



EUNNCU LEADERSHIP MANUAL

And whatsoever ye do, do it heartily, as to the Lord, and not unto men; Knowing that of the Lord ye shall receive the reward of the inheritance: for ye serve the Lord Christ.

INTRODUCTION

The manual is a policy document prepared for the sole purpose of giving guidelines on practical instructions on the governance of the union and further clarifies the leadership structure. The manual assumes the foreknowledge of the union's constitution and therefore does not repeat the content of the constitution except where necessary.

Distribution of responsibilities to the specific offices ensures accountability and hence smooth running. All the EUNCCU leaders are required to familiarize themselves with and consult this manual so as to carry their duties effectively. Proper book/file keeping and handing over from one leadership to another are highly recommended.

The details of running the Union may vary for many reasons; therefore, this manual caters only for the basics. The union will benefit by subjecting this manual to reviews.

Finally, to be in the Union's leadership is a privilege as well as a responsibility.

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1 .DESCRIPTIONS

1.0 DESCRIPTION OF THE LOGO 1.6.a THE SYMBOLS OF THE LOGO

The open book (the green with black inscription)- This is the holy bible, symbolizing that the union shall be truthful and faithful to the Holy Biblical scriptures. It will have the inscription ISA 52:7 which is the union's slogan, **"OUR GOD REIGNS"**

The cross- (red in color) symbolizes;

The only way to salvation

Unity of the believers in the body of Christ where our diversity is embraced.

The mountain- symbolizes The Holy universal church which is the body of Christ to which we belong.

A messenger with wings holding a trumpet- signifies the union is committed to evangelism.

The black color at the foot of the mountain- This is a rock symbolizing that Jesus Christ is the precious corner stone which is the firm foundation of the church. 1 peter 2:6.

The shape is a shield that symbolizes our faith in salvation of Christ through the cross.

The ribbon- symbolizes the belt of truth.

1.6.b THE COLORS OF THE LOGO

i. when produced in color:

The cross shall be red in color.

The rock and the Bible shall be black.

The mountain and the angel shall be green.

The outline shall be comprised of three rings

Inner ring-red.

Middle ring- grey

Outer ring- green.

The outline colors shall represent the university colors.

The ribbon shall be grey in color.

- ii. *when not produced as (i), above*, the logo shall bear a single solid color, black.
- iii. *When the logo is produced as in (i) and (ii) above* the background of the material shall not be withstanding.
- iv. *The logo shall be as proportional as possible*, and any distortion whatsoever shall lead to the revocation from the use intended.

1.1 DESCRIPTION OF A COMMITTED MEMBER

A committed member must be;

- An active member of a bible study.
- Either an active member of a ministry OR a regional team OR both.

N/B: A member should be in at least one ministry or at most two at any given time.

1.2 DESCRIPTION OF OFFICE BEARERS

The office bearers shall;

- Be a committed member of the Christian union.
- Have demonstrated mature Christian conduct for the last one academic year.
- Not be in the final year of study.

NOTE:

- Anyone who ceases to be a member of the union pursuant to article 7.1.5 of the constitution ceases to be an office bearer.
- No sub-committee member should hold more than two positions and one additional responsibility in the union at any given time.
- A member should not serve in more than one ministry at any given time. In case of any extra leadership not stipulated in the leadership manual, the sub-committee should consult the executive committee for approval.
- All the certificates of the outgoing sub-committees should be ready on AGM and thereof submitted to the chairpersons of respect ministries and committees.

1.3 RATIFICATION OF EXECUTIVE COMMITTEE DURING AGM

- **Reading and confirmation;** the names of the incoming executive committee members shall be read loudly and the members present shall accept the appointees by a simple majority e.g raising of their hands.
- The outgoing executive committee shall handover instrument of work to the incoming committee.

- The executive committee shall be commissioned by the minister of the day.

1.4 GUIDELINES ON THE TRAINING OF THE EXECUTIVE COMMITTEE

- The training shall be organized by the bible study coordinator in liaison with the executive committee.
- The training shall take place before the AGM.
- The training shall take place within one month after the AGM.
- The training shall be facilitated by the FOCUS staff.

1.5 GUIDELINES ON THE TRAINING OF THE SUB COMMITTEES

- The training shall be organized by the bible study coordinator of the union.
- The training shall be done two weeks after their commissioning.
- The executive committee and the FOCUS staff shall deliberate on the topics to be handled and their respective speakers.

1.6 RESIGNATION OF A SUB-COMMITTEE MEMBER

- **Circumstances under which one ceases to be a sub-committee member**
 - When a member of the sub-committee dies.
 - Academic reasons such as deferment of studies, discontinuation and change of institution.
 - When an office bearer ceases to be a member of the union within the term of service.
- **Process of resignation**
 - Writing to the executive committee through the linker of the sub-committee.
 - Explaining to the executive committee the reasons for resignation.
 - The executive committee shall discuss the application and act accordingly.

2. CLASS FELLOWSHIP

OBJECTIVES

- Promoting unity of the members to attain holistic growth through sharing and teaching of biblical doctrine.
- Encourage brotherly love and generosity amongst members and to the community.
- Encourage fellowship amongst members in worship and prayer.
- Enhance evangelism within and outside the fellowship.

LEADERSHIP STRUCTURE

- Chairperson
- Vice chairperson
- Secretary
- Prayer secretary
- Treasurer
- Organizing secretary.

