



**UPPER KABETE CAMPUS CHRISTIAN UNION**

**University of Nairobi**

**THE LEADERSHIP MANUAL**

**(NOVEMBER, 2023)**



## **BACKGROUND**

The leadership Manual/job description manual, hereinafter, The Manual, is a policy document on the job description of the Upper Kabete Campus Christian Union leadership as well as important and pertinent programs and events of the union. The Manual assumes a foreknowledge of the Union's constitution, but it elaborates further on most constitutional provisions to enable clarity and understanding, with a smooth and harmonious running of the union as its primary objective.

At no time should the Manual be in contradiction or conflict with the constitution. It has been structured into sections and sub-sections for quick reference. Running the union in essence means accomplishing the four (4) aims of the Union, namely *discipleship, evangelism, mission and leadership development*. The details of running the Union may vary; therefore this manual caters only for the basics. Implementation of the contents herein, proper book keeping and leadership handover is highly recommended.

The Christian Union shall endeavor to review this manual periodically so as to reflect and conform to the changes in structures of the Union.

### **Review Committee**

The Executive Committee, (2022) appointed the following to the Leadership Manual Review Committee:

#### **NAME**

1. Nathan Kosgei
2. Grace Wanjiru
3. Poly Gatwiri
4. Faith Sambu
5. Jackson Kitili
6. Moses Otieno

### **Terms of Reference**

The following were the terms of Reference (TOR):

1. To seal any loopholes existing in the constitution
2. To highlight and specify unclear roles in the Manual.
3. To entrench the class Fellowship and Evangelistic Teams in the Manual and define their roles and place in the Union.

4. To Review the Manual to reflect the review of the constitution, in as far as establishment of new structures, abolishment and transfer of departments is concerned.
5. To address any matter in the Manual, which the committee feels needs review.

## **REVIEW MEETINGS**

The Committee sat for eight (8) meetings to review this Manual. The outcome of the meetings was the birth of an improved Manual that reflects the current status of the union. The committee endeavored to see that the Manual is in line with the constitution.

### **Amendment Committee**

The Executive Committee, (2023) appointed the following to look into the clauses within this manual to ensure that they do not conflict with what is in the constitution and finally check on what was left undone by the Review committee.

### **NAME**

1. Boaz Pkemoi
2. Sonia Akoth
3. Praise Osala
4. Daniel Ingosi
5. Brian Ogalo

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## **1.0.0 INTRODUCTION:**

This manual is a policy document on the job description of the Upper Kabete Campus Christian Union leadership. The manual assumes a foreknowledge of the Union s constitution and therefore does not repeat the contents of the constitution except where necessary. It is structured into four sections for quick reference though it is best referred to as a whole and used hand in hand with the constitution.

The main guideline in running the union is to carry out its four aims thoroughly, without undue emphasis on any one over the others. The details of running the union may vary for many reasons; therefore this manual caters only for the basics. Proper book/file keeping and handing over from one leadership to another are highly recommended. The union will benefit by subjecting this manual to reviews.

Distribution of responsibilities to specific offices ensures accountability and

hence smooth running. An office may however receive assistance while the officer in-charge remains answerable to the Executive Committee concerning his/her office.

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

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## **1.1 Aims, Missions, Visions, Doctrinal Basis & Core Values**

### **1.1.1 Vision**

To be a congregation of Christ-like believers growing together as a family in love for Christ and fellow men.

### **1.1.2 Mission**

To equip every member in Upper Kabete campus community through fellowship, discipleship, leadership development and mentorship for holistic Christian living in and out of campus and to reach out through evangelism to all communities in Kenya and beyond.

### **1.1.3 Aims**

The aims of the union shall be non-political, non-denominational and non-profit making, it shall be as follows:

- i. To deepen and strengthen the spiritual life of its members through the study of the Bible, Prayer and Christian fellowship.
- ii. To witness the Lord Jesus Christ as God incarnate and to seek to lead others to a personal relationship with Him.
- iii. To encourage members to discover God's calling in their lives and be responsible members in the church and society.
- iv. To develop the members' social and leadership skills through nurturing and developing talents.

## **Doctrinal Basis**

- i. The Unity of the Father, the Son and the Holy Spirit in the Godhead.  
(Mathew 28:19, 2 Corinthians 13:14.)
- ii. The Sovereignty of God in the creation, revelation, redemption and final judgment. (John 1)
- iii. The divine inspiration and entire trustworthiness of the Holy Scripture as originally given and its supreme authority in all matters of faith and conduct. (2 Timothy 3:16)
- iv. The universal sinfulness and guilt of all men since the fall rendering them subject to God's wrath and condemnation. (Romans 3:23)
- v. Divine Conception and birth of Jesus Christ by Virgin Mary. (Mathew 1:21-23)
- vi. Redemption from the guilt, penalty, dominion and pollution of sin solely through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate Son of God. (Hebrews 9:15, Romans 6:22-23, Psalms 111:9)
- vii. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension and glorification to the Right hand of God the Father. (Hebrews 1:3, 1 Peter 1:3)
- viii. The presence and power of the Holy Spirit in the work of regeneration.  
(John 16:7-11)
- ix. The justification of the sinner by the grace of God through faith alone.  
(Ephesians 2:8 Galatians 2:16)
- x. The indwelling and work of the Holy Spirit in every believer. (Acts 1:8, Romans 8, Ephesians 1:13-14)
- xi. The one Holy Universal Church which is the body of Christ and to which all believers belong. (Ephesians 2:19-22)
- xii. The personal return of the Lord Jesus Christ. (1 Thessalonians 4:16-17)

- xiii. The unity of all believers.(Ephesians 4:11-16, Galatians 3:23)

### **Core Values**

The core values of the Union shall be:

- i. Faithfulness to the Holy Scriptures
- ii. Integrity
- iii. Stewardship
- iv. Excellence
- v. Team work
- vi. Accountability
- vii. Honesty
- viii. Innovativeness

### **2.0.0 THE LEADERSHIP**

Generally the Leadership should seek ways of developing both current and future leaders.

### **2.1.0. DUTIES OF THE EXECUTIVE COMMITTEE**

The Executive Committee is the Main Policy making body of the Union. It harmonizes the activity of the committees, boards and departments all of which are answerable to it. This can be achieved through holding meetings. Such meetings may comprise of the following: -

- i. Prayer(s)
- ii. Reviewing and confirming records of previous meeting(s)
- iii. Discussing reports from committees, boards and departments
- iv. Planning the activities of the Union
- v. Any other business as need arises.

The general duties of the Executive Committee shall be as follows;

- a) The Committee shall be responsible for implementing the aims of The Union and for that purpose, may give directions to the individual Executive Committee members as to the manner in which they will carry out their duties.
- b) The Executive Committee shall provide for delegation of duties of the office bearer (s) for The Union to preside over The Union matters when respective office bearer(s) are out of session should such a case arise.
- c) The Committee shall authorize the disbursement of all monies of The Union except as specified (in article 6.2d).
- d) The quorum for the meetings of the committee shall be no less than 60% full membership of the Committee.
- e) The Committee shall liaise with the chaplaincy of the University of Nairobi.
- f) The officials shall head offices and make the Executive Committee aware of the needs and the intentions of the offices.
- g) The Executive committee shall have power to appoint special committees (ad-hoc sub-committees) as it may deem desirable, for a specified tenure to be in charge of some activities. Such committees shall make reports upon which action shall be taken as seems desirable to the Executive Committee.
- h) The Executive committee shall have the power to appoint any office which remains vacant in the course of leadership. This shall always be in consultation with the Advisory Committee.
- i) The Executive committee shall hold all the Union s assets in trust for the members. In holding the Union s assets in trust for its members, the Executive Committee shall approve their use and ascertain their security within and outside the Union.
- j) It shall be the supreme body for handling disciplinary matters in the Union.

