

Minutes of the Karura Community Chapel Annual General Meeting Held on 13th April 2024 at Karura Community Chapel – Main Campus and Via Zoom

Opening Prayer & Devotion

The meeting commenced with a word of prayer led by Rev. George Shiramba. Bishop Ngari Kariithi then proceeded to share the devotion based on Romans 12:1, emphasizing that true worship involves offering our entire lives—body, mind, and spirit—as living sacrifices to God. He reminded the members that worship isn't confined to church but includes everything we do, wherever we are. The key to this lifestyle, he explained, is rooted in reflecting on God's mercy and love, which should compel us to respond with gratitude and devotion.

He touched on the reality of human sinfulness, pointing out that even the most devout Christians still struggle and fall short. However, through Christ's sacrifice, we receive forgiveness, and by the Holy Spirit's power, we are empowered to live transformed lives that bear fruit for God's kingdom. Bishop Ngari encouraged everyone to remain centered in God, filled with the Spirit, and focused on glorifying God in all aspects of life. He closed with a prayer, asking for God's continued blessing on the church and its mission, as well as guidance and strength for each member in their spiritual journey.

Following the devotion, the Chairman of the Elders' Court, Peter Mugendi, extended a warm welcome to all attendees, both online and in-person, as the meeting took a hybrid format. He introduced the members of the Elders' Court, who would guide the proceedings of the Annual General meeting (AGM), and also acknowledged the outgoing elders for their faithful service.

Min 1/4/2024: Confirmation of Quorum & Previous AGM Minutes

Elder Tony Njuguna, the Church Secretary, confirmed that the required quorum of 112 attendees was met. The total attendance, including both in-person and online participants, was 144, allowing the AGM to proceed. He verified that a notice was issued on 22nd March 2024 along with the minutes from the previous AGM held on 15th April 2023. He also noted that the Statement of Accounts was made available and posted on the church Notice Board. Elder Tony Njuguna further stated no Any Other Business (AOB) items were received by the Church Secretary's office within the specified time frame or at all, hence, only the agenda items for the day's meeting would be discussed and there would be no further business introduced.

Following the confirmation, Elder Tony Njuguna read the minutes from the previous AGM held on April 15, 2023. The minutes were proposed by Dr. Marla Stone and seconded by Connie Githinji as an accurate representation of the discussions that took place during the previous AGM. The minutes were unanimously adopted without any amendments.

Min 2/4/2024: Senior Pastor's Report

Gratitude and Acknowledgements: Rev. George Shiramba expressed deep gratitude for the leadership team for their dedication and support throughout the year. He also extended his appreciation to all attendees both in-person and online, highlighting their commitment and dedication.

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2023 Focus and Achievements: He stated that in line with the Strategic Plan, the church's focus for 2022 as set by the elders was to be *A Worshipping Community, United in Faith, and Stepping Up to Partner with God in Love*. This focus was subsequently adopted for 2023. He emphasized that the congregation remained strong, united, and faithful, despite challenges such as the lingering effects of the COVID-19 and the complex nature of ongoing construction projects. He further stated that the church experienced growth both online and in-person, welcoming new members while retaining its sense of unity and purpose.

Challenges and Transitions: He noted that 2022 and 2023 were years of significant transitions, particularly with the Bishop's move from the role of senior pastor to bishop. Despite these transitions, the church remained resilient, continuing to worship together and support one another in love.

Encouragement to Read the Full Report: The Senior Pastor encouraged all members to review the detailed Annual Report, which includes contributions from various church leaders, to gain a comprehensive understanding of the church's achievements and ongoing efforts. [Click here to access the 2023 Annual Report.](#)

Min 3/4/2024: Consideration of the Statements of Accounts

The Chairman invited the Church Treasurer to present the Financial Report for the year ending 31st December 2023.