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all the committee meetings,
- Oversee all the activities of the fellowship,
- Ensure that funds are well utilized,
- Report the progress of the class fellowship to the committee via the Union's vice Chairperson.

VICE CHAIRPERSON

He/she shall;

- Perform the duties of the chairperson in his/her absence or upon delegation by the chairperson,
- In charge of discipline of leaders, members and the class fellowship in general.
- Mobilize and coordinate consistency of members in the fellowship.

THE SECRETARY

He/ she shall;

- Take and keep minutes of every meeting
- Keep up-to-date records of the members of the fellowship.
- Create awareness to ministry members on church activities.

TREASURER

- Be in charge of all the financial transaction of the fellowship.

PRAYER SECRETARY.

- Handle all prayer correspondence of the ministry.
-

Organizing secretary

- Organize the venue for the class fellowship and committee meetings.

Liason with instrumentalists' organizing secretary for instruments to be used during the class fellowship.

3.0 MINISTRIES IN THE UNION

The union comprises of 15 distinct and unique ministries. Each ministry has its own leadership structure and is linked by a member of the executive committee.

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3.1 PUBLICITY MINISTRY

OBJECTIVES

To;

- Decorate venues of the union's events as deemed necessary.
- In charge of the Unions Banners.
-

LEADERSHIP STRUCTURE

- Chairperson
- Vice chairperson
- Secretary
- Prayer secretary
- Project coordinator
- Treasurer
- Follow up coordinator

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all the ministry meetings.

- Oversee all the activities of the ministry
- Report to the executive committee via vice chairperson
- Liaise with the union's vice chairperson on any changes that pertain to the ministers of the word

VICE CHAIRPERSON

He/ she shall;

- Perform the duties of the chairperson in his absence or upon delegation by the chair person
- Organize for decoration of the venue of union's events.
- In charge of discipline of leaders, members and the ministry in general.

SECRETARY

He/ she shall;

- Take and keep minutes of every meeting.
- Create awareness to ministry members on church activities.
- Keep up-to-date records of the ministry members.
- Handle welfare issues of the ministry.

PRAYER SECRETARY

He/ She shall;

- Handle all prayer correspondence of the ministry.
- Handle all welfare issues of the ministry in liason with the secretary.

PROJECT COORDINATOR

He/ she shall;

- Ensure the materials use in decoration are in good condition and reckoning of the same.
- Be directly involved I development and implementation of the ministry's projects .
- Liaises with union's special committees and ministries in al publicity correspondence.

TREASURER

He/she shall,

- Be in charge of all financial transactions of the ministry.

- Prepare and present financial reports to the union treasurer monthly.
- Keep up to date records of finances in the ministry (Weekly and Monthly).

FOLLOW UP COORDINATOR

He/ She shall;

- Be in in charge of follow up of members
- Ensure consistence of members to ministry activities.

3.2 CATERING MINISTRY OBJECTIVES

To;

- Prepare and serve the refreshment for the day's ministers i.e. the speaker of the word and guests.
- Coordinate preparation of the meals in various unions' activities e.g. Sports day, retreats, AGM, finalist' farewell, alumni weekends etc.

LEADERSHIP STRUCTURE

- Chairperson
- Vice Chairperson.
- Secretary
- Prayer secretary
- Organizing secretary
- Treasurer

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all ministry meetings
- Safeguard and account for the union's assets relevant to catering.
- Report the ministry progress to the executive committee via vice secretary.

VICE CHAIRPERSON

He /she shall ,

- Perform the duties of the chairperson in his absence or upon delegation by the chair person
- In charge of discipline of leaders, members and the ministry in general.

SECRETARY

He/ She shall;

- Take and keep minutes of every meeting.
- Keep up-to-date records of catering assets of the union.
- Ensure availability of the refreshments to the ministers during union's services.

ORGANISING SECRETARY

He /She shall;

- Oversee cooking, serving and cleaning utensils in the union.
- Oversee the lending of the union utensils on request.

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondences of the ministry
- Handle all the welfare issues of ministry members.

TREASURER

He/ She shall;

- Keep a clear record of ministry financial transactions (Weekly and Monthly).
- Liaise with organizing secretary to record money obtained from hiring of utensils.
- Prepare and present financial reports to the union treasurer monthly.

NOTE:

Letters on request of utensils should be addressed to the organizing secretary of catering ministry.

3.3 OUTREACH MINISTRY OBJECTIVES

To;

- Organize and mobilize members for union's mission.
- Reaching out to high school students and the community.

LEADERSHIP STRUCTURE

- Chairperson
- Vice chairperson
- Secretary
- Treasurer
- Prayer secretary
- Follow-up Coordinator
- Organizing Secretary
- Missions coordinator
- Music director

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/ She shall;

- Preside over all meetings of the ministry.
- Report the progress of the ministry to the executive committee via mission coordinator.
- Oversee all the activities of the ministry.

VICE CHAIRPERSON

He/ She shall;

- Perform all the duties of the chair person in his/her absence or upon delegation
- Co-ordinate any team mandated for planning of the union's mission in liaison with chairperson of the team.

SECRETARY

He/ She shall;

- Take and keep the minutes of the meetings.
- Keep up-to-date record of the ministry.

TREASURER

He/ She shall;

- Be in charge of financial transactions of the ministry.
- Keep up-to-date financial records of the ministry (Weekly and Monthly)
- Prepare and present financial reports to the union treasurer monthly.