- k) The Executive committee shall be responsible for all the Unions Fellowships in liaison with respective dockets.

## **2.2.0. DUTIES OF THE EXECUTIVE COMMITTEE OFFICE BEARERS**

The officials shall head offices and make the Executive Committee aware of the needs and intentions of their offices. In doing this, proposed budgets of resources and time frameworks shall be included.

## **2.3.0. FUNCTIONS OF COMMITTEES, MINISTRIES AND DEPARTMENTS**

They shall work out the details of policies laid down by the Executive Committee and be answerable to it.

### **2.3.1 THE OFFICE OF THE CHAIRPERSON**

The Chairperson shall:

- i. Give overall leadership to The Union.
- ii. Preside over all meetings of the Executive Committee and all General Meetings in which he/she will guide the participants by preparing the agenda with the assistance of the secretary.
- iii. Make decisions on all matters pertaining to the running of The Union in consultation with the Executive Committee.
- iv. Be responsible for Maintenance of the integrity of The Union s leadership.
- v. Represent, with The Union secretary, The Union in the Joint Coordinating Council (J.C.C) and the Regional Student s Executive Committee (RSEC).
- vi. Be free to delegate any of his or her duties as deemed appropriate to any of

The Committee members or to any of The Union members as may be appropriate.

- vii. Head the Orientation sub-committee.
- viii. Shall be an ex-officio member of the Joint Evangelistic Teams sub-committee
- ix. Be the spokesperson of the Union
- x. Be responsible of any other duty assigned to him by the Executive Committee.

## ORIENTATION PROGRAM

The Union shall endeavor to have first years Orientation Program every year. The main objectives of the program are:

- a. To enable efficient transition of the First Years from high school life to Campus Life.
- b. To create awareness of challenges in campus such as drug abuse and HIV/AIDs and solution thereof
- c. Nurture the First Years into Christ-like character
- This program focuses on offering guiding principles about life in campus to the first years to help them make the right choices as they start their stay here in campus.
- The program runs from the day the first years report, exploring the chosen theme.
- To oversee this program, an orientation committee of preferably 11 members, shall be formed by the Executive Committee, 4 months before the first years report.
- The Union s chairperson shall be in charge of this sub-committee and shall

report to the Executive Committee concerning its progress.

- In forming the Orientation Team, the Executive Committee shall, if need be, consult with other stake holders or campus, but the union s interest shall always prevail.
- This team shall be responsible for the organization of Orientation activities, sourcing for funds towards the program and providing leadership and guidance to freshmen and spearheading all first year activities until when the first year leadership is stably in place.
- This committee shall be dissolved with the formation of a new Orientation Committee.

There is an **Orientation manual** that provides all the details for this committee including the roles and responsibilities of the members.

## **PARTNERSHIP POLICY**

### **Policy Guidelines on Partnerships**

#### **PREAMBLE**

Partnership and collaboration has increasingly become integral to the way organisations pursue their goals and objectives as they are important in enhancing the capacity of any organisation. UKCCU is committed to partnerships informed by the conviction that successful partnerships are necessary for the attainment of its strategic goals and objectives, a fact that is demonstrated by the enshrining of Partnerships as one of the Strategic Priority Areas (SPAs) in the 2016- 2020 Strategic Plan. Partnerships are key not only in the overall attainment of the overall vision and mission of UKCCU but also in the meeting of the UKCCU operating budget.

A partnership is a mutually beneficial relationship between two organisations or entities with clearly stipulated responsibilities. UKCCU will enter into partnerships arrangements with one or more institutions/organisations with the aim of working together to achieve shared objectives. The possible partnering agencies include; Churches, Campus based ministries and Para-church organisations amongst others. UKCCU will only get into partnerships that are

deemed to be instrumental to the attainment of the UKCCU mission.

A partnership will be considered effective if it ultimately contributes to the development an adequate and sustainable resource base (both financial and otherwise) for the UKCCU Fellowship to realise its goals and objectives. Partnership working should support the delivery of one or more of the core areas of UKCCU Fellowship namely; Evangelism, Discipleship, Missions and Leadership Development.

## **PURPOSE OF THE POLICY GUIDELINES**

The purpose of these policy guidelines is to spell out the approaches, procedures and processes of entering into Partnerships to ensure that they are aligned to the aims and objectives of UKCCU. They also seek to ensure that there is synergy and harmony between the various partnerships entered into by UKCCU as well as ensure alignment with the Strategic Plan. The guidelines further sets out the principles and processes which will guide the approach UKCCU takes in handling both emerging and well established partnerships.

## **SECTION ONE: GENERAL GUIDELINES FOR DEVELOPING PARTNERSHIPS**

### **Basis for Partnerships**

3.1.1 Partnership working requires a culture of shared ownership and common working arrangements between the partnering organisations. UKCCU seeks to develop such a culture in order to maximize the effectiveness of the partnerships it is involved with. It is important that partnerships be built on a foundation of trust and shared vision for it to deliver on the goals and objectives of UKCCU. This recognises that partnering organisations come into a partnership from different positions and so it is important to define clearly the common ground right from the onset.

3.1.2 UKCCU will develop partnering relationships through Memorandum of Understandings (MoUs) and other agreements with institutions such as Churches, Para-church Organisations, Corporate bodies and relevant Government agencies informed by shared responsibilities and outcomes.

3.1.3 UKCCU shall only enter into partnerships with organisations whose objectives and values are not in conflict with those of UKCCU.

### **Models of partnership between UKCCU and other institutions.**

There are of two kinds of partnerships that UKCCU can engage in:

- I. Partnerships that are initiated by the UKCCU-where the UKCCU seeks out a group for partnership on an event or programme either within or outside the Campus;
- II. Partnerships that are initiated by a group seeking partnership with the UKCCU on a programme they run either inside or outside the campus.

### **Principles for partnerships between the UKCCU and other Organisations.**

The following principles should underpin partnership building between UKCCU and any group:

- I. The Union should **ONLY** enter into partnerships with organisations/groups whose objectives, values and doctrinal basis (if the group is Christian) are not in conflict with those of the Union.
- II. The partnership should **add value** to what UKCCU is already doing or bring in new value to something the Union is not doing but is important. It should not duplicate, compete with or replace what is already going on in the Union.
- III. The partnership should be **mutually beneficial** and on be founded on the principle of equality. The Union shall not be seen as a junior partner and it shall not be skewed to the disadvantage of the Union.
- IV. The partnership should be without **strings attached**-The conditions and terms of partnership should be free from ulterior motives and the interest (both immediate and long-term) of both parties should be put on the table at the onset of the partnership.