The Church Treasurer, Giovanna Mayende, expressed gratitude for God's faithfulness over the past year and acknowledged the finance team for their dedication and commitment. She highlighted the church's financial performance for the year ending 31st December 2023, noting an overall growth in income and a healthy financial position despite challenges such as inflation and rising costs. She commended the Finance Committee and Finance Department staff for their diligence in managing the church's finances, and invited the Church's Auditor to present the Audited Financial Statements.

Auditor's Report: The Church's Auditor, represented by CPA Evelyne Kanjagua from Ronalds LLP, presented the audited financial statements which included a statement of financial position as of December 31st, 2023, a statement of comprehensive income, a statement of changes in bank balances, a statement of cash flows, and a summary of significant accounting policies. She noted that Ronalds LLP had thoroughly audited the church's financial statements for the year ending 31st December 2023 and expressed an unqualified audit opinion confirming that the church's financial statements were true and fair, in accordance with Generally Accepted Accounting Principles and applicable International Financial Reporting Standards. The auditor commended the church's strong financial management and noted that no significant issues had been identified during the audit. The report also confirmed compliance with the Societies Act and church bylaws.

Following the presentation, the Statements of Accounts were then proposed for approval by Prof. Daniel Gakunga and seconded by Elder Zachary Kanyatta. The members considered and duly

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adopted the Statements of Accounts without any objections, confirming them as an accurate representation of the church's financial position for the year ending 31st December 2023. [Click here for the 2023 Audited Accounts](#)

Min 4/4/2024: Appointment of Church Auditor

The Chairman took the opportunity to express the church's appreciation to Ronalds LLP, the outgoing auditors, for their service over the years. He requested that the auditors convey the church's gratitude to the partner and the manager in charge. As Ronald LLP exited the session, the Chair invited the Treasurer to lead the discussion on the appointment of new auditor.

The Treasurer informed the members that interviews had been conducted, and three firms had been shortlisted. After a thorough evaluation, the Finance Committee selected KKCO East Africa LLP as the most qualified firm. The Chairman and the Treasurer confirmed that the selection process was comprehensive, involving a detailed review of the firms' qualifications, audit methodologies, fees, and additional value-added services.

The representative from KKCO East Africa LLP, CPA Joshua Gachomo, was invited to introduce himself and the firm. He expressed gratitude for the opportunity to serve the church and emphasized the importance of good stewardship and compliance. He assured the members that the firm is committed to upholding the church's values and delivering quality audit services.

Members were then invited to ask questions. There was an inquiry on whether KKCO East Africa LLP had experience auditing other churches. It was confirmed that the firm audits several churches, including CITAM, Nairobi Chapel, among others. A question was also raised regarding the firms that were not selected, and Elder Anthony Icharia provided a brief background of the top three firms.

After all questions were addressed, the proposal to appoint KKCO East Africa LLP as the church's auditors for the financial year 2024 was made by Chairman Job Oduor and seconded by Zachary Kanyatta. The members unanimously approved the appointment. The Chairman thanked the Treasurer and the Finance Team for their diligence in the selection process.

Min 5/4/2024: Election/Ratification of Office Bearers

During the meeting, the Election and Ratification of Office Bearers was conducted with two categories: the Elders Court and the Deacons. To be confirmed, a minimum of 75% of the votes cast was required.

1. Elders Court:

1.1 Outgoing Elders: Chairman stated that Elder Minju Kariuki, Elder Steven Njenga, and Elder Spencer Ochieng completed their terms at the end of March 2024, leaving 3 vacancies on the Elders Court.

1.2 Reappointment: Elder Jennifer Githinji was proposed to be reappointed for a second term as a Women's Representative.

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1.3 New Appointments: Elder Epainito Chahale, Elder Antony Icharia, and Elder Zachary Kanyatta were proposed as new elders.

1.4 Voting Process: Ballots were distributed, and members voted either "Yes," "No," or abstained. No adverse reports were received regarding the proposed elders, and voting was conducted both online and physically.