ORGANIZING SECRETARY

He/ She shall;

- Link the ministry with host schools and churches among others in case of weekend challenges and missions.
- Mobilize members and organize for their means of transport to the areas of evangelism.

PRAYER SECRETARY

He/ She shall;

- Handle all prayer correspondences
- Handle all the welfare issues of the ministry

FOLLOW-UP COORDINATOR

He/ She shall;

- Mobilize and coordinate consistent attendance of members to all ministry activities.
- Be in-charge of follow-up after the ministry's missions.

MUSIC DIRECTOR

He /She shall;

- Availing instruments in the ministry fellowship and ensuring that the instruments are taken back to the gallery in a good conditions

MISSION CORDINATOR

He / She shall;

- Sensitize , encourage and mobilize the teams members on matters pertaining ministry mission
- Coordinate the planning on when and where to evangelize within and outside the campus.

3.4 SUNDAY SCHOOL MINISTRY OBJECTIVES

To;

- Partners with the community churches in nurturing children holistically.
- Organize forums that enhances talent development and build self-confidence in children.

LEADERSHIP STRUCTURE

- Chairperson
- Vice Chairperson.
- Secretary
- Organizing secretary
- Treasurer
- Prayer secretary
- Follow up Coordinator.

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all the meetings of the committee
- Report the progress of the ministry to the executive committee through the prayer secretary.
- Oversees all the activities of the ministry.
- Ensure that all Sunday school children in various churches are attended to.

VICE CHAIRPERSON

He/ She shall;

- Perform the duties of the chairperson in his or her absence or upon delegation.
- In charge of discipline of leaders and members.

SECRETARY

He/she shall;

- Take and keep minutes of the meetings.
- Keep all ministry's records e.g. number of teachers, children register etc.
- Be in charge of the members' welfare.

ORGANISING SECRETARY

He/she shall;

- Organize for venues for the fellowship and any other ministry function.
- Be in charge of the ministry teaching and learning materials.
- Inform all the members of the fellowship or any other meeting.

FOLLOW UP COORDINATOR

He/ She shall;

- Be in charge of follow up of members .

TREASURER

He/ She shall;

- Be in charge of financial transactions of the ministry.
- Keep up-to-date financial records of the ministry.
- Prepare and present financial reports to the union treasurer monthly.

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondence.
- Be in charge of all financial transactions
- Be in charge of the members' welfare in liaison with the secretary.

3.5 INTERCESSORY MINISTRY OBJECTIVES

To;

- Mobilize the union members to participate fully in the union's prayer activities.
- Co-ordinate all the prayer activities of the union.
- Nurture members in developing a consistent prayerful lifestyle.

LEADERSHIP STRUCTURE

- Chairperson
- Vice Chairperson
- Secretary
- Organizing Secretary
- Prayer Secretary
- Treasurer

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/ She shall;

- Preside over all the ministry committee meetings.
- Oversee all activities of the ministry.
- Report on the ministry's progress to the executive committee via the prayer secretary.

VICE CHAIRPERSON

He/ She shall;

- Perform the duties of the chairperson in his or her absence or upon delegation.
- Keep up to date records and be in charge of financial transactions of the ministry.
- Do follow up of the members

SECRETARY

He/ She shall;

- Take and keep minutes of the meeting.

- Keep up to date records of the ministry.
- Notify the members of the ministry's activities.
- Handle all the welfare issues of the ministry members.

TREASURER

He/ She shall;

- Be in charge of financial transactions of the ministry.
- Keep up-to-date financial records of the ministry.
- Prepare and present financial reports to the union treasurer monthly.

ORGANIZING SECRETARY

He/ She shall;

- Coordinate all the morning devotions from Monday to Friday and Sunday
- Communicate to programmers and speakers of the ministry's weekly fellowships
- Coordinate all mini- Keshas for the ministry.

PREAYER SECRETARY

He/ She shall;

- Coordinate chain prayer and fasting days of the ministry.

NOTE

The committee shall meet regularly to come up with programs for different meetings e.g morning devotion, church prayers, Sunday services ,prayer week etc.

3.6 USHERING MINISTRY OBJECTIVES;

To;

- Ensures that the union meeting venues are arranged and well cleaned.
- Usher in members to the union's meetings and to ensure orderliness.
- Coordinate offertory collection.

LEADERSHIP STRUCTURE

- Chief usher /Chairperson
- Vice chief usher /Vise Chairperson
- Secretary
- Prayer secretary
- Special member
- Organizing secretary.
- Treasurer.

ROLES OF THE OFFICE BEARERS

CHIEF USHER

He/she shall;

- Presides over all the meetings of the committee
- Report the progress of the ministry to the executive committee through the organizing secretary.
- Oversee all the activities of the ministry.

VICE CHIEF USHER

He/she shall;

- Perform the duties of the chief usher on his/her absentia or upon delegation
- Take care of the wiping towels.
- In charge of discipline of leaders and members.

TREASURER

He/ She shall;

- Be in charge of financial transactions of the ministry.
- Keep up-to-date financial records of the ministry.
- Prepare and present financial reports to the union treasurer monthly.

SECRETARY

He/she shall;

- Take and keep minutes of the ministry's meetings
- Keep up to date records of the ministry
- Take care of the sashes and the reserve forms
- Be in charge of all financial transactions.

PRAYER SECRETARY

He/ she shall;

- Handle all prayer correspondences .
- Do follow up and handles welfare issues of members in liaison with Prayer secretary.

