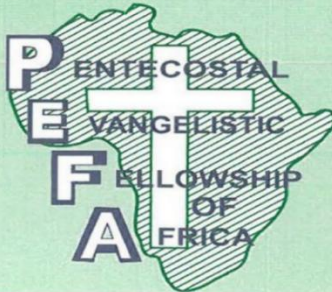


THIS GOSPEL OF THE KINGDOM
SHALL BE PREACHED IN ALL THE
WORLD FOR A WITNESS UNTO ALL
NATIONS AND THEN SHALL THE
END COME. MATT. 24:14.
TEL: +254 - 020 - 311473



PEFA CENTRAL OFFICE
P.O. Box 59092 - 00200
NAIROBI-KENYA

MEMORANDUM

REF: PEFA/GS/CRED/2026/001

DATE: Monday 2nd February 2026

FROM: The General Secretary, On Behalf of the National Executive Board (NEB)

TO: ALL PEFA MINISTERS

THROUGH: The Regional Executive Boards and District Executive Boards

CC: Members, Council of Elders, Members, Board of Trustees

RE: RENEWAL OF PEFA MINISTERS' CREDENTIALS FOR THE YEAR 2026/2028

Greetings in the Mighty Name of Our Lord and Savior Jesus Christ!

The National Executive Board (NEB) hereby notifies all PEFA Ministers that the current Ministerial Credentials **expire on 31st March, 2026**. Pursuant to **Article VI** of the PEFA Church Bylaws 2018, all credential holders are required to renew their credentials before this deadline to maintain their ministerial standing with the Church.

1. CONSTITUTIONAL MANDATE FOR CREDENTIAL RENEWAL

In accordance with the PEFA Constitution and Bylaws 2018, the **District/Cathedral Executive Council** is hereby mandated to renew the credentials of their respective ministers, **subject to approval by their respective Regional/Branch Executive Boards**. The National Executive Board shall only RATIFY those applications and/or renewals that have been duly approved by the respective Regional/Branch Executive Boards.

2. CREDENTIAL REGULATIONS (Article VI, Sub-Article 5)

The following credential regulations, as stated in Article VI, Sub-Article 5 of the PEFA Bylaws 2018 shall apply:

- a) Credential qualifications required to receive a ministerial credential, as outlined in Section 2 of Article VI, are also the basis for retaining a ministerial credential.
- b) A credential holder with The Pentecostal Evangelistic Fellowship of Africa may not hold concurrent credentials with another organization(s) unless otherwise recommended by the Regional Executive Board and approved by the National Executive Board.
- c) All initial applications for credentials must be made on a completed application form to be submitted to the District Executive Committee for approval.

PENTECOSTAL EVANGELISTIC FELLOWSHIP OF AFRICA
(PEFA CHURCH KENYA)
OFFICE OF THE GENERAL SECRETARY

- d) **The General Secretary is authorized to issue credentials to ONLY those ministers recommended by their Local Churches, verified by the District Executive Board, and RATIFIED by the appropriate Regional Executive Boards, and who have complied with credential requirements.**
- e) **Official List:** The official list of all credential holders shall be compiled by the General Secretary and published for the convenience of the PEFA Church. This official list shall be revised annually and shall contain the names of those who are engaged in active ministry and whose credentials have been renewed by the issuance of a Credential card for the current year.

3. CREDENTIAL RENEWALS AND REINSTATEMENTS (Article VI, Sub-Article 8)

The following provisions as detailed in Article VI, Sub-Article 8 of the PEFA Bylaws 2018 shall govern the renewal and reinstatement of credentials:

- f) **Renewed:** The term renewed shall apply to all ministers who have met the annual deadline for renewal which shall be March 31 of every year including those who are delinquent but who renew by June 1 of the same year.
- g) **Reinstated:** The term reinstated shall apply to the persons whose names have been deleted from the official ministerial list, who upon application are approved for restoration of credentials.
- h) **Expiration Date:** All PEFA Credentials are valid only until March 31 of each year and must be renewed annually. The renewing of credentials is the responsibility of the individual minister.
- i) **Delinquent Ministers:** All who have not renewed their credentials by June 1 of the same year shall be considered delinquent and shall be required to pay a late fee.
- j) **Reinstatement of Lapsed Minister:** Ministers whose renewal applications are not renewed for a whole year shall be recorded as lapsed as of March 31 of the year of default. They must make application for reinstatement.

