



Church Policy Booklet 2026

Prologue

This booklet has been prepared for all church leaders to assist them in understanding, interpreting, and applying the Church Policy in relation to their respective callings and responsibilities. It serves as a practical guide for the administration, governance, and day-to-day operations of the Church, in accordance with the principles, objectives, and directives outlined in the Church Constitution.

"Let all things be done decently and in order." — **1 Corinthians 14:40**

The purpose of this document is to provide general guidelines that promote consistency, accountability, and the effective execution of ministry duties, thereby ensuring the smooth and orderly operation of the Church and its various departments.

"Moreover it is required in stewards, that a man be found faithful." — **1 Corinthians 4:2**

It is important to note that this booklet is not intended to replace the Church Constitution. The Constitution remains the Church's official governing document and holds supreme authority in all matters pertaining to doctrine, governance, administration, and policy. In the event of any inconsistency, conflict, or ambiguity between this booklet and the Constitution, the provisions of the Constitution shall prevail.

"Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account." — **Hebrews 13:17**

The Church therefore encourages all leaders and members to read this document carefully, diligently, and prayerfully, seeking to understand its contents and faithfully apply its principles in the discharge of their responsibilities.

"Be ye doers of the word, and not hearers only, deceiving your own selves." — **James 1:22**

May God grant you wisdom, understanding, and grace as you serve in His Kingdom



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Life Spring Dominion Church International

Church Policy Handbook

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This handbook has been prepared as an official guide for church leaders, officers, ministry workers, and members of Life Spring Dominion Church International. Its purpose is to provide direction concerning the governance, administration, and operation of the Church in accordance with its Constitution, policies, vision, and established practices.

While every effort has been made to ensure the accuracy and relevance of the information contained herein, Life Spring Dominion Church International reserves the right to amend, revise, or update the contents of this handbook as may be required from time to time. In the event of any inconsistency between this handbook and the Church Constitution, the Constitution shall remain the supreme governing document and shall take precedence in all matters.

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"Let all things be done decently and in order."

— 1 Corinthians 14:40

For further information regarding the policies and operations of the Church, members are encouraged to consult the Church Constitution and seek guidance from the appropriate Church leadership.

GOVERNANCE POLICY

1.0 Introduction

It is the intention of Life Spring Dominion Church International that her leadership shall endeavor to serve God and His People while exemplifying Godly Character and Conduct. All leaders shall be able to communicate God's Word, excel in vocational responsibilities and be able to unite, equip, and inspire God's People for Worship. While doing so, the leader shall ensure that the church is equipped and inspired for the works of service, thus, preparing God's people for eternal life. All these shall be done in obeisance to the word of God and the constitution of Life Spring Dominion Church International.

This is in line with the word of God in **Mark 3:14-15**: "And he ordained the twelve, that they should be with him, and that he might send them forth to preach, and to have power to heal sicknesses, and to cast out devils".

Life Spring Dominion Church International organochart shall comprise of the Bishop, The Deputy Bishop, The Apostolic Council, The Advisory Board, The Mission Board, Welfare and Development, The Overseers, The Local Church Pastors and the Local Church Council (LCC). This shall also form the official chain of command as shown in the organizational chart in page 11 of this booklet.

Life Spring Dominion Church International governance shall adhere to the constitution Life Spring Dominion Church International.

2.0 The Bishop

LIFE SPRING DOMINION CHURCH INTERNATIONAL shall be led by a Founding Bishop.

Note: The Founding Bishop shall continue to serve in office for life, or until such a time as he personally deems it fit to retire. Upon his retirement or transition, the Apostolic Council shall convene to consider the will of the Founding Bishop to appoint another Bishop in accordance with the established procedures of the Church as stipulated in the constitution. The post of the Founding Bishop can also be passed down passed to an apparent heir as stipulated by the wish of the Bishop whichever circumstance applies or comes before.

The vision of the founding Bishop shall be as stipulated in the constitution. The privileges and remunerations of the bishop shall be as stipulated in the constitution and the Finance Policy.

The bishop heir apparent or elect shall have served as an overseer and shall remain a Bishop elect for a transition period of three months before assuming the office of the Founding Bishop (PB). The PB shall chair the Apostolic Council and shall preside from the headquarters. The administrative offices shall remain at the **headquarters**.