SPECIAL MEMBER

He/she shall;

- Ensure offerings are handled over to the union's treasurer.
- Ensure that the union's clock is in good working condition.
- Make sure there are enough envelopes.
- Be in charge of the offering basket and envelopes.

ORGANIZING SECRETARY

He/ She

- Do follow up and handles welfare issues of members in liaison with Prayer secretary.
- Inform members in case of any CU events
- Liaise with the union's organizing secretary in booking the venue for the ministry activities.

3.7 LITERATURE MINISTRY OBJECTIVES

To;

- Acquire, keep and distribute the union's literature materials.
- Cultivate a reading culture among the union members for spiritual nourishment.
- Code and update all library materials.
- Produce the union's annual magazines and sell them thereafter.

- Develop writing and reading skills of the members.
- Solicit for articles for publication
- One member to serve in the Business Committee.

LEADERSHIP STRUCTURE

- Chairperson
- Vice chairperson
- Secretary
- Chief Editor
- Prayer secretary
- Treasurer

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/ She shall;

- Preside over all the committee meetings.
- Oversee all activities of the ministry.
- Report the ministry's progress to the executive committee via the librarian.
- Liaise with personalities from outside the union for their contribution towards publication of the magazines.

VICE CHAIRPERSON

He/ she shall;

- Perform the duties of the chairperson in his/her absence or upon delegation.
- Coordinate trainings of the ministry.
- Coordinate venues of the fellowships.
- Do follow up of the members

SECRETARY

He/ she shall;

- Take and keep minutes of every meeting.
- Keep up to date records of the ministry's members
- Inform the members of the ministry's meetings and fellowships

CHIEF EDITOR

He/ She shall;

- Be in charge of articles collection analysis, editing and publication.
- Contact the publisher in liaison with the chairperson.
- Keep the records of all the ministry's assets.
- Be in charge of issuing and follow up of the overdue library literature.
- Be in charge of cataloguing the union's literature.

PRAYER SECRETARY

He/she shall;

- Handle all the prayer correspondence.
- Handle all the welfare issues of the ministry's members

TREASURER

He/she shall;

- Be in charge of the ministry's financial correspondences.
- Prepare and present financial reports to the union treasurer monthly.
- Keep up to date financial records. (Weekly and Monthly).

3.8 FAITH FOUNDATION MINISTRY OBJECTIVES

To;

- a. Nurture new believers and other members holistically
- b. Offer mentorship programs to the union members

LEADERSHIP STRUCTURE

- Chairperson
- Vice chairperson
- Secretary
- Treasurer
- Prayer secretary
- Organizing secretary
- Follow up coordinator

- Librarian

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all the committee meetings.
- Report the ministry's progress to the executive committee via the union's bible study coordinator
- Oversee all the activities of the ministry

VICE CHAIRPERSON

He/she shall;

- Perform the duties of the chairperson in his/her absence or upon delegation.
- Be responsible for mentorship programs.
- In charge of discipline of members and leaders

SECRETARY

He/she shall;

- Take and keep the minutes of the ministry meetings.
- Keep up to date records of the ministry.
- Inform the ministry's members about activities.
- Be in charge of the ministry's financial transaction.

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondences.
- Handle all the welfare issues of the ministry members.

FOLLOW UP COORDINATOR

He/she shall;

- Be responsible for formation of family groups.
- Coordinate follow up of the members.

ORGANISING SECRETARY

He/she shall;

- Organize recreational activities of the ministry.

- Organize for venues for the fellowship and any other ministry function.

LIBRARIAN

He/she shall;

- Receive donations of books and other Christian literature on behalf of the ministry.
- A custodian of all ministry library materials.

TREASURER

He/she shall;

- Be in charge of the ministry's financial correspondences.
- Prepare and present financial reports to the union treasurer monthly.
- Keep up to date financial records. (Weekly and Monthly).

3.9 MEDIA MINISTRY OBJECTIVES

To;

- Design and produce all publicity tools for sensitization of union activities by e. g T-Shirt, poster, banner, handkerchiefs ,Notebooks etc
- Record union events ,services and avail them to the union members upon request.
- Prepare and project information like song lyrics, videos, announcements, bible verses etc.
- Livestream union services and events on YouTube /Facebook or a video link.
- Develop, design and update the union's website.
- Manage the union's online platform ie Facebook ,X, Tiktok , Instagram , Whatsapp channel and the YouTube channel .
- Conduct video coverage of the union's activities like crusades, missions etc.
- Create awareness about the meetings and activities of the union.

LEADERSHIP STRUCTURE

- Chairperson
- Vice Chairperson.
- Secretary

- Website manager
- Assistant website manager
- Prayer secretary
- Treasurer
- Organizing secretary

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all the committee meetings.
- Report the ministry's progress to the executive committee through the Technical Coordinator.
- Oversee all the activities of the ministry.
- Ensure all the union's Media assets are well kept.
- Inform members of Unions activities.

VICE CHAIRPERSON

He /She shall ,

- Organize leaders in enhancing follow up of members.
- Perform the duties of the chairperson in his/her absentia or upon delegation.
- In charge of discipline of members and leaders.
- Plan ,Coordinate and facilitate ministry fellowships

SECRETARY

He/she shall;

- Take and keep the minutes of the ministry meetings.
- Keep up to date records of the ministry.
- Handle all the welfare issues of the ministry.
- Inform members of ministry activities .
- Follow up of members.