### **Procedure for entering into Partnerships**

- I. The decision to enter into a partnership with any group must be discussed and approved by the Union's Executive Committee. No individual UKCCU leader, Committee, Subcommittee or ministry in the UKCCU shall enter into any partnership arrangement with any group without the knowledge of and permission of the Executive Committee. The decision must be minuted

in a duly constituted Executive Committee meeting.

- II. Any partnership arrangement which will exceed the term of the current Union's Executive Committee must be endorsed by the Union's duly convened Annual General Meeting (AGM).
- III. The Union's Executive Committee should do a thorough background check and develop a document containing the profile of the group-its doctrinal basis, leadership, activities, and affiliations, among others.
- IV. A meeting should be convened between the group and the Union's Executive leadership to help the group understand how the Union works and to explore the various aspects of the partnership to ascertain with confidence that the partnership is viable and good for the Union. The aim of such a meeting should be to gain clarity on the nature, level and future of the proposed partnership with the group, and specifically on how the Union stands to benefit from that engagement.
- V. The Discussions and consultations with the group should lead to the development of partnership agreement or Memorandum of Understanding which should ideally include:
  - a. The Preamble.
  - b. The objectives of the partnership.
  - c. The specific activities, tasks or programs for engagement.
  - d. The obligations of each partner in the partnership.
  - e. The duration of the partnership.
  - f. The exit clause.
  - g. Reporting, Evaluation and termination of the partnership.
- VI. Throughout the entire process of: finding out about the group, the consultations on the kind of partnership up to the signing of the partnership agreement, the Executive Committee shall consult regularly

with the FOCUS Staff based in their institution and the Union's Patron and (where necessary) the Advisory Committee for advice before making any commitment. A copy of the partnership agreement or the Memorandum of Understanding shall be submitted to the FOCUS Office and kept in the custody of the Students Ministry Director or any other Officer assigned by the FOCUS Office.

### **General Guidelines**

- I. It is wise to have short term partnerships with possibility of extension after review and evaluations rather than have long term or open ended partnerships.
- II. Because of the interdenominational nature of Union, special care must be taken when entering into partnership with Churches so that the Union is not seen to be leaning on any one Church/denomination.
- III. Where ill motives are discovered once the partnership has begun, the partnerships must be discontinued immediately. There WILL be a clause in the partnership agreement or MOU that frees the Union to discontinue any partnership if it becomes necessary to do so.
- IV. Because of the transitory nature of the Union leaders, documentation of partnerships is critical for leaders who come after to make reference. There SHALL be a file (both soft and hard) of all the partnership agreements the Union has entered into.

### **2.3.2 THE OFFICE OF THE 1<sup>st</sup> VICE CHAIRPERSON.**

If the chairperson is a male then the 1<sup>st</sup> vice chairperson shall be a female and shall have the following responsibilities;

- i. Shall be responsible for catering and hospitality for The Union.
- ii. Shall be responsible for guiding the sisters' fellowship.
- iii. Shall be responsible for

counselling and social welfare of The Union female members. This will be done by allocating the sisters' a mentor who is an associate of The Union in respect to the faculties they are in.

iv. Shall represent the Chairperson in his/her absence. v. Shall be in-charge of all The Union s utensils and decor.

vii. Shall be responsible for the office neatness

vii. Shall work with the class fellowship mums to organize sisters' activities.

viii. Shall perform any other allocated duties as the Executive Committee deems fit

If the chairperson is a female then the first vice chairperson shall be a male and shall have the following responsibilities:

i. Shall represent the Chairperson in her absence, and assist her as will be necessary.

ii. Shall be responsible for guiding the brothers' fellowship.

iii. Shall be in-charge of The Union cell phone and all communications through it.

iv. Shall be in charge of all social activities of the Union.

v. Shall be in-charge of all the people who come to minister in the place of meeting and during services.

vi. Shall be responsible for counselling and social welfare of The Union male members. vii.

Shall be in-charge of transport and booking of venues in The Union

viii. Shall work with the class fellowship dads to organize brothers activities

ix. Shall oversee the Unions retreats and the logistics thereof

x. Shall be in charge of the fellowships subcommittee

xi. Shall perform any other allocated duties as the Executive Committee deems fit.

### **The catering and hospitality Ministry**

#### **In-charge Friday tea**

Shall create a schedule for the members who facilitate preparation and ensure the utensils are cleaned and returned in good condition

#### **In-charge Sunday tea**

Shall create a schedule for the members who facilitate preparation and ensure the utensils are cleaned and returned in good condition

### **In Charge Catering**

- i. Shall co-work with the first vice chairperson in preparation of Unions refreshments.
- ii. Shall maintain and ensure replacement of Unions utensils.

### **In charge hospitality**

- i. Shall be in charge of the visitors welfare
- ii. Shall be in charge of the visitors gifts

### **In charge neatness**

Shall be responsible for the cleanliness and orderliness of the C.U office and kitchen at all times

### **CATERING DOCKET POLICY**

Guidelines in catering and hospitality ministry

### **Membership qualification**

- i. Members to be borne again registered members of the union.
- ii. Members to register willingly since it is a calling from God to serve him diligently and hence accomplishing his mission on this world
- iii. They shall be registered members of catering as per the CU constitution.
- iv. They shall willingly serve for the entire term the spiritual year, and only replaced if out of session by one prayerfully appointed by the CU vice chairperson.
- v. Officials shall serve for not more than two terms.
- vi. Shall willingly offer his/her self to be used of Christ.

### **Roles of the officials**

- i. To prepare the budget for the catering team per semester.
- ii. To also prepare the duties list/program for a whole semester.
- iii. To remind member who are to serve on various days of their duties.
- iv. To make sure that all CU utensils are in good conditions and well managed.
- v. To coordinate members and meetings in absence of the vice chair.

### **Meetings**

- i. Members shall be meeting weekly to plan on various activities of catering docket and for progress evaluation.
- ii. Prayer meetings shall be weekly but alternating with the weekly meetings.
- iii. Meetings shall be chaired by vice chairperson of Christian union with the help of the nominated leaders.

### **Programs**

- i. Have a bonding session once in a semester for all catering members
- ii. Training new members who join the catering docket

## **Budgeting**

- i. The officials shall prepare the budget in alignment with CU allocation.
- ii. Members also shall contribute towards the mini project planned to aid in buying the new utensils
- iii. Members will be contributing towards various bonding session planned by catering docket

## **Rewards and sanctions**

- i. Members shall take care of utensils when using them and leave them in good condition appropriate location and order.
- ii. Utensils and decorating shall only be borrowed to E-Teams or a religious group internally and externally to CU associates, JCC and FOCUS.
- iii. The borrowing party shall be responsible for any damage to utensils within their time of custody, and always ensure they are returned in a better state than found if possible.
- iv. The decors shall also be washed before returning.
- v. Borrowing shall be done via a letter done through the vice chairperson of the Christian Union to the Executive Committee with details of date, time, types and quantity of the utensils or the decors.

## **Sisters Ministry fellowship**

This is the committee that will help to run the activities of the Rubies in the union and ensure welfare of the sisters.

### **Chairperson – The Union's Chairlady**

- i. Shall be responsible for maintaining the link with the associate sisters.
- ii. Shall chair meetings by the Sisters committee.
- iii. Shall represent the interests of the sisters in the Executive committee.
- iv. Shall be responsible for the online and or the physical Rubies book club.