4. IMPORTANT DATES AND DEADLINES

ACTIVITY	DATE
Current Credentials Expiry Date	31st March, 2026
Publication of Official List of Valid Credential Holders	5th April, 2026
Deadline for Delinquent Ministers (Late Fee Applicable)	1st June, 2026

5. APPLICABLE FEES

FEE DESCRIPTION	AMOUNT (KSH)
Fresh Registration/Application Fee	1,000
Late Payment/Delinquent Fee (After 1st June 2026)	2,000

PENTECOSTAL EVANGELISTIC FELLOWSHIP OF AFRICA
(PEFA CHURCH KENYA)
OFFICE OF THE GENERAL SECRETARY

Total Delinquent Fee (Credential Fee + Late Fee)	Credential Rate + 2,000
Minimum Renewal/Application Period	2 Years to 3 Years

IMPORTANT NOTICE: If a minister shall not have renewed his/her credential by **1st June, 2026**, the same shall be declared **DELINQUENT** and shall pay a late fee of **KSH 2,000** in addition to the applicable credential fee.

6. SCHEDULE OF CREDENTIAL RATES

The following schedule outlines the credential fees applicable to all categories of PEFA Ministers. **The minimum renewal or application period is TWO (2) YEARS up to THREE (3) YEARS.**

#	DESIGNATION	ANNUAL (KSH)	2 YEARS (KSH)	3 YEARS (KSH)
1	PRESIDING BISHOP	5,000	10,000	15,000
2	DEPUTY PRESIDING BISHOP	4,500	9,000	13,500
3	GENERAL SECRETARY	4,500	9,000	13,500
4	DEPUTY GENERAL SECRETARY	4,000	8,000	12,000
5	HONORARY TREASURER	4,000	8,000	12,000
6	PEFA TRUSTEE	EXEMPT	EXEMPT	EXEMPT
7	PEFA COUNCIL OF ELDER MEMBER	EXEMPT	EXEMPT	EXEMPT
8	REGIONAL BISHOP EMERITUS	EXEMPT	EXEMPT	EXEMPT
9	DISTRICT OVERSEER EMERITUS	EXEMPT	EXEMPT	EXEMPT
10	RETIRED PASTOR	EXEMPT	EXEMPT	EXEMPT
11	INTERNATIONAL MISSIONARY	3,340	6,680	10,020
12	NATIONAL DIRECTOR	2,400	4,800	7,200
13	NATIONAL DEPUTY DIRECTOR	2,300	4,600	6,900
14	NATIONAL DIRECTOR MEN MINISTRY	2,015	4,030	6,045
15	NATIONAL DEPUTY DIRECTOR MEN MINISTRY	2,000	4,000	6,000
16	NATIONAL SECRETARY MEN MINISTRY	1,980	3,960	5,940
17	NATIONAL TREASURER MEN MINISTRY	1,980	3,960	5,940
18	MEMBER NATIONAL BOARD MEN MINISTRY	1,980	3,960	5,940
19	NATIONAL DIRECTOR CHILDREN MINISTRY	2,015	4,030	6,045
20	NATIONAL DEPUTY DIRECTOR CHILDREN MINISTRY	2,000	4,000	6,000
21	NATIONAL SECRETARY CHILDREN MINISTRY	1,980	3,960	5,940
22	NATIONAL TREASURER CHILDREN MINISTRY	1,980	3,960	5,940
23	MEMBER NATIONAL BOARD CHILDREN MINISTRY	1,980	3,960	5,940
24	NATIONAL DIRECTOR WOMEN MINISTRY	2,015	4,030	6,045
25	NATIONAL DEPUTY DIRECTOR WOMEN MINISTRY	2,000	4,000	6,000
26	NATIONAL SECRETARY WOMEN MINISTRY	1,980	3,960	5,940
27	NATIONAL TREASURER WOMEN MINISTRY	1,980	3,960	5,940
28	MEMBER NATIONAL BOARD WOMEN MINISTRY	1,980	3,960	5,940
29	NATIONAL DIRECTOR YOUTH	2,015	4,030	6,045
30	NATIONAL DEPUTY DIRECTOR YOUTH MINISTRY	2,000	4,000	6,000
31	NATIONAL SECRETARY YOUTH MINISTRY	1,980	3,960	5,940
32	NATIONAL TREASURER YOUTH MINISTRY	1,980	3,960	5,940
33	MEMBER NATIONAL BOARD YOUTH MINISTRY	1,980	3,960	5,940
34	REGIONAL BISHOP	2,350	4,700	7,050
35	DEPUTY REGIONAL BISHOP	2,020	4,040	6,060
36	REGIONAL SECRETARY	2,000	4,000	6,000
37	REGIONAL TREASURER	2,000	4,000	6,000
38	MEMBER REGIONAL EXECUTIVE BOARD	1,800	3,600	5,400
39	MEMBER REGIONAL EXECUTIVE COUNCIL	1,750	3,500	5,250