3.0 The Deputy Bishop

Life Spring Dominion Church International shall have an office of the deputy bishop elected or nominated by the Apostolic Council. The entry age to this office shall be **18 years** and above. The tenure of office shall be **two years** renewable or on attainment of retirement age at 75 years. The duties, responsibilities, privileges and remunerations of the deputy bishop shall be as stipulated in both the Constitution and the Finance Policy.

In the event of the office of the Founding Bishop falling vacant before the end of the tenure, the Deputy Bishop shall assume the office to the end of the tenure. Shall be the principal advisor to the Founding Bishop.

Note: The Founding Bishop shall have the authority to appoint a Deputy Bishop to serve for the duration of his tenure in office, but upon his exit of office the apostolic counsel will act as stipulated in this policy and our constitution.

4.0 Advisory Board (Executive Council)

Shall be the prerogative of the Founding Bishop. The advice of the apostolic council on its composition shall be considered by the Founding Bishop. The composition shall be not less than three and not more than five. They shall be drawn from among the Life Spring Dominion Church International retired bishops and reverends.

The functions of the board shall include: offering spiritual and practical ministerial counsel to the Founding Bishop, participating in the ordinations of bishops and Reverends, offering synergy with national, regional and international entities and any other ecumenical engagements as may be requested.

The tenure of the advisory board shall run concurrently with the Founding Bishop's but may be reviewed.

5.0 The Apostolic Council (The Secretariat)

Shall be the secretariat of the ministry and shall be chaired and appointed by the Founding Bishop for a renewable period of five years. The Regional Overseers may propose entrants into this office for consideration by the Founding Bishop. The membership shall be a team of nine considering gender and inclusivity.

Their functions shall include: review of official documentation including the constitution, offer advisory counsel to the Founding Bishop, vet and recommend new pastors for appointments, hear disciplinary matters and recommend appropriate actions to the Founding Bishop. Discharge any other assignments as shall be delegated by the Founding Bishop in line with the Life Spring Dominion Church International constitution.

The deputy Founding Bishop shall be the alternate chair of the Apostolic council.

Their functions shall include: review of official documentation including the constitution, offer advisory counsel to the Founding Bishop, vet and recommend new pastors for appointments, hear disciplinary matters and recommend appropriate actions to the Founding Bishop. Discharge any other assignments as shall be delegated by the Founding Bishop in line with the Life Spring Dominion Church International constitution.

The deputy Founding Bishop shall be the alternate chair of the Apostolic council.

6.0 The Mission Board (Departmental Heads)

The Apostolic Council shall propose leadership to the Bishop for appointments. The Mission Board shall be chaired by the Deputy Founding Bishop and shall comprise of Heads of Departments at ministry level responsible for the day to day running of the departmental operations.

The departments shall include but not limited to: Missions and Correspondence, Prayer and Intercession, Training and Discipleship, Men's Fellowship, Youth and children, Praise and Worship, Men and Women Ministry, Welfare, Finance among others.

The Mission Board shall develop an annual calendar approved by the Founding Bishop and circulated to the regions at the beginning of the year.

7.0 Regional Overseers

Shall be ordained Reverends/bishops of Life Spring Dominion Church International and shall be representative of regions as defined in the constitution. They shall perform regional administration, and practice all other Biblical and religious ordinances pertaining to the office as stipulated in the constitution of Life Spring Dominion Church International.

The Regional Overseer (RO) shall be in charge of a minimum of ten congregations and a maximum of twenty congregations. The RO shall have served with Life Spring Dominion Church International for a minimum of 5 years as a local assembly church pastor.

8.0 Local Assemblies

The Local Assemblies shall be headed by a local church pastor registered with Life Spring Dominion Church International. The local church pastor shall be a saved individual holder of an Life Spring Dominion Church International recognized ministerial training and having been mentored under an overseer. The pastor shall be recommended by the overseer, vetted and approved by the apostolic council and appointed by the Founding Bishop.

The functions of the local assembly pastor shall include: presiding over the Local Church Council, Dedications, Interments (burials), Baptisms, Holy Communion and any other biblical ordinances stipulated in the Life Spring Dominion Church International constitution.