### **Vice Chairperson**

- i. Shall be responsible for organizing the Sisters fellowships with the class fellowship mums

- ii. In consultation with the Chairlady, shall organize the activities for the Rubies such as bonding sessions, movie nights, retreats, walks, visits to prayer centers among others.
- iii. Shall act as the treasurer and therefore be responsible for collection of all monies for Rubies activities.

#### **In charge Rubies Welfare**

- i. Shall be in charge of the safety kit (pain killers) and first aid activities for sisters in the Union.
- ii. Shall be the link for sisters in need to the welfare team for assistance.
- iii. Should be a peer counselor thus ensuring counselling of union's sisters and connecting them to counselling services in School and Christian counsellors in Focus.

#### **Secretary**

- i. Shall be responsible for taking minutes during the meetings
- ii. Shall be responsible for publicizing the activities of the Rubies.
- iii. Shall be in charge of conducting the Sisters prayers.

### **2.3.3 THE OFFICE OF THE SECOND VICE CHAIRPERSON**

If the 1<sup>st</sup> vice chairperson is a female then the 2<sup>nd</sup> vice chairperson shall be a male and shall have the following responsibilities:

- i. Shall represent the Chairperson in her absence, and assist her as will be necessary.
- ii. Shall be responsible for guiding the brothers' fellowship.
- iii. Shall be in-charge of The Union cell phone and all communications through it.
- iv. Shall be in charge of all social activities of the Union.
- v. Shall be in-charge of all the people who come to minister in the place of meeting and during services.
- vi. Shall be responsible for counselling and social welfare of The Union male members.
- vii. Shall be in-charge of transport and booking of venues in The Union
- viii. Shall work with the class fellowship dads to organize brothers activities

- ix. Shall oversee the Unions retreats and the logistics thereof
- x. Shall be in charge of the fellowships subcommittee
- xi. Shall perform any other allocated duties as the Executive Committee deems fit.

If the 1<sup>st</sup> chairperson is a male then the 2<sup>nd</sup> vice chairperson shall be a female and shall have the following responsibilities;

- i. Shall be responsible for catering and hospitality for The Union.
- ii. Shall be responsible for guiding the sisters' fellowship.
- iii. Shall be responsible for counselling and social welfare of The Union female members. This will be done by allocating the sisters' a mentor who is an associate of The Union in respect to the faculties they are in.
- iv. Shall represent the Chairperson in his/her absence.
- v. Shall be in-charge of all The Union s utensils and decor.
- vii. Shall be responsible for the office neatness
- vii. Shall work with the class fellowship mums to organize sisters' activities.
- viii. Shall perform any other allocated duties as the Executive Committee deems fit

Shall be under the male vice chairperson in his roles and ensure that all the fellowships and activities pertaining the Union take place efficiently.

Shall consist of the following members:

- i. Class fellowships coordinators
- ii. service coordinators
- iii. social activities and sports coordinator
- iv. in charge brothers

#### **Class fellowship coordinators**

- i. They shall be two a male and a female
- ii. They shall be communication link between the class fellowships and the office of the respective vice chairperson
- iii. Shall co-ordinate all the class fellowship leaders
- iv. Shall plan for joint class fellowship(s)

#### **Service coordinators**

- i. Shall be two:
  - ✓ Friday service coordinator

✓ Sunday service coordinator

- ii. Shall coordinate the service(s)
- iii. Shall meet with and allocate each service leader/participant their specific timings
- iv. Shall help the respective vice chairperson guide and welcome the visiting speakers

**Social activities and sports coordinator**

- i. Shall help the respective vice chairperson in coordinating any and all social activities of the Union or groups of the Union
- ii. Shall co-ordinate any and all sports activities of the Union or groups of the Union

**2.3.4 THE OFFICE OF THE SECRETARY**

**The Secretary**

- 1. Shall head the secretariat and sit in the Executive Committee
- 2. The secretary shall deal with all the correspondence of The Union except that which falls to another office or committee.
- 3. In case of urgent matters where the committees cannot be consulted, the secretary shall consult the Chairperson or if not available, the 1<sup>st</sup> Vice chairperson and/or the 2<sup>nd</sup> Vice chairperson and the decisions reached shall be subject to ratification (or otherwise) at the next committee meeting.
- 4. The secretary shall in consultation with the Chairperson, issue notices convening all meetings of The Committee and The General Meetings of The Union.
- 5. The secretary shall be responsible for recording, typing, printing and systematically filing the minutes of all such meetings (in 4 above) in hard

and/or soft copy form.

6. The secretary shall be the custodian of all the records of The Union and of The Committee.
7. The secretary shall together with the chairperson represent The Union in the Joint Coordinating Council (JCC), Regional Student Executive Committee (RSEC) and National Student Executive Committee (NASEC).
8. The secretary shall be the Executive Committee's link person with the Associates Committee in addition to keeping and updating the associates register and/or database.
9. The secretary shall head the Associate Sub-committee.
10. Be in charge of all the Union's stationery including printing of letterheads and envelopes
11. Shall be in charge of the Union's email address and post office box
12. Receive all the Union's announcements and work on the modalities of their presentation during the Union fellowships and other major Union's gatherings
13. Any other role given by the executive committee

### **The Associates sub-committee**

This sub-committee shall be headed by the secretary and shall endeavor to;

- a. Keep the associates database
- b. Update the associates on the progress of the union as well as the activities involving associates i.e. associates retreats, associates Sundays and annual missions.
- c. Request for financial and spiritual support from the associates if need be.

- d. In consultation to the 2<sup>nd</sup> vice chair and the executive committee ensure the success of the associates retreats and associates Sundays respectively.

## **Membership**

This committee shall be made up of the following members

1. **Chairperson.** The **Union Secretary** shall be the chairperson to this sub-committee. He/she shall chair the meetings and allocate duties to the members
2. **Secretary-** shall keep all the records of the committee meetings, keep the associates database and also carry out any other role allocated by the chairperson
3. **In charge prayer-** shall coordinate the committee s prayers and also carry out any other role allocated by the chair
4. **3 other members-** shall help in gathering associates details as well as carrying out any other role allocated by the chair

### **1.3.5 THE OFFICE OF THE VICE SECRETARY**

**The Vice secretary,**

1. Shall assist the secretary in carrying out the stipulated duties and sit in the Executive Committee,
2. In addition, the Vice Secretary shall;
  - Be together with the secretary, responsible for keeping minutes of the Executive committee meetings
  - Be responsible for entering the details of members on the computer and updating the Union s data base
  - Oversee the ICT and publicity team which will involve receiving and interpreting all publicity needs of the Union. This includes designing, production and putting up all the Union posters, banners and all other

publicity tools employed by the Union,

- Be in charge of The Union's publicity assets e.g. computers, laptop, camera, printer etc.
- Update the Executive on the publicity assets' status.
- Shall be the Administrator/manager of The Union's social media and Application in consultation with the chairperson and secretary of The Union as directed by The Committee.
- Carry out Any other role allocated by The Committee

### **ICT & Publicity Team**

This team shall be responsible for the receiving and interpreting all publicity needs of The Union. This includes designing, production and putting all The Union announcements, posters, banners, shirts and all other publicity tools employed by the union. It shall also be responsible for the update and management of

The Union's social media i.e. Website, Facebook, Twitter and any other social group. This team shall consist of;

1. Union's vice secretary
  2. ICT & publicity leader.
  3. Assistant ICT & Publicity leader
  4. In charge ICT
  5. In charge publicity
  6. Members of ICT & publicity (4 minimum). Membership shall be open to any other interested Union member.
- i. **Union's vice secretary**

Shall be an ex-officio to this team

**ii. ICT & Publicity leader**

- a) Shall head the ICT & Publicity team.
- b) Shall coordinate all the activities of the ICT and Publicity Team.
- c) Shall chair all the meetings of the team, and in his/her absence the assistant ICT & publicity leader shall assume his roles
- d) Shall, through the Vice Secretary, keep the executive committee posted on matters relating to ICT and Publicity in the union.
- e) Shall inculcate creativity, innovativeness and team work among the team members.
- f) Shall together with the assistant ICT & publicity leader, be in charge of production of all the Union s video clips and sermons
- g) Shall spearhead the recruitment of more willing members to the team.
- h) Shall endeavour to have all the ICT and Publicity members trained to meet emerging needs in the union.