WEBSITE MANAGER

He/she shall;

- Design , Update manage the Unions official website.
- Manage the CU's Email accounts.
- Work closely with the assistant website manager in availing information to The Christian Union Members.
- Managing Livestreaming and video conferencing in liaison with the Media Manager.

ASSISTANT WEBSITE MANAGER

He /She shall ,

- Manage the CU's Facebook account ,x , Instagram ,Tiktok and whatsApp channel.
- Avail information to CU members via WhatsApp groups ,text or Emailing.
- Regularly posting and updating unions events on social accounts.
- Coordinate the design of publicity materials among ministry members e.g posters ,Banners and other designs.

MEDIA MANAGER

He /She shall ,

- Manage and maintain the camcorder ,photo camera and all other production equipment in liaison with the organizing secretary.
- Manage photography and videography
- Work closely with website manager on livestreaming and video conferencing .
- Oversee editing of photos and videos .
- Oversee production of content- based programs eg U-point ,speaker's Introductory video in liaison with other leaders.

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondence.
- Work closely with the secretary on members welfare and follow up.

TREASURER

He/she shall;

- Handle all the financial transactions of the ministry.
- Work closely with the secretary on members welfare and follow up.
- Prepare and present financial reports to the union treasurer monthly.

- Keep up to date financial records. (Weekly and Monthly).

ORGANISING SECRETARY

He/she shall;

- Organize and book venues for meetings and fellowships
- Safeguard the instruments under the ministry.
- Coordinate communication within the ministry (ministry Activities)
- Coordinate Repair and maintainance of instruments.

3.10 INSTRUMENTALISTS MINISTRY OBJECTIVES

To;

- Be in charge of the purchase, storage, maintenance and repair of the union's instruments.
- Ensure production of quality sound during the union's meetings services.
- Train interested union members on how to play various instruments.

LEADERSHIP STRUCTURE

- Chairperson
- Vice chairperson
- Secretary
- Prayer secretary
- Organizing secretary
- Chief trainer
- Treasurer

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all the meetings of the committee.
- Be a signatory during instruments' lending.
- Report the ministry's progress to the executive committee through the technical coordinator.
- Ensure that the instruments are well set in all the union's functions.

- Inform members of Union Activities.
- Supervise repairs and maintenance.

VICE CHAIRPERSON

He/she shall;

- Perform the duties of the chairperson in his/her absentia or upon delegation.
- Be in charge of the ministry's projects.
- Be in charge of discipline in the ministry.
- Assist in follow up of members in liaison with the secretary.
- Plan ,Coordinate and facilitate ministry fellowships.

CHIEF TRAINER

He/she shall;

- Organize the instrumentalists' family group.
- Organize for training sessions for the members.
- Plan and coordinate weekend and any other ministrations by assigning individual different sessions.

SECRETARY

He/she shall;

- Take and keep the minutes of the ministry's meetings.
- Keep up to date records of the ministry.
- Be in charge of all welfare issues of the ministry's members.
- Do follow up of members.

ORGANIZING SECRETARY

He/she shall;

- Ensure that the union's instruments are well kept.
- Coordinate the ministry's practices.
- Be a signatory during instruments lending together with the chairperson.
- Supervise repairs of instruments in coordination with the chairperson.

PRAYER SECRETARY

He/she shall;

- Handle all the prayer correspondence of the ministry.
- Assist in follow up of members in liaison with the secretary

- In liaison with vs ,assist in planning ministry fellowships.

TREASURER

He/she shall;

- Be in charge of all financial transactions.
- Assist in follow up of members in liaison with the secretary
- Record and Keep up to date financial records

3.11 CHOIR MINISTRY OBJECTIVES

To;

- Ensure high quality ministration during the union's services and any other occasions.
- Enhance the performance of the choir members both spiritually and socially
- Nurture members singing talents

LEADERSHIP STRUCTURE

- Chairperson
- Vice chairperson
- Secretary
- Prayer secretary
- Treasurer
- Chief vocalist
- Organizing Secretary
- Base Dad.
- Alto Mum.
- Saprano Mum.
- Tenor Dad.

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/ she shall;

- Preside over all committee members
- Report the progress of the ministry to the executive committee through the music director.
- Oversee the ministry's activities.

VICE CHAIRPERSON

He/she shall;

- Perform duties of the chairperson in his / her absentia or upon delegation.
- Organize for choir outing
- In charge of ministry project
- Ensure the Constitution (EUNCCU) is followed to the latter
- Organize the ministry fellowships and making it a success
- Coordinate with other members of the executive board to develop and implement strategies for growth and development.
- Serve as a liaison between the Christian Union and the choir, ensuring effective communication and collaboration.
- Provide guidance and support to new members and helping them become integrated into the ministry.

SECRETARY

He/she shall;

- Take and keep the minutes of the ministry's meetings
- Be in charge of the welfare issues of the ministry members
- Be in charge of choir uniforms
- Take care of choir utensils

PRAYER SECRETARY

He/she shall;

- Handle all the prayer correspondence of the ministry
-

TREASURER

He/she shall;

- Keep an up-to-date record of all financial transactions.

CHIEF VOCALIST

He/she shall;

- Collect and compile songs from members
- Organize practices for the members
-

ORGANISING SECRETARY.

He/she shall;

- Coordinate follow up of the members
- Keep up to date records of the ministry
- Co-work with mums and dads.
- Booking of venues for Ministry activities and meetings.
- Liase with Instrumentalists' organizing secretary for instruments.