1.5 Results:

- 1) Elder Jennifer Githinji: 99% online approval, 99% physical votes.
- 2) Elder Epainito Chahale: 96% online approval, 99% physical approval.
- 3) Elder Antony Icharia: 96% online approval, 99% physical approval.
- 4) Elder Zachary Kanyatta: 96% online approval, 99% physical approval.

1.6 Outcome: All proposed elders were unanimously appointed.

2. Deacons:

2.1 Reappointment: Deacon Fred Kanyiri (Church Family Life) and Deacon Karleen Wangari (Worship) were proposed for their second terms.

2.2 New Appointments/Ratification: Deacon David Maina and Deacon Caroline Wambugu were proposed to be ratified as new deacons in Church Family Life.

2.3 Voting Process: As with the elders, ballots were distributed and votes were cast both online and physically.

2.4 Results:

- 1) Deacon Fred Kanyiri: 97% online approval, 100% physical approval.
- 2) Deacon David Maina: 96% online approval, 98% physical approval.
- 3) Deacon Caroline Wambugu: 95% online approval, 97% physical approval.
- 4) Deacon Karleen Wangari: 97% online approval, 98% physical approval.

2.5 Outcome: All proposed deacons were unanimously appointed.

Conclusion:

All proposed elders and deacons were successfully appointed, with high levels of approval both online and in physical voting. The meeting proceeded with a prayer by Bishop Ngari Kariirhi, who blessed the newly elected and reappointed leaders.

Min 6/4/2024: PDC Report

Wacheke Michuki presented the PDC Report for the Karura Community Chapel Worship and Community Center on behalf of PDC Chairman, Elder Minju Kariuki. She highlighted that the PDC oversees the project's technical aspects, including design, construction, and financial evaluation. The construction, which began in December 2019, faced challenges such as increased costs and the impact of COVID-19, leading to a change in contractors from Parbat Sayuni Construction Limited to Tamal Construction Company in February 2023.

She noted that the portal frames and roof construction were currently ongoing, with expected completion in August 2024 and by the end of 2024, respectively. Remaining works included the internal balcony, doors and windows, electrical and mechanical systems, floor and wall finishes,

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ceiling and painting, and office block foundations. She indicated that, if diligent and other factors remain constant, the project could be completed close to the initial estimate of 445 million shillings. [Click here to access the PDC Report](#)

Wacheke thanked the congregation for their support, including financial and in-kind contributions, and extended appreciation to the Fundraising, PDC, and Finance teams for their efforts and commitment.

Min 7/4/2024: Consideration of the Annual Projected Budget

Church Treasurer, Giovanna Mayende, pointed that the purpose of the budget presentation was for ratification, as the budget had been previously approved during the Special General Meeting (SGM) held in November 2023. She presented the budget for the year 2024, highlighting key areas of income and expenditure. Members, both present at the meeting in-person and online, were given the opportunity to ratify the budget.

Members, both online and in-person, unanimously approved and ratified the 2024 Annual Budget, paving the way for the church to proceed with its financial activities for the year.


Dr. Marla Stone proposed, and Bishop Ngari Kariithi seconded the ratification of the 2024 Annual Budget.

Closing Remarks

Elder John Kinyanjui concluded the meeting by expressing heartfelt thanks to all members present, both online and in person. He acknowledged the collective effort and dedication of each team in making the meeting a success. He extended special congratulations to the newly elected members and sincere appreciation to those continuing in their roles, recognizing their steadfast commitment to the church's mission. Emphasizing the words of Galatians 6:9, he encouraged everyone to "not grow weary of doing good," reminding the members of the reward in due time for those who persevere. Elder Kinyanjui concluded with a prayer, seeking God's continued guidance and blessings over the church and its members.

Signed..........Date.....30/11/2024.....
Tony Njuguna - Church Secretary

Signed..........Date.....30/11/2024.....
Giovanna Mayende - Church Treasurer

Signed..........Date.....30/11/2024.....
Peter Mugendi - Chairman of the Elders' Court.