**iii. Assistant ICT& publicity leader**

- a) shall be deputy to ICT & publicity leader and in his or her absence carry out the duties of ICT& publicity leader
- b) Shall update the Union s website, twitter, Facebook and any other social media
- c) Shall report to the Vice Secretary of any repair maintenance and the service of the computers.
- d) Shall together with the ICT & publicity leader, be in charge of production of all the Union s video clips and sermons
- e) Shall be the treasurer to ICT & publicity team

**iv. In charge ICT**

- a) Shall keep the records of all the Union s software and application.

- b) Shall convene and chair ICT meetings and activities.
- c) Shall administrate the Union's computers and peripherals with applications thereof.
- d) Shall be in charge of design, editing and production of all the Union's editorial tools such as T-shirts, calendars, program cards etc.
- e) Shall be in charge of typing and projection of all the Union's announcements.

**v. In Charge Publicity**

- a) Shall in liaison with other departments, be responsible for design and production of posters, fliers, banners and any other materials aimed at publicizing the union's activities.
- b) Shall be the team leader of publicity members.
- c) Shall together with the members be responsible for removing all the Union's and affiliates' expired posters

**vi. Members of ICT and Publicity Team (4 minimum.)**

- a) Shall be members of both ICT and Publicity team, hence shall not limit themselves to either.
- b) Shall ensure that the union's needs as pertains to ICT and Publicity are promptly met.
- c) Shall perform all the duties of the team as directed by the Executive Committee.
- d) Shall be responsible for any resources and material under their care
- e) Shall be responsible for removing all the Union's and affiliates' expired posters.

**ICT & PUBLICITY POLICY**

The following assets are under the care of the ICT & Publicity team of the office of the Vice Secretary. This docket is therefore answerable to any loss or damage on

the assets. However, it must be noted that all the Unions assets are under close watch and management of the Resource Mobilization Coordinator since he/she must account for all the assets while leaving his/her office.

**(A) Desk Top**

This asset is to be used with caution so that it serve current and future generation,

In this regard, when handling it together with its hardware, the following should be observed;

- i. It should be kept off dust as often as possible; this is the work of the ICT Team.
- ii. It **MUST** not leave the office unless there is fire outbreak
- iii. Members who do not know how to but wish to use it are advised to contact the Vice Secretary for directions
- iv. It **MUST** not be used for personal work or assignments

**(B) Camera**

This Asset is under the custody of the Vice Secretary and in this regard;

- i. **MUST** be kept in the office and if it is not in the office, it **MUST** be with the Vice Secretary.
- ii. It has to be used for the right purposes at all times, any work that yield income **MUST** be approved by the Executive Committee through the Vice Secretary.
- iii. It **MUST** not be used for personal work not unless otherwise.
- iv. It shall be handled only by the **ICT** Team
- v. Any docket that would wish to use it **MUST** contact the Vice Secretary at all times.
- vi. Shall only be lent within the campus at a fee of **500.00**. Lending shall be subject to no conflict with the Church event; the camera shall only be given if there is no concurrent event running or docket meetings that require its

use

### **(C) Lap top**

This is under the custody of the office of the Vice Secretary. It

- i. Shall be kept by the Vice Secretary for functions outlined in the constitution
- ii. **MUST** not be used for personal work
- iii. Shall be used to keep the union's documents and database
- iv. Shall be used to record and take photos during sermons and special events of the Union
- v. Shall be used by the ICT & Publicity do make live presentation of announcements and for purposes of updating the social media and the website
- vi. Shall not be available for class fellowships, evangelist teams, mission and other kinds of borrowing whatsoever.
- vii. The laptop will be available for recording of sermons, praise and worship commentaries and other recommended media during Friday fellowship and Sunday services.
- viii. Usage of laptop or other business (nor captured here-in) of the union being considered core and profitable should be approved by the Executive Committee.

### **(D) Projector**

This asset is also to be well and properly taken care of to serve current and future generation, in this regard,

- i. Any hiring of the asset **MUST** be approved by the Executive Committee through the Vice Secretary
- ii. It **MUST** be used for the right purposes including display/projection of announcements and any other activity that is deemed appropriate by the ICT & Publicity team.
- iii. Any problem arising after use will result in the group not accessing the projector for at least 6 months i.e. any problems resulting due to carelessness and improper use.
- iv. Instructions should always accompany the projector both written and spoken by the one lending out, how to do the setting and use
- v. Extending deadlines after the function is over will be penalized by being denied access of the instruments for a period determined by the Sound Team Committee. This will require one to sign out he/she should personally handle the projector whenever it is being used for the period signed out.
- vi. Individuals or groups with already prepared projections approved and slotted to be presented and required assistance of projector shall be given to the ICT and Publicity desk in good time for projection.

- vii. The projector shall be used in UKCCU functions requiring projections in all the appropriate halls being used by the UKCCU i.e. .In the projections of songs, announcements etc.

### **2.3.6 THE OFFICE OF THE TREASURER**

#### **The Treasurer**

- a) Shall sit in the Executive Committee,
- b) Shall receive and also disburse under the direction of The Committee all the monies belonging to The Union, issuing receipts for all monies received and keeping vouchers for all monies paid by The Union.
- c) Shall in consultation with the auditor and the committee prepare the annual accounts and annual budget for The Union
- d) Shall ensure that proper books of accounts of all monies received by The Union are written up, kept in safe custody and are available for inspection.
- e) Shall keep records of all assets and liabilities of The Union.
- f) Shall be accountable to the Executive committee and to the Union members in regards to all monies
- g) Shall make short and long term budgets of the Union in consultation with the Executive committee
- h) Shall keep the members informed about the financial matters of the Union
- i) Shall oversee the running of the Welfare sub- committee and link it to the Executive Committee,
- j) Shall submit financial statements to the union s auditor for auditing.
- k) Shall be in custody of financial policy and have full knowledge of it so as to ensure its implementation.in this regards all sub-committee treasurers shall work under him/her as stipulated in the financial policy.

#### **The Welfare sub- committee**

This department shall be responsible for identification, assisting and/ or linking needy members of the Union with the necessary authorities.it shall also coordinate projects aimed at raising money for welfare in consultation with RMMC. This sub-committee shall comprise of:

- i) In-charge welfare
- ii) Secretary
- iii) Treasurer
- iv) Projects coordinator
- v) In-charge publicity
- vi) The Union s treasurer.
- vii) Three (3) other members

**a. In-charge Welfare**

- i. Shall be the chairperson of this sub-committee which shall have the commissioners appointed by the executive committee
- ii. If need be, shall in consultation with the Union s treasurer, raise the concern to the executive committee to adopt not more than three other members to the committee.