BASE DAD

He shall ,

- Make sure tenor members provide a strong and clear sound
- Make sure tenor members are responsible for singing the main melody or lead vocals
- Assist the vice chairperson in carrying instruments, mobilizing and organizing the ministry fellowships
- Ensuring all gents participate in Choir activities.

ALTO MUM

She shall ,

- Make sure members provide a rich, full sound to the choir.
- Assist the secretary in organizing refreshments during ministry activities.
- Ensuring all ladies participate in Choir activities

SAPRANO MUM

She shall ,

- Make sure members sing the melody and their voices provide a bright and clear sound.
- Assist the secretary in organizing refreshments during ministry activities.

TENOR DAD

He shall ,

- Make sure tenor members provide a strong and clear sound
- Make sure tenor members are responsible for singing the main melody or lead vocals
- Assist the vice chairperson in carrying instruments, mobilizing and organizing the ministry fellowships
- Ensuring all gents participate in Choir activities.

3.12 EBENERZER

OBJECTIVES

To;

- Nurture members' talents through singing, acting and dancing.
- Co-work with other ministries and committees in the union to sensitize the union members of various issues.

LEADERSHIP STRUCTURE

- Chairperson
- Vice chairpersons
- Secretary
- Treasurer
- Prayer secretary
- Music coordinator
- Actors' coordinator
- Dancers' coordinator
- Organizing secretary

ROLES OF OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all meetings of the ministry
- Oversee all the activities of the ministry
- Handle all the prayer correspondences of the ministry

VICE CHAIRPERSON

He/she shall;

- 1.perform duties of the chairperson in his/her absentia upon delegation
- 2.Custodian of constitution and ministry policies
- 3.In charge of discipline issues in the ministry

SECRETARY

He/she shall;

- Take and keeps the meetings of the ministry
- Keep an up-to-date records of the ministry

TREASURER

He/she shall;

- Keep up to date record of financial transactions of the ministry

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondence of the ministry

MUSIC COORDINATOR

He/she shall;

- Coordinate the singers in the ministry
- Connect the ministry with the instrumentalists' ministry

ACTOR'S COORDINATOR

He/she shall;

- Coordinate all actors in the ministry
- Direct any skit or any play that the ministry should minister with.

DANCERS COORDINATOR

He/she shall;

- Be in charge of the dancers in the ministry
Keep the ministry's assets related to dancing e.g., dancing attire, DVD, etc

ORGANIZING SECRETARY

He/she shall;

- Monitor the regularity of attendance and members conduct.

- Organizing venues for practices and fellowships.
- .Informing members about all meeting

3.13 PRAISE AND WORSHIP MINISTRY OBJECTIVES

To;

- Lead in praise and wording during union's services, fellowships and other special activities or functions
- Nurture members singing talents

LEADERSHIP STRUCTURE

- Chairperson
- Vice chairperson
- Secretary
- Prayer coordinator
- Treasurer
- Chief vocalist
- Organizing secretary

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over committee meetings.
- Oversee all the ministry
- Report the ministry's progress to the executive committee through the music director

VICE CHAIRPERSON

He/she shall;

- Perform the duties of the chairperson in his/her absentia or upon delegation
- Be in charge of the members' welfare issues.
- Organize family groups in the ministry
- Link the ministry to the instrumentalist ministry
- Custodian of the constitution
- In Charge of discipline and conduct of the members.
- In liason with the PS, organize families and check on their commitments.

SECRETARY

He/she shall;

- Take and keep the minutes of the ministry's meetings.
- Keep up to date records of the ministry
- In form the members of the ministry's activities or any other activities.
- Communicate to and keep up-to-date records of the associates and alumni of the ministry.
- In charge of PW uniform and also dress code in liason with the VC.
- Custodian of the ministry's assets .

TREASURER

He/she shall;

- Keep up to date records of financial transactions.

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondence.
- Coordinate follow up of the members.

CHIEF VOCALIST

He/she shall;

- Be in charge of vocal practices.
- Verify songs and coordinate practices before ministrations.
- Keep the ministry's song books.

ORGANIZING SECRETARY

He/she shall;

- Monitor the regularity of attendance and members conduct.
- Organizing venues for practices and fellowships.
- .Informing members about all meeting

4.0 SPECIAL COMMITTEES IN THE MINISTRY

The union has six special committees. These committees perform specific roles and their members are defined by the executive committee.

4.1 INREACH COMMITTEE OBJECTIVES

To;

- Sensitize, encourage and mobilize the union members on matters pertaining to campus evangelism.
- Explore ways of meeting evangelism needs.
- Conduct discipleship in liaison with faith foundation ministry to ensure effective follow up and membership.
- Coordinate all In reach activities.

MEMBERSHIP

The committee shall comprise of chairperson, vice chairperson, secretary, prayer secretary ,treasurer ,organizing secretary and seven members who are linkers from the seven E-Teams.

LEADERSHIP STRUCTURE

1. Chairperson
2. Vice chairperson
3. Secretary
4. Treasurer
5. Organizing secretary
6. Prayer secretary

ROLES OF OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over committee meetings.

- Report the ministry's progress to the executive committee through the mission's coordinator.

VICE CHAIRPERSON

He/she shall;

- Perform the duties of the chairperson in his/her absentia or upon delegation.
- Link the committee to faith foundation.
-

SECRETARY

He/she shall;

- Take and keep up to date records of the ministry's meetings.
- Keep up to date records of the committee's proceedings.

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondence of the committee.