The entry age of the local pastor shall be 18 years and above. Retirements shall be on attainment of 75years. They shall be at liberty to exit at will having made arrangements of proper transition with the overseer and the Founding Bishop. There shall be requisite forms filled in by the local pastor(s) and filed both at the national and regional levels.

9.0 Custody of Documents

The church headquarters shall keep custody of all the local church documents, assets, deeds, commitments and contracts. Certified copies of the same shall be availed for safe custody at the local church branches.

10.0 Ordinations

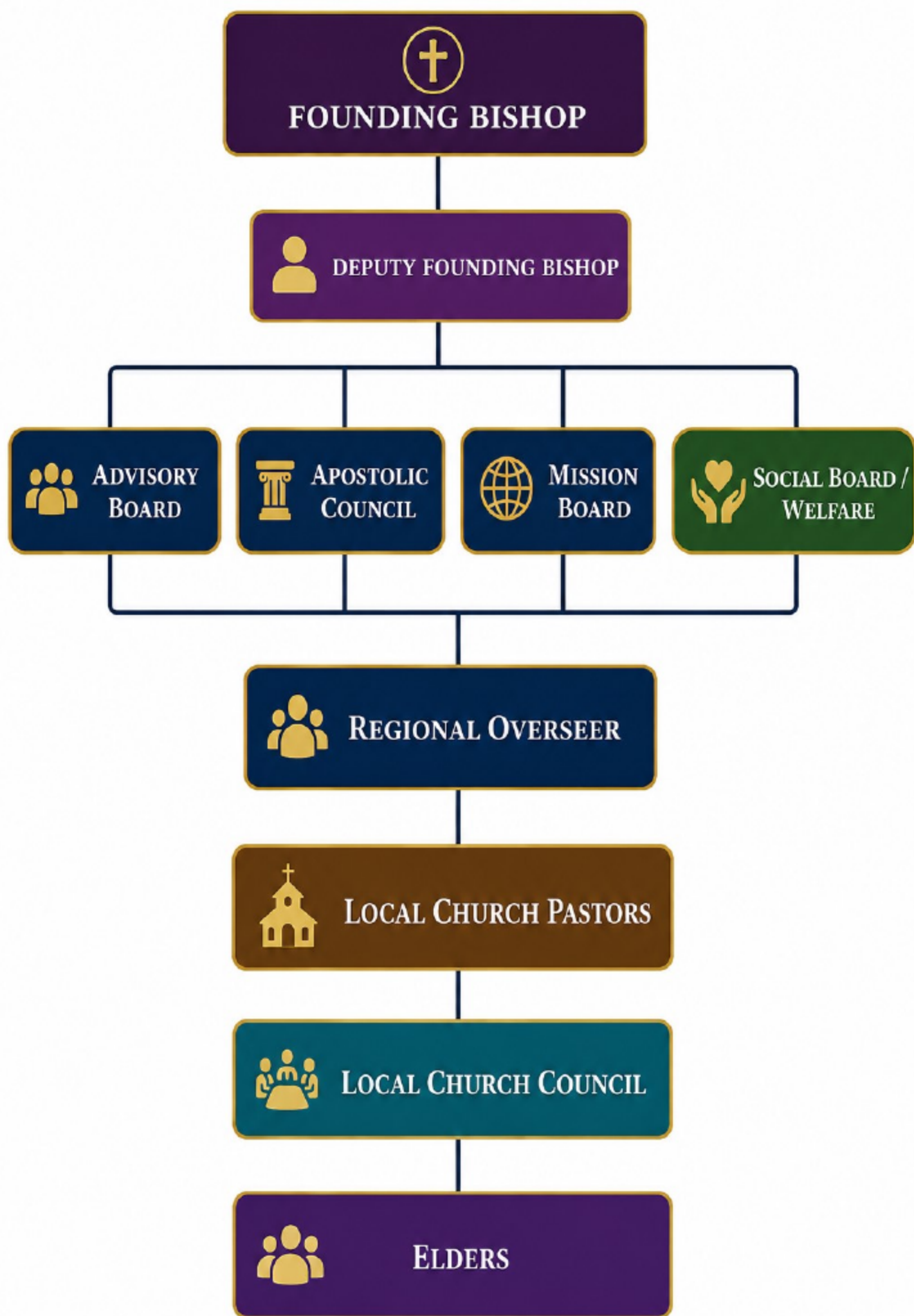
For any level of ordination, the prospective ordainee shall apply for the same by submitting a designated application form to the Founding Bishop through the regional overseer. The Bishop shall refer the applicant to the Apostolic Council for vetting. The applicant shall then pay requisite ordination fees before permission to acquire the requisite apparels.