**b. Secretary**

- i. Shall keep records of members who have applied for the welfare.
- ii. Shall take up the minutes of the commission.
- iii. Shall be in charge of follow up of the unpaid debts

**c. Treasurer**

- i. Shall keep the accounts of the subcommittee
- ii. Shall give a quarterly year accounts to the union s treasurer and

document all the receipts which shall be presented to the Executive Committee.

**d. Project coordinator**

- i. Shall coordinate all the fundraising and debts collection as far as welfare funds are concerned
- ii. Shall coordinate the prayers for the team.

**e. In- charge Publicity.**

- i. Shall represent the welfare subcommittee in the Bible Study and Training Committee.
- ii. Shall receive applications for the Welfare from the Bible Study and Training Coordinators identified from the Bible study groups.
- iii. Shall be a Bible Study Coordinator

**f. Union s treasurer**

Shall be an ex-officio to this sub-committee

**g. members**

Shall perform any duty allocated by the chairperson of the sub-committee

## **FINANCIAL POLICY**

### **INTRODUCTION**

a) General considerations:

- I. This document is meant to promote the level of financial stewardship in The Union.
- II. The contents herein shall be used to guide the flow of funds in and out of The Union.

b) This document shall apply to all dockets of The Union.

c) This policy recognizes:

- I. The roles of The Union s treasurer as outlined in The Union s constitution, Article 3.3.1.6
- II. The roles of The Union s auditor as stipulated in the Union s constitution, Article 6.1
- III. The guidelines provided therein concerning funds in Article 6.2

### **DUTIES AND RESPONSIBILITIES OF SUB-COMMITTEE TREASURERS.**

All persons in the sub-committees appointed as treasurers shall;

- I. Be under the executive treasurer of The Union.
- II. Keep clear financial records and books of accounts on the transactions done within the docket with the necessary supporting documents.
- III. Provide records of income and expenditure when need be or requested.
- IV. At the end of term of service, provide a financial report as to the finances received and used in the docket.
- V. Deposit all the monies raised or designated to the particular sub-committee with the consent of The Union s treasurer to The Union s bank A/C indicating the name of that particular sub-committee and submit the banking slip to The Union s treasurer.

- VI. As in part (V) above, in case of illness or for whatever reason, is unable to deposit money in the bank, he/she shall delegate the duty to a member within the sub-committee.
- VII. In order to withdraw funds from the A/C, give a notice of not less than 7days prior to the withdrawal to the signatories through The Union s treasurer.
- VIII. Clear the sub-committee A/Cs with The Union s treasurer at the end of the term.

## **1. THE C.U. FINANCES**

### **BUDGETING**

- a) The Union s budget shall be prepared as indicated in The Union s constitution Article 3.3.1.6 and implemented as stipulated in Article 6.2
- b) The various sub-committees shall table their budgetary breakdown based on the budgetary allocation in the executive meeting for approval.

### **RECEIVING AND DISBURSEMENT OF FUNDS**

- c) Funds received.
  - I. All Union s money shall be received by the treasurer who in turn shall issue a signed receipt.
  - II. Funds received at sub-committee level shall be receipted by the respective treasurer.
- d) Disbursement.
  - I. The treasurer of The Union shall issue money to individuals upon approval of such expenditure by the executive committee.
  - II. All Union s monies shall be banked before they are expended, preferably weekly.
  - III. A serialized voucher shall be written for any disbursement and must bear the recipient s signature for validity.

- IV. Such expenditures shall require that the recipient, who shall be a member of the executive committee under whose docket the funds are directed, will have tabled a budget to the executive committee which shall grant it upon approval.
- V. The treasurer of the respective sub-committee shall issue money for use for the purpose which the sub-committee considers appropriate in accordance to the aims of The Union.
- VI. No money shall be issued and/or refunded for any transactions that have not been budgeted for or approved at the committee level.
- VII. Expenditure for any docket/sub-committee at any financial year shall not exceed the budgetary allocation unless otherwise considered by the Executive Committee with satisfying reasons.
- VIII. Clause d) (IV) above shall be overlooked in case of an emergency but with consultation with the signatories.

#### **DESIGNATED FUNDS**

e) The

- I. Union's treasurer shall be mandated to carry out the transactions pertaining all the funds on behalf of The Union.
- II. Designated funds shall include: all contributions made to/towards JCC subscription and project fees, RSEC kitty, tithe to FOCUS-Kenya, and any other as may arise.

#### **REPORTING**

f) The

- I. Treasurer of The Union shall update The Union on its financial position twice per semester and update the executive committee monthly.
- II. Treasurers of each sub-committee shall disclose the sub-committee's

financial status as frequently as deemed by the sub-committee or as the executive committee shall request.

#### **CONSOLIDATED FUNDS**

- g) A consolidated fund shall be set aside from The Union's income. Such amounts shall be decided by the sitting executive committee but not less than 5% of all tithes and offerings on a weekly basis.

#### **RECORD KEEPING**

- h) The
  - I. Minimum financial records kept by The Union's treasurer or any treasurer shall include:
    - i. A receipt book;
    - ii. A petty cash voucher book;
    - iii. A cash analysis book.
  - II. Books shall be kept up-to-date and serialized.

#### **SPECIFIC DOCKET/SUB-COMMITTEE FUNDS**

- i) All funds under/for a specific docket shall be:
  - i. Used in that particular sub-committee.
  - ii. Used to meet the particular objectives intended for it. Any excess can be used to meet another objective in the same docket.
  - iii. The executive committee, however, may borrow such monies in case of an emergency and/or if The Union's operational kitty.
- j) The treasurers of each sub-committee shall;
  - i. Not keep more than 10,000 at hand at any given time.

- ii. Keep such monies if and only if it is being used for project purposes.
- k) Specific sub-committees may raise funds through various appropriate projects which shall be kept by the sub-committee's treasurer in accordance to (j) above.

#### **WELFARE SUB-COMMITTEE**

This policy provides that:

- i. The welfare sub-committee shall abide by the guiding principles as outlined in the Welfare Sub-committee Guiding Principles and Policies.
- ii. The sub-committee is subject to the above outlined guidelines and any other policy outlined herein.

## **BENEVOLENT FUND**

- i. The Union's treasurer shall not directly support bereaved members. However, contributions from members shall be mobilized to support such members.
- ii. The welfare kitty may step in as the sub-committee shall find appropriate.

## **HIRING AND DISPOSAL OF ASSETS**

- i. Hiring of Union's assets should be done formally through a letter addressed to the executive committee.
- ii. Funds received from such hiring should be given to the treasurer of The Union and be receipted.
- iii. A sub-committee composed of not less than 5 members shall be formed by the executive committee to execute the task of assets disposal when deemed necessary.

## **OFFICE OF THE OUTREACH COORDINATOR**

### **The outreach sub-committee**

This sub-committee shall be responsible for planning and organizing all the missions and evangelism activities of the union outside the campus. It shall also be responsible for planning and organizing commission conference within the Union in the year it occurs.