TREASURER

He/she shall;

- Be in charge of all financial transactions

SPECIAL MEMBERS

Co-work with the leaders of the committee towards the achievements of the objectives.

4.2 BROTHERS AND SISTERS COMMITTEE OBJECTIVES

To;

- Coordinate the unions social events.
- Coordinate sports evangelism in conjunction with in reach committee.
- Handle social issues of the union members.
- Perform counseling of members.

MEMBERSHIP

The committee shall comprise of 11 members i.e., six officials and five members.

LEADERSHIP STRUCTURE

1. Chairman
2. Chairlady
3. Secretary
4. Prayer secretary
5. Treasurer
6. Organizing secretary

ROLES OF OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all committee meetings.
- Report the committee's progress to the executive committee through the organizing secretary.

SECRETARY

He/she shall;

- Take and keep the minutes of the committee meetings.
- Keep up to date records of the committee proceedings.

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondences.

TREASURER

He/she shall;

- Be in charge of all financial transactions.

SPECIAL MEMBERS

- Co-work with the leaders of the committee towards the achievements of the objectives.

NOTE:

In the event of a joint meeting of the whole committee, the two chairpersons will decide prior meeting on who is to preside over the meeting.

4.3 PASTORAL COMMITTEE OBJECTIVES

To;

- Organize for the union's bible study groups of all the members in every semester.
- Organize for baptism in liaison with the bible study coordinator.
- Come up with the semestrial bible study guides and thereof sales.
- Monitor the progress of the bible study groups in liaison with the bible study coordinator.

MEMBERSHIP

The committee shall comprise of 15 members, 5 officials, and 11 special members.

LEADERSHIP STRUCTURE

1. Chairperson
2. Vice chairperson
3. Secretary
4. Treasurer
5. Prayer Secretary
- 6.

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all the meetings of the committee.
- Report the committee's progress to the executive committee through the bible study coordinator.
- Oversee all the committee's activities.

VICE CHAIRPERSON

He/she shall;

- Perform the duties of the chairperson in his/her absentia or upon delegation.
- Handle all the prayer correspondences.

SECRETARY

He/she shall;

- Take and keep the minutes of the committee meetings.
- Keep an up-to-date record of the committee proceedings.

PRAYER SECRETARY

He/she shall;

Handle all prayer correspondences

TREASURER

He/she shall;

- Handle all financial transactions and keep records.

SPECIAL MEMBERS

- Co-work with the leaders of the committee towards the achievements of the objectives.

4.4 BUSINESS COMMITTEE OBJECTIVES

To;

- Generate funds through selling of unions merchandise i.e T-shirts , Branded EUNCCU notebook etc.
- Ensure that union members get an opportunity to exercise their management skills acquired theoretically in class.
- Come up with innovative projects that shall be vetted by the executive committee.

LEADERSHIP STRUCTURE

1. Chairperson
2. Secretary
3. Sales Manager
4. Treasurer.
5. Project manager.

6. Prayer secretary.

MEMBERSHIP

The committee should comprise of nine members: SIX officials and three members.

ROLES OF OFFICE BEARERS

CHAIRPERSONS

He/she shall;

- Preside over all the meetings of the committee.
- Report the progress of the committee to the executive committee via the vice-chairperson.
- Coordinate all the business operations.

SECRETARY

- Take and keep the minutes of the meetings.
- Handle all the welfare issues of the committee.

PROJECT COORDINATOR

He/she shall;

- Ensure a balanced stock i.e., EOQ of the business is maintained.
- Proper maintenance of inventory accounts.
- Be responsible of projects coordination.

TREASURER

He/she shall;

- Ensure proper cash-flow.
- Keep proper financial records.

- Keep the members of the committee informed about the financial matters of the business.
- Keep the records of union's assets entrusted to them and account for their depreciation.

SALES MANAGER

He/she shall;

- Coordinate all sales
- Keep sales record.
- Keeps a track on the stock and stock acquisition.
- Prepare purchase and sales budget

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondences.

MAMBERS

They shall;

- Contribute to the business ideas.
- Be involved in sales and marketing.
- Perform any other duty on delegation or on request pertaining the committee.

4.5 WELFARE COMMITTEE OBJECTIVES

To;

- Support the needy students in the union with basic needs.
- Offer guiding and counseling to the union members where necessary.
- Receive funds and donations from the union members and other donors.
- Offer condolences to the bereaved members of the union.
- Link needy members of the union to the relevant authorities e.g., the EUSA, Dean of student office etc.

MEMBERSHIP

- The committee shall comprise of seven members; 4 officials and 3 members.

LEADERSHIP STRUCTURE

Chairperson

Secretary

Prayer secretary

Treasurer

ROLES OF OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all meetings of the committee.
- Report the proceedings of the committee to the executive committee via the treasurer.
- Oversee all the operations of the committee.

SECRETARY

He/she shall;

- Take and keep minutes of all the meetings of the committee.
- Present all the letters received from union members to the committee.
- Keep up-to-date records of the committee.

TREASURER

He/she shall;

- Keep financial records of the committee.
- Keep up-to-date records of received and disbursed items.

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondence.

MEMBERS

They shall;

- Co-work with the leaders of the committee toward the achievement of the objectives.
- Perform any duties on delegation or on request pertaining the committee.

NOTE:

- Application letters should be addressed to welfare committee.
- All welfare committee members should be able to receive letters and donated items.

4.6 ACCOUNTS COMMITTEE OBJECTIVES

To;

- Keep the unions accounts records up to date.
- Prepare the unions accounts records for auditing.