**PENTECOSTAL EVANGELISTIC FELLOWSHIP OF AFRICA
(PEFA CHURCH KENYA)**

OFFICE OF THE GENERAL SECRETARY

40	REGIONAL DIRECTOR	1,600	3,200	4,800
41	REGIONAL DEPUTY DIRECTOR	1,550	3,100	4,650
42	REGIONAL DIRECTOR MEN MINISTRY	1,580	3,160	4,740
43	REGIONAL DEPUTY DIRECTOR MEN MINISTRY	1,550	3,100	4,650
44	REGIONAL SECRETARY MEN MINISTRY	1,520	3,040	4,560
45	REGIONAL TREASURER MEN MINISTRY	1,520	3,040	4,560
46	MEMBER REGIONAL BOARD MEN MINISTRY	1,500	3,000	4,500
47	REGIONAL DIRECTOR WOMEN MINISTRY	1,580	3,160	4,740
48	REGIONAL DEPUTY DIRECTOR WOMEN MINISTRY	1,550	3,100	4,650
49	REGIONAL SECRETARY WOMEN MINISTRY	1,520	3,040	4,560
50	REGIONAL TREASURER WOMEN MINISTRY	1,520	3,040	4,560
51	MEMBER REGIONAL BOARD WOMEN MINISTRY	1,500	3,000	4,500
52	REGIONAL DIRECTOR CHILDREN MINISTRY	1,580	3,160	4,740
53	REGIONAL DEPUTY DIRECTOR CHILDREN MINISTRY	1,550	3,100	4,650
54	REGIONAL SECRETARY CHILDREN MINISTRY	1,520	3,040	4,560
55	REGIONAL TREASURER CHILDREN MINISTRY	1,520	3,040	4,560
56	MEMBER REGIONAL BOARD CHILDREN MINISTRY	1,500	3,000	4,500
57	REGIONAL DIRECTOR YOUTH MINISTRY	1,000	2,000	3,000
58	REGIONAL DEPUTY DIRECTOR YOUTH MINISTRY	1,550	3,100	4,650
59	REGIONAL SECRETARY YOUTH MINISTRY	1,520	3,040	4,560
60	REGIONAL TREASURER YOUTH MINISTRY	1,520	3,040	4,560
61	MEMBER REGIONAL BOARD YOUTH MINISTRY	1,500	3,000	4,500
62	DISTRICT OVERSEER	1,680	3,360	5,040
63	DISTRICT SECRETARY	1,590	3,180	4,770
64	DISTRICT TREASURER	1,590	3,180	4,770
65	REVEREND	1,350	2,700	4,050
66	CHURCH ELDER	500	1,000	1,500
67	PASTOR	950	1,900	2,850
68	EVANGELIST	400	800	1,200
69	MEMBER DISTRICT EXECUTIVE BOARD	900	1,800	2,700
70	MEMBER DISTRICT EXECUTIVE COUNCIL	850	1,700	2,550
71	DISTRICT DIRECTOR WOMEN MINISTRY	800	1,600	2,400
72	DISTRICT SECRETARY WOMEN MINISTRY	750	1,500	2,250
73	DISTRICT TREASURER WOMEN MINISTRY	750	1,500	2,250
74	MEMBER DISTRICT COUNCIL WOMEN MINISTRY	600	1,200	1,800
75	MEMBER DISTRICT EXECUTIVE BOARD WOMEN MINISTRY	550	1,100	1,650
76	DISTRICT DIRECTOR YOUTH MINISTRY	800	1,600	2,400
77	DISTRICT SECRETARY YOUTH MINISTRY	750	1,500	2,250
78	DISTRICT TREASURER YOUTH MINISTRY	750	1,500	2,250
79	MEMBER DISTRICT COUNCIL YOUTH MINISTRY	600	1,200	1,800
80	MEMBER DISTRICT EXECUTIVE BOARD YOUTH MINISTRY	550	1,100	1,650
81	DISTRICT DIRECTOR MEN MINISTRY	800	1,600	2,400
82	DISTRICT SECRETARY MEN MINISTRY	750	1,500	2,250
83	DISTRICT TREASURER MEN MINISTRY	750	1,500	2,250
84	MEMBER DISTRICT COUNCIL MEN MINISTRY	600	1,200	1,800
85	MEMBER DISTRICT EXECUTIVE BOARD MEN MINISTRY	550	1,100	1,650
86	DISTRICT DIRECTOR CHILDREN MINISTRY	800	1,600	2,400
87	DISTRICT SECRETARY CHILDREN MINISTRY	750	1,500	2,250
88	DISTRICT TREASURER CHILDREN MINISTRY	750	1,500	2,250
89	MEMBER DISTRICT COUNCIL CHILDREN MINISTRY	600	1,200	1,800
90	MEMBER DISTRICT EXECUTIVE BOARD CHILDREN MINISTRY	550	1,100	1,650
91	CATHEDRAL BISHOP	2,000	4,000	6,000