This sub-committee shall be composed of;

1. Outreach Coordinator
2. Assistant Outreach Coordinator
3. School Ministry coordinator
4. In-Charge Follow-up
5. Outreach Treasurer
6. Two (2) Members

### **i) Outreach Coordinator**

- a. Shall head the outreach sub-Committee and sit in the Executive Committee,
- b. Shall oversee the following departments

- Outreach department which shall be in charge of evangelism activities outside the campus, which shall be, but not be limited to; mini-missions, annual mission etc.
- School ministry which shall be in charge of evangelism activities in the high schools and primary school including co-working with KSCF, weekend challenges, high school rallies and other such partnerships.
- Annual missions department which shall include all logistics and planning of the annual mission as described herein. In the years in which the commission (mission) conference occur, the Outreach coordinator will be in charge of all logistics and planning as pertaining to the commission conference in UKCCU.

c. Shall in consultation with the Outreach sub-committee get student speakers for outreach activities

d. Shall mobilize union members for evangelism activities outside the campus.

e. Shall liaise with the Associates sub- committee in reaching associates towards the funding of unions mission activities.

f. Shall play a role in ensuring a smooth co working between Union activities and Evangelistic team activities.

g. Shall express need for the expansion of the missions committee at such a time when the task (annual mission/ commission planning) grows to a level beyond the seven (7) member Outreach committee.

h. Shall express interest of the members to be co-opted to outreach sub-committee at such a time as mentioned above.

i. Shall chair the joint evangelistic team sub-committee meeting

j. shall oversee the Mercy ministry docket

**ii) Assistant Outreach Coordinator**

- a. Shall be a member of the Outreach sub- Committee.
- b. Shall keep records of all committee meetings proceedings i.e. be the secretary of this sub committee
- c. Shall assist the Outreach coordinator in his or her absence; carry out the duties of the coordinator in the committee.
- d. Shall be in charge of income generating projects in the event that such is employed in raising funds for the annual mission.

**iii) Outreach Treasurer**

- a. Shall be a member of the Outreach committee
- b. Shall keep all financial records pertaining to the Outreach sub-committee which shall include but not limited to the annual mission.
- c. Shall keep all petty cash pertaining to the Outreach sub-committee and in liaison with the unions treasurer bank all monies pertaining to missions in the Christian union s main account as per the need of the time.
- d. Shall keep the Outreach sub-committee informed on the financial position of the Outreach department.
- e. Shall write a financial report of the mission funds and other such reports at times deemed necessary.

### **School ministry**

This department entails evangelism activities in primary and high schools including co-working with KSCF, weekend challenges, high school rallies and other such partnerships. It includes but not limited to sourcing invitations to minister, honouring such invitations and mentoring pupils and students in specific selected primary and high schools.

#### **iv) School Ministry coordinator**

- a. Shall head the school ministry department and be a member of the Outreach sub-committee
- b. Shall be in charge of all planning and logistics pertaining to the annual high school rally.
- c. Shall seek to widen the scope of unions reach to high schools by spearheading partnerships and co working with high school CUs this can include co working with the KSCF.
- d. Shall write all reports of school ministry activities and be the custodian of all such records.
- e. Shall work out the school schedules every term to ensure that all invitations are honoured effectively.

#### **Follow-up Department**

The department shall be in charge of follow up to missions and union evangelism activities outside the university. It shall come up with strategies on how to best effect follow-up to the annual mission, mini-missions, high school ministry and other such activities.

#### **v) In-Charge Follow Up**

- a. Shall be a member of the Outreach sub- committee,
- b. Shall seek to effect follow-up to union s evangelism activities outside the campus such as missions, commission conferences, high schools, etc.
- c. Shall be in charge of any programs put in place to effect follow-up on any mission ground,
- d. Shall be I/C prayers in the outreach sub-committee.

#### **vi) Members (2 No.)**

- a. Shall be members of the Outreach sub- Committee,
- b. Shall in liaison with the Outreach Coordinator assist in groundwork for such activities as missions,
- c. Shall write reports and keep records of all missions, and such other reports.
- d. Shall publicize the outreach activities e.g. annual missions, commission etc.

to the Union members

### **Annual Mission Planning**

- The Union shall endeavour to hold annual missions to areas least reached by the gospel in obedience to Christ's command, The Great Commission Matt 28:18-22
- In such years when FOCUS (Fellowship of Christian Unions) organize mission conferences dubbed Commission the Union shall give priority to commission over the annual mission.
- The Outreach sub- committee shall be fully in charge of the annual mission/ commission planning as applicable.
- Commencement of the annual mission planning shall be when the Outreach sub-committee is appointed to office.
- At a time when the task (annual mission/commission planning) grows to a level beyond the seven (7) member Outreach sub-Committee, the Outreach Coordinator shall express the need to expand the Outreach sub-committee to the Executive Committee. With the permission of the Executive Committee, the Outreach sub-Committee shall propose to adopt a maximum of six (6) members to assist in mission/commission planning. This shall be subject to approval by the executive committee.
- The six (6) members shall effectively become members of the Outreach sub-committee once announced to a fellowship gathering of the Union.
- The whole detailed procedure towards planning an effective annual mission is well explained in detail in the Missions Hand Book given to the Union by FOCUS. The custodian of the handbook is the Outreach sub-Committee.

### **Roles of the Outreach sub-Committee as pertains to the Annual Mission/commission**

The committee shall;

- a) Be fully in charge of the annual mission planning
- b) Prepare the annual mission/commission budget
- c) Mobilize CU members and other interested members for the

mission/commission

- d) Mobilize prayer support □ before, during and after the mission/commission
- e) Be in-charge of the annual mission/commission logistics.
- f) Follow up those who got saved in the mission/commission.
- g) Do evaluation and make recommendation concerning effective mission work.

### **Evangelistic Teams**

An Evangelistic Team is a fellowship of members who have a common interest to evangelize to people in a specific geographical area in the Republic of Kenya.

- a. It holds a special place in The Union. Its activities however should not conflict with The Union's activities in as far as missions, prayers, retreats or any other event is concerned.
- b. It shall be independent of The Union but must be linked to it through the Chairperson and the Outreach coordinator to facilitate the harmonization of its activities with those of The Union.
- c. The nomination of the Evangelistic Team leaders shall be done after The Union has nominated its leaders.
- d. The Christian Union shall always endeavor to seek for venues for meetings and fellowships of E-TEAMS.

## **Joint Evangelistic Team Sub Committee**

It shall be headed by the Outreach Coordinator.

Shall consist of;

1. The Outreach Coordinator.
2. The Union s Chairperson as ex-officio.
3. All Chairpersons of Evangelistic Teams within the Union.

This committee shall;

- e. Harmonize the programs of Evangelistic Teams with that of the Union.
- f. Organize Joint Evangelistic Teams activities.
- g. Help the Missions and Evangelism subcommittee in organizing in reach and outreach activities.
- h. An Evangelistic Team is a fellowship of members who have a common interest to evangelize to people in a specific geographical area in the Republic of Kenya.
- i. It holds a special place in The Union. Its activities however should not conflict with The Union s activities in as far as missions, prayers, retreats or any other event is concerned.
- j. It shall be independent of The Union but must be linked to it through the Chairperson to facilitate the harmonization of its activities with those of The Union.
- k. The nomination of the Evangelistic Team leaders shall be done after The Union has nominated its leaders.