For an ordination, one shall have ministered with Life Spring Dominion Church International consistently for a minimum of five years and shall have demonstrated competence in leadership and practical ministry. Basic ministerial training shall be a requirement. The cost of ordination shall be borne by the ordainee. The Bishop and the Deputy Bishop shall preside over all ordinations.

Official Organizational chart / Chain of Command

The official leadership structural relationship derived from the governance guidelines consists of the following entities:

- **FOUNDING BISHOP**
- **DEPUTY FOUNDING BISHOP**
- **ADVISORY BOARD**
- **APOSTOLIC COUNCIL**
- **MISSION BOARD**
- **SOCIAL BOARD / WELFARE**
- **REGIONAL OVERSEER**
- **LOCAL CHURCH PASTORS**
- **LOCAL CHURCH COUNCIL**
- **ELDERS**



FINANCE POLICY

1.0 Introduction

The purpose of this policy and procedures is to govern the financial operations of Life Spring Dominion Church International . This policy is designed to ensure accountable stewardship of our financial resources and shall also apply to churches in the diaspora. It embraces the Biblical principles of Transparency, Accountability, Integrity and Inclusivity. The scripture notes in 1Cor 4:1, 2 that Let a man so account of us, as of the ministers of Christ, and stewards of the mysteries of God. Moreover, it is required in stewards that a man be found faithful.

2.0 Financial Administration

2.1 The Life Spring Dominion Church International fiscal year shall be from January 1st through December 31st. There shall be established the office of the Finance Director, which shall receive, compile and forward consolidated reports to the Deputy Bishop for onward transmission.

2.2 The Local Church Pastor shall appoint a Finance Team (FT) consisting of a treasurer and two others who shall be responsible for counting all collections, safe storage, banking, and recording. The FT shall furnish the Local Church Pastor, after every collection, with details of every collection using a designed format. The local church pastor shall be a mandatory signatory to all church accounts.

2.3 There shall be established a three-member Regional Finance Team (RFT) appointed by the regional overseer to form the Regional Executive Committee (REC). The FT shall furnish the Regional Overseer with all details. The Regional Overseer shall be a mandatory signatory to the regional accounts.

2.4 There shall be established a three-member National Finance Team (NFT) appointed by the Founding Bishop, headed by the Finance Director (Ministry Treasury). The mandate of the NFT shall include but not limited to furnishing the Founding Bishop with all financial details; sourcing for financial resources locally and internationally and any other relevant duty as shall be assigned to it by the Founding Bishop.

2.5 No expenditure/disbursement shall be carried out, at any level, without a duly filled in requisition form and an approval of the pastor, the overseer or the Founding Bishop.

3.0 Reports & Sources of Funds

3.1 There shall be regional and local church Monthly Financial Reporting Tool (MFRT) which shall include: tithes, offerings, special offerings, donations, fundraisers, events, latest developments, membership, and emerging issues. Forwarded tithes shall include but not limited to the above.

3.2 Reporting tools shall be established. Every congregation shall file a monthly report with their respective region. Each region will in turn file a monthly consolidated comprehensive report to the national office.

3.3 The local church pastor shall report to the regional overseer who shall, in turn, report to the Founding Bishop.

4.0 Emoluments

(a) Local Church: Local church collections shall entail tithes and offerings to be expensed as shown below:

Local church: 100%

- i) 20% tithes - ministry national account
- ii) local church recurrent and capital expenditure 30%
- iii) local church to region 10%
- iv) local church pastor 40%
- v) local church pastor's own tithe goes to the regional overseer

(b) Regional Office: 100% Regional collections shall be expensed as shown below:

- i) 10% tithe of regional collections shall go to Presiding Bishop
- ii) 20% remains at the regional office
- iii) 50% goes to the regional overseer as personal emoluments
- iv) 20% goes to the national office operations
- v) All regional overseers' own tithe shall go to the Presiding Bishop.

