a list in triplicate of the articles handed over. Such list shall be signed by the retiring officer and the person to whom the articles are handed over to. The original of the list shall be filed with the Church Secretary for information of the Church Council.

Nothing in this section shall however, prevent the Pastor or the Church Council from making any other arrangement for handing over (especially for, but without being limited to, end of year handing over) which he or the Church Council may consider more appropriate or efficient.

ARTICLE 22: GENERAL PROVISIONS

“... Whatsoever you do, do all to the glory of God” - 1 Corinthians 10:31b.

The foregoing Sections, or any part thereof, shall be subjected to addition (including the addition of new Sections) deletion or any form of amendment or revocation shall become effective until ratified by a two thirds majority of members present to nearest whole number and voting at a Church-in-Conference, which shall be at liberty to modify the amendment put forward for ratification.

- i. Any matters not expressly or impliedly covered by this constitution shall be determined by the Church Council, but any member of the Church in good standing shall be free at a Church-in-Conference to challenge and produce reason (s) for modification of such decision of the committee. The decision of the Church-in-Conference shall be final on such matters. The decision of the Deaconate shall be final on all question of interpretation of this Constitution.
- ii. Except where the context clearly signifies otherwise, the masculine pronoun shall include the feminine wherever it occurs in this constitution. Likewise, references to the Pastor shall mean the “Pastor-in-Charge”, or any one for the time being acting in that capacity.
- iii. The Deaconate and the Church Council can delegate to any of their members or sub-committees any or all of their powers as they shall deem reasonable without derogating from their own powers of abdicating responsibility.

ARTICLES 23: AMENDMENTS

Proposed changes in the Constitution shall be presented in writing by a member supported by at least ten (10) registered members to the Church-in-Conference in a regular business meeting, at least one month prior to the time of the proposed action. Notice of the proposed changes including the exact changes in wording should be read from the pulpit on a Sunday and posted on the church notice board at least two weeks before a vote is taken. This Constitution shall be amended by a two-thirds vote of the members present at the regular or called business meeting after proper notice of such has been given.

ARTICLE 24: SPECIAL CLAUSE

THE INCOME AND PROPERTY of the Church whensoever derived shall be applied solely towards the promotion of the objects of the Church as set forth in the RULES AND REGULATIONS/CONSTITUTION and no portion (s) thereof shall be paid, or transferred directly or indirectly, by way of dividends, bonus or otherwise however by way of profit, to the members of the Church.

PROVIDED that nothing herein shall prevent the payment, in good faith, or reasonable and proper remuneration to any officer, servant, or any member (s) of the Church in return for any service actually rendered to the Church but so that not member of the Deaconate or Church Council of the Church or any officer of the Church paid by fee and that no remuneration or other benefit in money or money’s worth shall be given by the Church to any member of the Deaconate or Church Council except reimbursement of out-of-pocket expenses or reasonable and proper rent for premises demised or let to the Church provided that the provision last aforesaid shall not apply to any payment to any company of which a member and in which such member shall not hold more than one-hundredth part of the capital, and such member

shall not be bound to account for any share of profits he may receive in respect of such payment.

NO ADDITION, alteration or amendment shall be made to, or in, the RULES AND REGULATIONS/CONSTITUTION for the time being in force, unless the same have been previously submitted to and approved by the Corporate Affairs Commission.

If in the event of a winding-up or dissolution of the church there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to 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 the body or bodies are prohibited from distributing its or their income and property amongst its or their members to an extent at least great as is imposed on the Church under or by virtue of the SPECIAL CLAUSE hereof, such institution or institutions to be determined by the members of the Church at or before the time of dissolution and, if in so far as effect cannot be given to the aforesaid provision, then to some charitable object.

**SCHEDULE
APPENDIX 1**

COVENANT OF MEMBERSHIP

1. Having realized my guilt before God and having confessed my sin and need of salvation, I have received the Lord Jesus Christ who bore my sins on the Cross, as my own personal Saviour and Lord - Romans 3:23, 6:23, 1 Peter 2:24.
2. I am trusting the Holy Spirit, who dwells within me, to lead me into the way of holiness, and to enable me to confess my Saviour before others by the testimony of Life and Lip - John 14:16, 17, Romans 8:2; 10:9.
3. Believe the whole Bible to be the fully inspired Word of God, and I take it as my final authority in all matters of faith and practice - 2 Timothy 3:15-17.
4. I will pray regularly for the work of the Church, for its officers and members and will endeavour to pray for the spiritual growth of the Church – Ephesians 6:18-19.
5. I will make it my constant aim to extend the Kingdom of our Lord Jesus Christ, at home and abroad, by my prayers, my gifts and by seeking to bring others under the scope of the Gospel - Matthew 28:19.
6. I will endeavour, in dependence upon the Lord Jesus Christ, to cultivate the Spirit of Christian love and fellowship and to maintain the unity of the Spirit within the Church - Ephesians 4:1-6.
7. I earnestly desire to live out in my life the truth expressed in the ordinance of believers' baptism namely, death in sin, separation from the world, and union with Christ in His life and victory - Romans 6:4; Galatians 2:20; Colossians 3:1-4.
8. I wholeheartedly accept the Constitution adopted by The New Covenant Baptist Church, Ikola, Lagos on this day of 20.....

Signature:

Date:

Witness:.....
(PASTOR)

**SCHEDULE 2
CHURCH COVENANT**

“Having been led, as we believe, by the spirit of God, to receive the Lord Jesus Christ as our Saviour, and on the profession of our faith, having been baptized in the name of the Father, and the Son, and the Holy Ghost, we do now in the presence of God, angels and this assembly, most solemnly and joyfully enter into covenant with one another, as one body in Christ.

“We engaged therefore, by the aid of the Holy Spirit, to walk together in Christian love; to strive for the advancement of this church in knowledge, holiness, and comfort; to promote its prosperity and spirituality, to sustain its worship, ordinance, discipline, and doctrines; to contribute cheerfully and regularly to the support of the ministry, the expenses of the church, the relief of the poor, and the spread of the gospel through all nations.

“We also engaged to maintain family and personal devotion; to religiously educate our children; to seek the salvation of our kindred and acquaintances; to walk circumspectly in the world; to be just in our dealings, faithful in our engagements, and exemplary in our deportment; to avoid all tattling, backbiting, and excessive anger. To abstain from the sale and use of intoxicating drinks as beverages, and to be zealous in our efforts to advance the kingdom of our Saviour.

“We further engaged to watch over one another in brotherly love; to remember each other in prayer, to aid each other in sickness and distress; to cultivate Christian sympathy in feeling and courtesy in speech; to be slow to take offence, but always ready for reconciliation, and mindful of the rules of our Saviour to secure it without delay.

“We moreover engaged that when we are transferred from this place, we will as soon as possible unite with some other church, where we can carry out the spirit of this covenant and the principles of God’s word”

Now the God of peace, who brought again from the dead our Lord Jesus, that great shepherd of the sheep through the blood of the everlasting covenant, make us perfect in every good work, to do His will, working in us that which is pleasing in His sight, through Jesus Christ to who be the glory forever and ever, Amen!

ADOPTION CLAUSE

This constitution of THE NEW COVENANT BAPTIST CHURCH, IKOLA was approved at the Church-in-Conference held on Sunday, **20th day of October, 2019** and adopted for use on 20th day of October, 2019.