**PENTECOSTAL EVANGELISTIC FELLOWSHIP OF AFRICA
(PEFA CHURCH KENYA)**

OFFICE OF THE GENERAL SECRETARY

92	CATHEDRAL SECRETARY	1,600	3,200	4,800
93	CATHEDRAL TREASURER	1,600	3,200	4,800
94	CATHEDRAL ELDER	1,550	3,100	4,650
95	CATHEDRAL PASTOR	1,800	3,600	5,400
96	CATHEDRAL DIRECTOR MEN MINISTRY	1,500	3,000	4,500
97	CATHEDRAL DEPUTY DIRECTOR MEN MINISTRY	1,480	2,960	4,440
98	CATHEDRAL SECRETARY MEN MINISTRY	1,450	2,900	4,350
99	CATHEDRAL TREASURER MEN MINISTRY	1,450	2,900	4,350
100	MEMBER CATHEDRAL BOARD MEN MINISTRY COUNCIL	1,300	2,600	3,900
101	CATHEDRAL DIRECTOR CHILDREN MINISTRY	1,500	3,000	4,500
102	CATHEDRAL DEPUTY DIRECTOR CHILDREN MINISTRY	1,480	2,960	4,440
103	CATHEDRAL SECRETARY CHILDREN MINISTRY	1,450	2,900	4,350
104	CATHEDRAL TREASURER CHILDREN MINISTRY	1,450	2,900	4,350
105	MEMBER CATHEDRAL BOARD CHILDREN MINISTRY COUNCIL	1,300	2,600	3,900
106	CATHEDRAL DIRECTOR WOMEN MINISTRY	1,500	3,000	4,500
107	CATHEDRAL DEPUTY DIRECTOR WOMEN MINISTRY	1,480	2,960	4,440
108	CATHEDRAL SECRETARY WOMEN MINISTRY	1,450	2,900	4,350
109	CATHEDRAL TREASURER WOMEN MINISTRY	1,450	2,900	4,350
110	MEMBER CATHEDRAL BOARD WOMEN MINISTRY COUNCIL	1,300	2,600	3,900
111	CATHEDRAL DIRECTOR YOUTH MINISTRY	1,500	3,000	4,500
112	CATHEDRAL DEPUTY DIRECTOR YOUTH MINISTRY	1,480	2,960	4,440
113	CATHEDRAL SECRETARY YOUTH MINISTRY	1,450	2,900	4,350
114	CATHEDRAL TREASURER YOUTH MINISTRY	1,450	2,900	4,350
115	MEMBER CATHEDRAL BOARD YOUTH MINISTRY COUNCIL	1,300	2,600	3,900
116	PEFA BRANCH DIRECTOR	1,600	3,200	4,800
117	BRANCH BISHOP	2,350	4,700	7,050
118	DEPUTY BRANCH BISHOP	2,020	4,040	6,060
119	BRANCH SECRETARY	2,000	4,000	6,000
120	BRANCH TREASURER	2,000	4,000	6,000
121	BRANCH ELDER	1,600	3,200	4,800
122	BRANCH DIRECTOR MEN MINISTRY	1,580	3,160	4,740
123	BRANCH DEPUTY DIRECTOR MEN MINISTRY	1,550	3,100	4,650
124	BRANCH MEN MINISTRY SECRETARY	1,520	3,040	4,560
125	BRANCH MEN MINISTRY TREASURER	1,520	3,040	4,560
126	MEMBER BRANCH BOARD MEN MINISTRY	1,500	3,000	4,500
127	BRANCH DIRECTOR CHILDREN MINISTRY	1,580	3,160	4,740
128	BRANCH DEPUTY DIRECTOR CHILDREN MINISTRY	1,550	3,100	4,650
129	BRANCH SECRETARY CHILDREN MINISTRY	1,520	3,040	4,560
130	BRANCH TREASURER CHILDREN MINISTRY	1,520	3,040	4,560
131	MEMBER BRANCH BOARD CHILDREN MINISTRY	1,500	3,000	4,500
132	BRANCH DIRECTOR WOMEN MINISTRY	1,580	3,160	4,740
133	BRANCH DEPUTY DIRECTOR WOMEN MINISTRY	1,550	3,100	4,650
134	BRANCH SECRETARY WOMEN MINISTRY	1,520	3,040	4,560
135	BRANCH TREASURER WOMEN MINISTRY	1,520	3,040	4,560
136	MEMBER BRANCH BOARD WOMEN MINISTRY	1,500	3,000	4,500
137	BRANCH DIRECTOR YOUTH MINISTRY	1,580	3,160	4,740
138	BRANCH DEPUTY DIRECTOR YOUTH MINISTRY	1,550	3,100	4,650
139	BRANCH SECRETARY YOUTH MINISTRY	1,520	3,040	4,560
140	BRANCH TREASURER YOUTH MINISTRY	1,520	3,040	4,560
141	MEMBER BRANCH BOARD YOUTH MINISTRY	1,500	3,000	4,500

PENTECOSTAL EVANGELISTIC FELLOWSHIP OF AFRICA
(PEFA CHURCH KENYA)
OFFICE OF THE GENERAL SECRETARY

7. PROCESS FOR APPLICATION AND/OR RENEWAL OF CREDENTIALS

The following step-by-step process shall be followed for the application and/or renewal of credentials:

1. The District Secretary shall **CLICK** on the SMS link provided by the General Secretary to access the Credential Portal.
2. Enter the **National ID Number** of the Minister for Kenyan Nationals, or the **Alien Card Number** for Missionaries (who must have been cleared by the District Executive Council).
3. If the ID Number is **NOT FOUND**, verify the status of your minister by entering his/her Full Name.
4. If still the Name and the ID Number are **NOT FOUND**, you will be prompted to enter the Treasurer's Mobile Number for payment of a **Fresh Registration Fee of KSH 1,000**.
5. However, if the ID Number or the Name is **FOUND**, you will NOT pay the registration fee but proceed to the **VERIFICATION SECTION** where you will update the details of the Minister. *Please ensure all information required is duly filled.*
6. After updating the details, choose the **CREDENTIAL PERIOD** of either **2 YEARS** or **3 YEARS**.
7. Once that is done, the District Secretary will be prompted to enter the **Mobile Number of the District Treasurer** to make the credential fee payment. **NOTE: The District Treasurer MUST load his/her M-PESA, or AIRTEL Account with the requisite money to enable him/her make payments SEPARATELY for each individual Minister.**
8. **IMPORTANT: NO CHEQUES or BULK TRANSFERS will be tenable. Payments MUST be made for EVERY INDIVIDUAL Minister separately.**
9. **PRINT** the Interim Credential Certificate which the same shall be presented to the Regional Executive Board for Verification and Approval.
10. Once approved by the Regional Executive Board, the **Regional Secretary** shall log into the Credential Portal, click the **APPROVAL BUTTON**, and attach:
 - i. The Covering Letter
 - ii. The Regional Executive Board Minutes that Approved the Credentials
11. Upon receipt of the list of duly approved Ministers, the same shall be submitted to the **National Executive Board (NEB) for RATIFICATION** and onward transmission to the General Secretary for printing and issuance of the valid credential cards **WITHIN 5 DAYS** from the date of Ratification.

8. ISSUANCE OF VALID CREDENTIALS AND PUBLICATION OF OFFICIAL LIST

In strict compliance with **Article VI, Sub-Article 5(d)** of the PEFA Bylaws 2018, the General Secretary shall issue valid credentials to **ONLY** those ministers recommended by their Local Churches, Verified by the District Executive Board, and **RATIFIED** by the appropriate Regional Executive Boards, and who have complied with all Credentials requirements.

In accordance with the provisions set out in **Article VI, Sub-Article 5(e)**, the General Secretary shall **PUBLISH THE OFFICIAL LIST OF VALID CREDENTIAL HOLDERS** by **5th April, 2026**. This official list shall contain the names of those who are engaged in active ministry and whose credentials have been renewed by the issuance of a Credential card for the current year.

For details refer to the Ministers' Credential Application/Renewal operating manual for the period 2026/2028 hereunder attached

PENTECOSTAL EVANGELISTIC FELLOWSHIP OF AFRICA
(PEFA CHURCH KENYA)
OFFICE OF THE GENERAL SECRETARY

9. CONCLUSION

All PEFA Ministers are hereby urged to ensure timely renewal of their credentials to avoid the inconvenience of being declared delinquent and the additional financial burden of late fees. The District and Regional leadership are encouraged to facilitate and expedite the renewal process for all ministers under their jurisdiction.

May the Lord continue to bless your ministry and service in His vineyard.

Yours in Christ's Service,



PEFA CENTRAL OFFICE
P.O. BOX 59092 - 00200
NAIROBI, KENYA
02/02/2026

Bsp. Dr. Thomas Tembo Chipa, PhD
GENERAL SECRETARY
PEFA Church Kenya

Appendix 1 Ministers' Credential Application/Renewal for the period 2026/2028 operating manual



PEFA Minister Credential Renewal Portal

Welcome to the PEFA Minister credential Renewal portal.

The system will allow the District executive board to register and pay for the credentials renewal of their respective ministers:

Here are the steps:



LOGIN PAGE

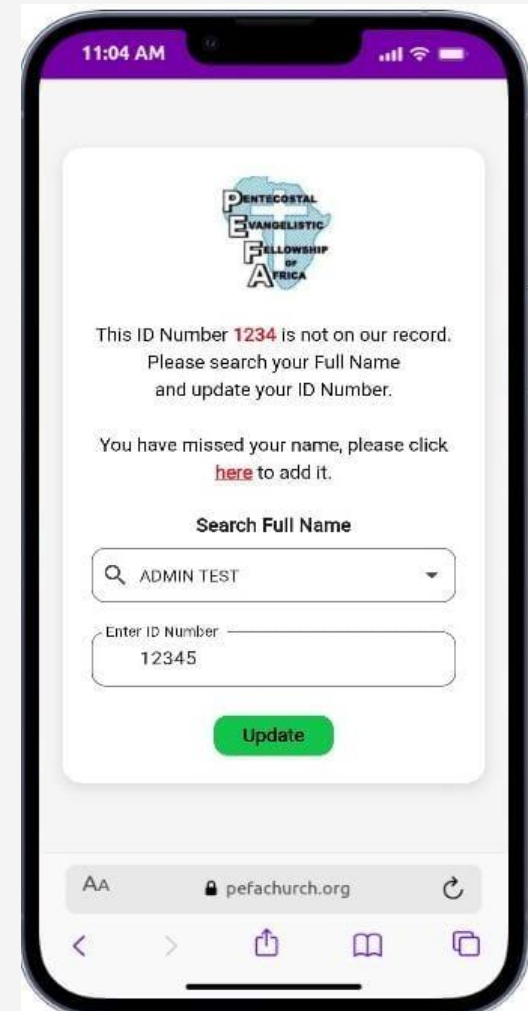
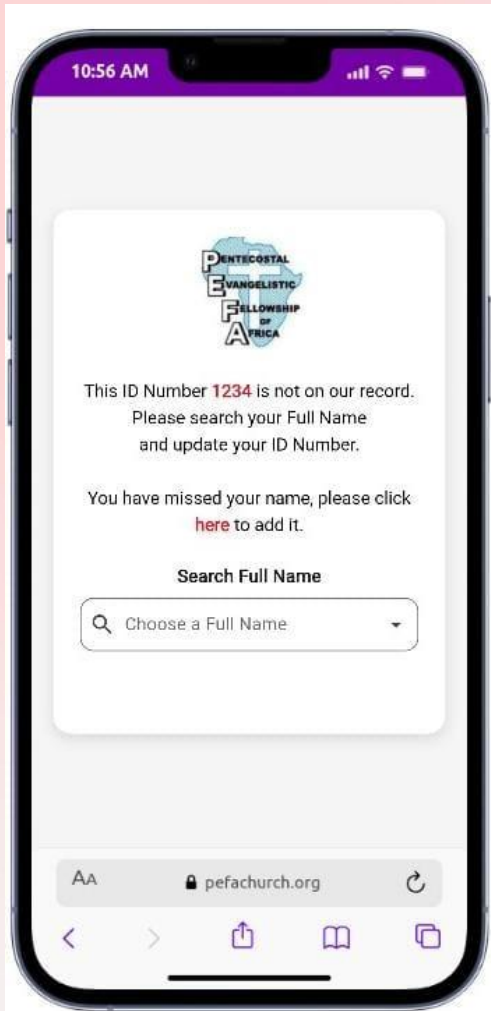
The District Secretary shall enter the valid National ID Number of the minister or Alien Card Number (if a missionary) and then click to proceed

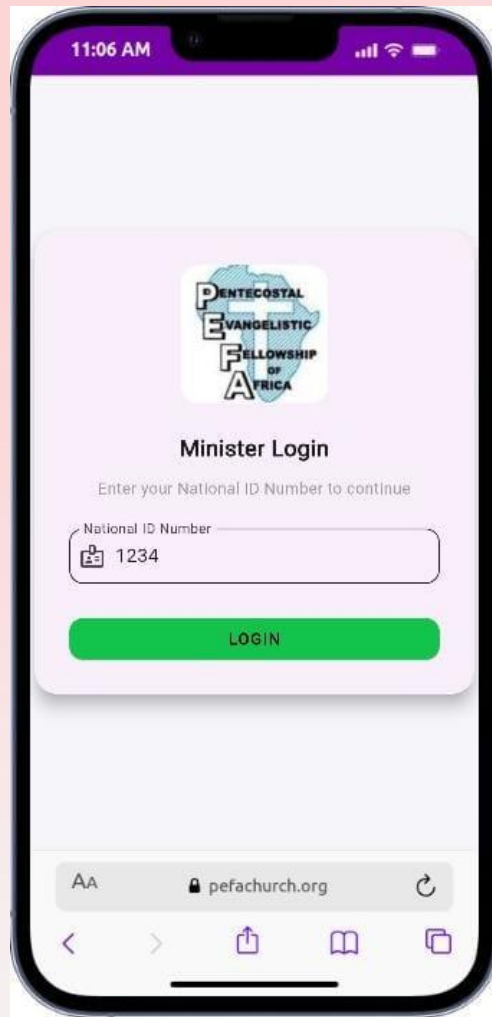




Missing ID Number

If the National ID Number/Alien Card Number entered, is not in the Database, the system will navigate you, to where you can verify the details of the minister by entering his/her full names.