MEMBERSHIP

- The committee shall comprise of eleven members; two officials and nine members.

LEADERSHIP STRUCTURE

Chairperson

Secretary

Prayer Secretary

Two auditors.

Two Members.

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all meetings of the committee.
- Report the proceedings of the committee to the executive committee via the treasurer.
- Oversee all the operations of the committee.

SECRETARY

He/she shall;

- Take and keep minutes of all the meetings of the committee.
- Keep up-to-date records of the committee proceedings.

MEMBERS

They shall;

- Co-work with the leaders of the committee towards the achievement of the objectives.
- Perform any duty on delegation or on request pertaining the committee.

5.0 REGIONAL EVANGELISTIC TEAMS

5.1 OBJECTIVES.

To;

- The main objective is evangelism by preaching Christ in different areas of the country.
- Promote cohesion among the union members in the different regional teams.

LEADERSHIP STRUCTURE

1. Chairperson
2. Vice chairperson
3. Secretary
4. Vice secretary
5. Treasurer
6. Prayer secretary
7. Mission's coordinator
8. Organizing secretary
9. Music director
10. Follow up coordinator

ROLES OF THE OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all the meetings of the regional evangelistic teams.
- Report the progress of the regional evangelistic teams through the mission coordinator of the union.
- Oversee all the activities of the regional team.
- Be a signatory to the team's bank account.

VICE CHAIRPERSON

He/she shall;

- Perform the duties of the chairperson in his/her absentia or upon delegation.
- Coordinate the district evangelistic team under the regional team.
- Communicate to and keep up-to-date the records of the associates and alumni of the regional team.

SECRETARY

He/she shall;

- Take and keep minutes of the regional team's meetings.
- Keep up-to-date records of the regional team members.
- Be in charge of communicating with, and the welfare of the ministers of the word and other invited guests.
- Be a signatory to the team's bank account.

VICE SECRETARY

He/she shall;

- Perform the duties of the secretary in his/her absentia upon delegation.
- Be in charge of catering during the team meetings.

TREASURER

He/she shall;

- Keep up-to-date records and be in charge of all financial transactions of the team.

- Be a signatory to the team's bank account.
- Keep up-to-date records of the team's assets.

ORGANIZING SECRETARY

He/she shall;

- Liaise with the union's organizing secretary in booking venues of the team's event.
- Communicate to and mobilize members for the fellowships and meetings of the team.
- Coordinate recreational activities of the team.
- Manage the social networks of the team.

PRAYER SECRETARY

He/she shall;

- Handle all prayer correspondences of the team.
- Be in charge of the welfare issues of the team.

MISSION COORDINATORS

He/she shall;

- Sensitize, encourage and mobilize the teams' members on matters pertaining evangelical mission within and without the campus.
- Coordinate the planning on when and where to evangelize within and without the campus.
- Coordinate follow-up after any evangelical missions within and without the campus.

MUSIC DIRECTOR

He/she shall;

- Be the custodian of the team's musical instruments.
- Facilitate instruments acquisition, accountability, efficiency and maintenance of the team's instruments

FOLLOW UP COODINATOR

- Conduct follow up of members
- Work with the mission coordinator to ensure that the believers are connected to FFM for discipleship
- Keeping records of the members attendance in team activities.

6.0 DISTRICT EVANGELISTIC TEAMS

RIVET shall have the following district teams;

NORET-North Rift Evangelistic Team.

SORET-South Rift Evangelistic Team

LET-Laikipia Evangelistic Team.

NUSETA- Noble Use Servants Evangelistic Team and Associates.

The district teams in CET includes;

KET-Kirinyaga Evangelistic Team.

NATKET-Nairobi, Thika, Kiambu Evangelistic Team.

MOU- Morang's Outreach.

GETON-Gospel Evangelistic Team Of Nyandarua.

NETWORK- Nyeri Evangelistic Teamwork.

LEADERSHIP STRUCTURE

Chairperson

Secretary

Treasurer

Prayer secretary

Organizing secretary

ROLES OF OFFICE BEARERS

CHAIRPERSON

He/she shall;

- Preside over all the meetings of the district teams.
- Report the progress of the district team to the regional team via the vice chairperson of the region.
- Oversee all activities of the team.

SECRETARY

He/she shall;

- Take and keep minutes of the team.
- Keep up-to-date records of the team members.
- Manage the social network of the team.

ORGANIZING SECRETARY

He/she shall;

- Communicate and mobilize members of the fellowship and meetings of the team.
- Coordinate recreational activities of the team.

PRAYER COORDINATOR

He/she shall;

- Handle all prayer correspondence of the team
- Be in charge of the welfare issues of the team.

NOTE:

The membership of certain regional team is not restricted to a certain geographical area i.e., the home area.

6.0 THE OFFICE OF THE ASSET MANAGER.

The Asset manager shall be appointed by the Technical Coordinator in liaison with the Vice Chairperson and thereafter brought for vetting by the sitting Executive Committee within two weeks after the Annual General Meeting.

He /She shall ;

1. Be a full member of the Union who shall have fully and actively participated in the Union's activities for at least one academic year
2. Have demonstrated a mature Christian conduct in the preceding year(s) .
3. Work under the Technical Coordinator.
4. Record and keep up to date records of Union Assets ,their value ,their appreciation and Depreciation.
5. Work with the Technical Coordinator on Assets Disposal and Assets purchase.