(c) National Office: 100%

- i) 10% shall be tithe of tithes.
- ii) 50% of the national collection shall go to the Presiding Bishop
- iii) 30% shall go to the deputy bishop
- iv) 10% shall go to the operations of the national office

5.0 Statutory / Ministry Requirements

- i) Life Spring Dominion Church International shall remit all statutory requirements and reports on time (before 31st January of every year).
- ii) Every congregation shall be apportioned an annual target towards the administration of the ministry staggered across the quarters of the year.
- iii) Every pastor shall subscribe to the medical insurance scheme (SHIF), welfare scheme, retirement benefit and pension scheme and any other mandatory scheme.

6.0 Financial Review - Audit

6.1 A full financial review of all financial books and records shall be conducted every year by an appointed auditor or committee of members briefed on accounting procedures. Reviewers shall not be related to the Treasurer.

6.2 This policy shall be reviewed in case of statutory demands, every five years or if a critical need arises.

7.0 Pastors Stipend

7.1 Each Pastor of Life Spring Dominion Church shall receive a monthly stipend, the amount of which shall be determined and reviewed periodically by the governing body of the Church.

7.2 The monthly stipend payable to a Pastor shall be assessed with regard to performance, including but not limited to attendance and growth of the local assembly, faithfulness in pastoral duties, financial stewardship, and adherence to the doctrine and discipline of the Church.

7.3 The governing body shall establish criteria and a review process for assessing pastoral performance under clause 7.2, and shall communicate the basis of any stipend adjustment to the affected Pastor.

7.4 Nothing in this clause shall be construed to create an employment relationship between the Church and a Pastor unless otherwise expressly stated in a separate written agreement.

SOCIAL AND WELFARE POLICY

Vision

To effectively support the families of Life Spring Dominion Church International socially, economically and emotionally.

Mission

To develop, implement and coordinate social protection and poverty reduction solutions for the clergy and members of Life Spring Dominion Church International nationally.

Core Values

- Integrity
- Professionalism
- Stewardship
- Teamwork and Inclusivity

1.0 Introduction

Life Spring Dominion Church International shall endeavor to create mechanisms where congregants respond to one another's needs. Establish a database of professionals/experts/talents and introduce regular professional Sundays to address various social, welfare and knowledge gap issues. The church shall also conduct coordinated Social Impact Activities (SIA) to create awareness and positively influence the community for Christ. Whereas each congregation shall be at liberty to address respective social needs uniquely; the following shall constitute basic tenets of operation.

This policy has been developed as a guide to assist Life Spring Dominion Church International fraternity in understanding the responsibilities, conditions and benefits for the clergy and active members in terms of welfare. The wellbeing and satisfaction of Life Spring Dominion Church International clergy and members are very important to the realization of the Vision and Mission of the church. With this in mind, the church has adopted policies, which ensure conducive ministry conditions, participation and efficiency for the clergy and the members. The policy is meant to complement the Constitution and other policies of Life Spring Dominion Church International and as such, it shall always be read *mutatis mutandis* with the constitution and other policy documents.

2.0 Leadership, Membership and Scope

The Apostolic Council shall propose leadership to the Bishop for appointments. There is established an office of the Social Board Director. This policy shall apply to the clergy, ministers and members of Life Spring Dominion Church International in Kenya only but may be customized outside Kenya depending on the laws of that land. Only registered and active members of the local assembly shall be beneficiaries of this initiative.

3.0 Office of Welfare Director

There shall be established the office of The Welfare Director. Who shall report to the Bishop's office? Life Spring Dominion Church International shall remit all statutory requirements and reports on time.

4.0 Emotional Support System

Life Spring Dominion Church International shall conduct government permitted burial of her members and shall not be forced into funerals of non-members.

Retirement contributions e.g. NSSF and internal Life Spring Dominion Church International pension scheme.

5.0 Bishops Support

There shall be an annual Founding Bishop's Day where every region shall raise support for the Bishop on the last Sunday of every October managed by the apostolic council.

6.0 SACCO Society

Life Spring Dominion Church International shall register and run a SACCO society. The rules and by-laws shall incorporate the principles of participation and inclusivity as enshrined in the National SACCO society Act 2021.

7.0 Renumerations Retirements, Pension and Gratuity

Life Spring Dominion Church International shall institute and constitute an office for which shall develop operational regulations and by-laws.





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