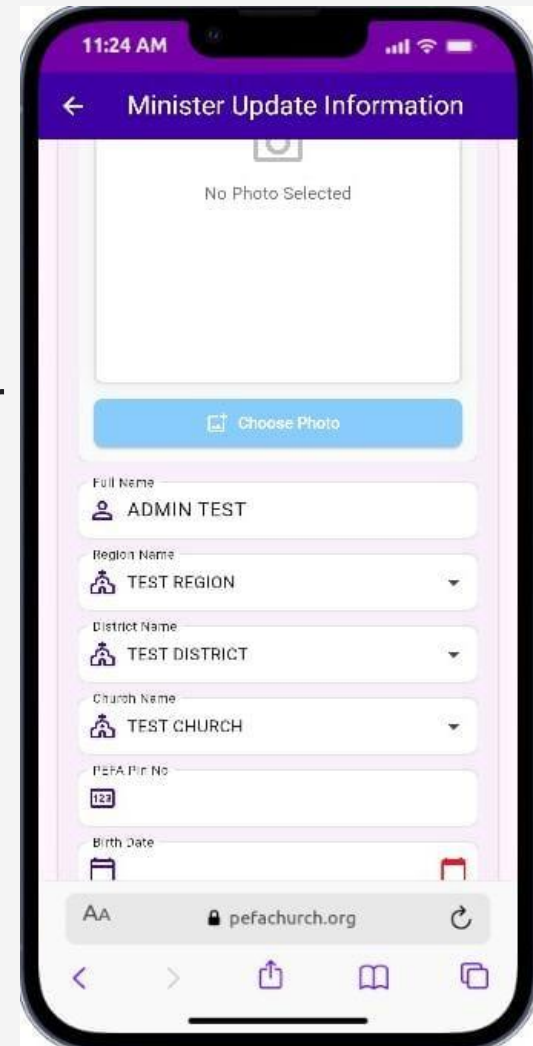




CORRECT ID NUMBER

With the correct ID /alien Number the system will navigate to the dashboard where District secretary will update the bio data of the respective minister.

NOTE: You must enter all correct information required.






UPDATE BIO DATA

This information will populate the credential card and credential certificate.

NOTE: Recheck for accuracy

11:36 AM

← Minister Update Information



Change Photo

Remove Photo

Full Name
ADMIN TEST

Region Name
TEST REGION

District Name
TEST DISTRICT

Church Name
TEST CHURCH

PEFA Pin No
0000

AA pefachurch.org

11:37 AM

← Minister Update Information

0710707169

Email Address
gn@gmail.com

Family Information

Marital Status
 Single Married Divorced
 Separated Widowed

Marriage Date
2026-02-02

Spouse Full Name
PAULINE

Spouse ID Number
21

Number of Children
2

Save Information

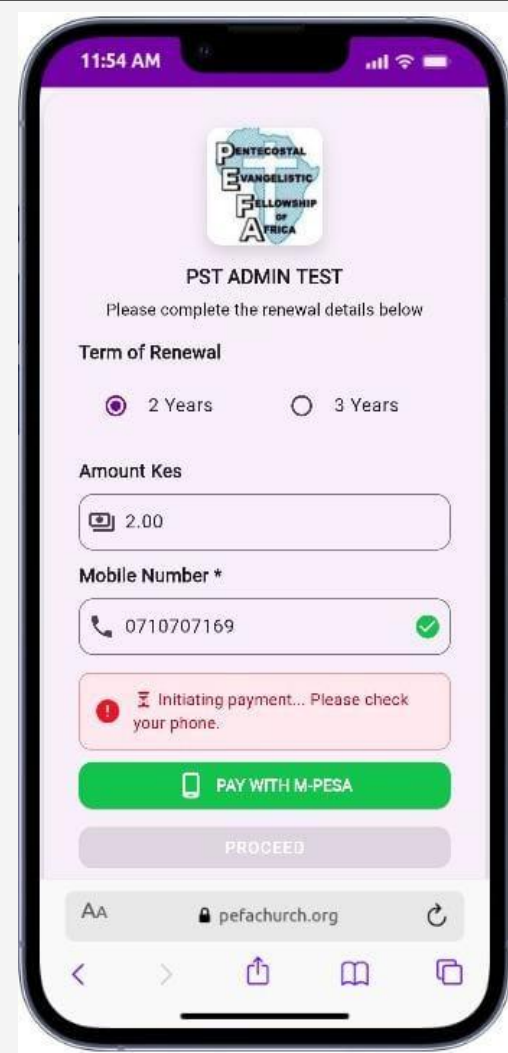
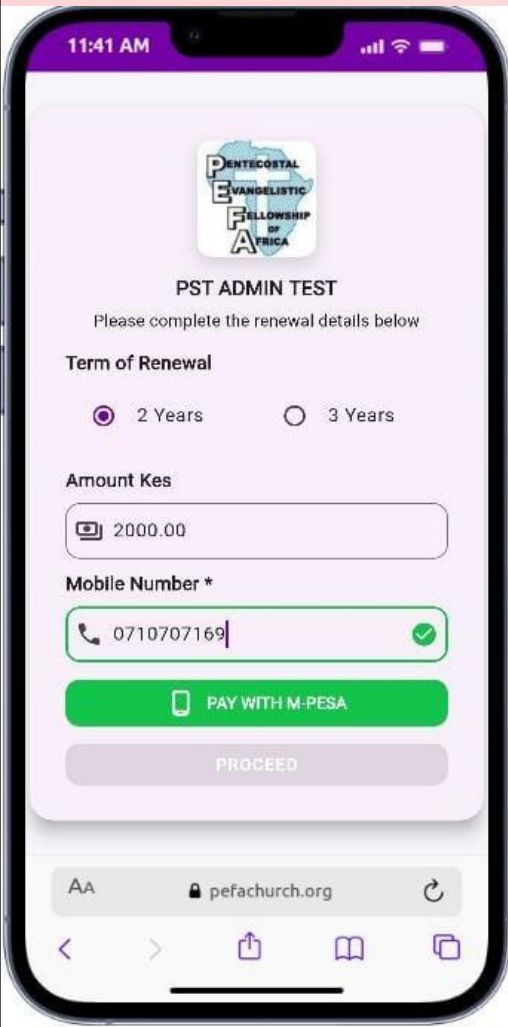
AA pefachurch.org

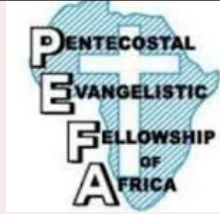


PAYMENT SECTION

Once all the necessary information of that particular minister has been captured, the system will navigate to payment section where the District secretary shall enter the valid Mpesa / Airtel Number of the district treasurer to make payment.

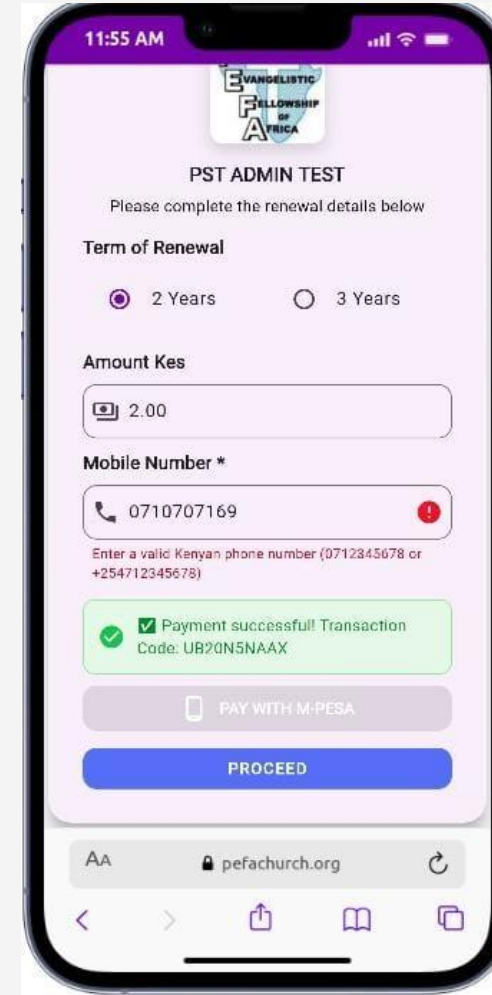
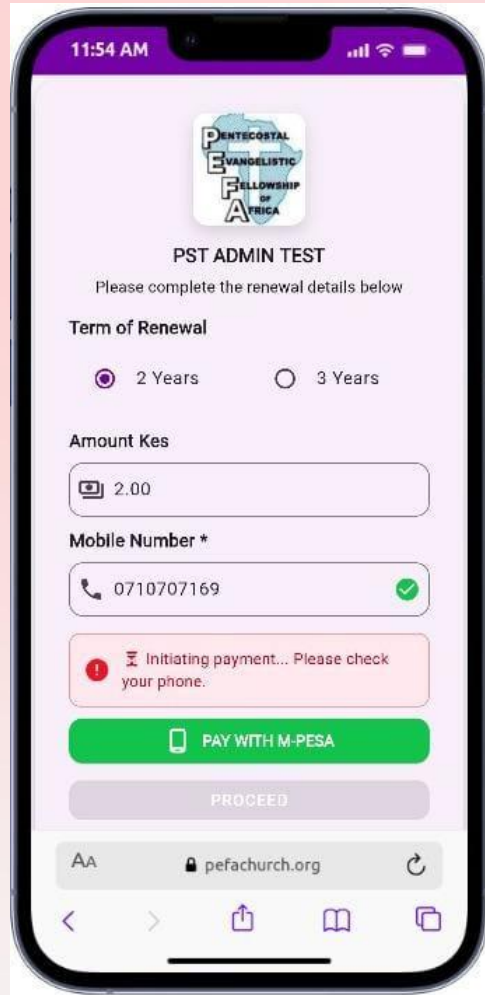
Note: this process shall be repeated for each and every minister for credential renewal.





MPESA SECTION

Once the District treasurer has successfully made the payment, the District secretary shall print / download the interim certificate for onward transmission to the regional executive board for approval





INTERIM SECTION

Print / download and submit to the region for approval