## **Mercy Ministry**

This department in the Union is responsible for conducting outreach activities. This activities include community give back activities such as Children home visits, prison visits, hospital visits, visits to home for the aged, visits to people with special needs among others. The activities also include tree planting, community cleanup activities, mentorship to young people among others as a means of evangelism and spreading the love to the less privileged.

Mercy Ministry works together with Welfare department to also ensure the welfare of the Union members.

It shall consist of:

- i. Chairperson
- ii. Vice chairperson
- iii. Secretary
- iv. Treasurer
- v. Prayer coordinator
- vi. In charge publicity

#### **Chairperson**

- Shall be in charge of chairing all Mercy Ministry meetings.
- Shall be responsible spearheading all activities and projects by Mercy Ministry in consultation with the Outreach Coordinator.

#### **Vice Chairperson**

- Shall be in charge of the welfare of the Mercy Ministry members.
- Shall be responsible for planning bonding and retreat activities for Mercy Ministry members

#### **Secretary**

- Shall take up minutes during Mercy Ministry committee meetings.
- Shall be responsible for keeping a record of the members of Mercy Ministry (online database and in the Mercy Ministry book)

#### **Treasurer**

- Shall be responsible for budgeting for various Mercy Ministry Activities
- Shall be responsible for collecting all monies by Mercy Ministry or by the Union directed for Mercy Ministry.

#### **Project Coordinator**

- Together with the Chairperson, shall be responsible for coordinating and planning activities by Mercy Ministry.
- Shall coordinate all activities to raise money for give back activities.
- Shall be responsible for the Mercy Ministry Mercy Baskets.

#### **In charge Publicity**

- Shall be responsible for conducting/facilitating Mercy Ministry Fellowships

- Shall be responsible for publicizing all activities or projects by Mercy Ministry through text messages, posters among others.
- Shall coordinate prayers for the team.

#### **2.3.8 OFFICE OF THE IN-REACH COORDINATOR**

**The In-reach sub-Committee**

This sub-committee shall be responsible for planning and coordinating evangelism and missions activities within the campus fraternity; prepare reports on the said evangelism and missions, Sunday services and Sunday school ministry. It shall also plan and coordinate Tri-annual missions.

The In- reach sub-Committee shall comprise of:

- a. The In- reach Coordinator
- b. Assistant In- reach Coordinator
- c. Sunday service coordinator
- d. In Charge Nurture
- e. Sunday school leader
- f. Two (2)other members

## **The In-reach Coordinator**

- a. Shall head the In-reach sub-Committee and sit in the Executive Committee.
- b. Shall coordinate the following departments;
  - ✓ The overall in-reach which shall be in charge of evangelism activities within the campus
  - ✓ Sunday service coordination
  - ✓ Sunday school ministry
  - ✓ Tri-annual mission
- c. Shall liaise with the staff fellowship in reaching out to the campus Staff.
- d. Shall mobilize union members for evangelism activities within the campus
- e. Shall spearhead evangelism bible study in collaboration with the Bible study and training coordinator
- f. shall mobilize the members of the union for person to person evangelism and door to doors,
- g. Shall express need for the expansion of the In-reach sub-committee at such a time when the task (Tri-annual mission planning) grows to a level beyond the seven (7) members In-reach sub-committee.
- h. Shall express interest of the members to be co-opted to In-reach sub-committee at such a time as mentioned above.

### **i) The Assistant In-reach Coordinator**

- a. Shall be a member of the In-reach sub-committee,
- b. Shall record and keep all meeting proceedings and all records of the evangelism activities which shall include; reports, strategies, etc.
- c. Shall assist the In-reach Coordinator and in his/her absence, carry out all the duties of the coordinator in the sub-Committee,
- d. shall mobilize the members of the union for person to person evangelism and door to doors,
- e. Shall be in charge of income generating projects in the event that such is employed in raising funds for the Tri-annual mission

## **ii) Sunday service coordinator**

- a. shall be a member in the In-reach sub-Committee ,
- b. shall coordinate the activities of the Sunday service including time management
- c. shall receive presentations from the members and in consultation with the In-reach coordinator vet them and then organize on the modalities of their presentations
- d. shall, together with the Friday fellowship coordinator be responsible for distributing program cards to the members
- e. shall bring notices to the secretary for Sunday worship service
- f. shall link the new converts during the Sunday service to the nurture leaders
- g. shall be in-charge publicity during the Tri-annual mission

## **iii) Sunday school leader**

- a. Shall be a member of the In-reach sub-committee
- b. Shall head the Sunday school teachers team which shall be composed of the UKCCU members who have an interest in reaching out to children
- c. Shall be in charge of **prayers** in the In-reach sub-Committee.
- d. Shall liaise with the Bible study and training coordinator to organize training for the Sunday school teachers.
- e. Shall dispatch the members to the various churches that are partners for Sunday school ministry

## **iv) In-charge nurture**

- a. Shall sit in the In-reach sub-Committee meeting so as to obtain records for the new converts for discipleship
- b. Shall be in charge of follow-up of newly born again members of the union,
- c. Shall be a member of the Bible study and training sub-committee

## **v) members (2 no)**

- a. shall mobilize the members of the union for person to person evangelism and door to doors,
- b. in the event there is a Tri-annual mission, one of the members shall be appointed to be the secretary while the other one shall be the treasurer to the Tri-annual mission
- c. shall perform any other duty allocated by the In-reach sub-committee

### **The In Reach Department**

The department shall be headed by the In-reach Coordinator and will involve all members of the in-reach sub-committee. The department will focus largely on campus ministry which shall be done in two ways:

- General- organizing special campaigns e.g. evangelism in hostels (door to door), crusades, Coffee Houses and reaching others through the lifestyle of members.
- The University mission- an intensive gospel campaign aimed at reaching every individual at least once in their University life time and may be done in conjunction with other campuses of the University, dubbed **Triennial**

### **The Nature of a Triennial Mission**

- It is a mission within the University of Nairobi, for the University community, held in all the campus at three year intervals.
- Shall be held in the second semester suitably in March-May period of such a year.
- Shall be initiated by the Joint Coordinating Council, FOCUS and the Executive Committees of all campuses of the University of Nairobi
- At UKCCU level, the Tri-annual committee shall be chaired by the In-reach coordinator.
- It shall include one member who served in the previous Tri-annual missions committee preferably an associate.

- Among the tasks of the committee shall be raising money for the Triennial Mission.
- Shall be planned in such a manner that it is intensive, reaching to the students, staff and the University administration in large numbers.
- Planning shall preferably start 6 months prior to the event.

### **2.3.9 OFFICE OF THE BIBLE STUDY AND TRAINING COORDINATOR**

#### **Bible study and training sub-committee**

This sub-committee shall oversee all the bible study activities of the Union, discipleship activities, trainings, Friday fellowships and class fellowship coordination. This sub-committee shall also be responsible for organising and mobilising members for Ezra conferences.

The committee shall consist of the following members;

- a. The Bible study and Training Coordinator
- b. The Bible study Coordinator (2 no.)
- c. Nature leaders (2 no)
- d. In charge Trainings
- e. In charge Bible Expository and Self Training Program (BEST-P)
- f. Friday fellowship coordinator
- g. Class fellowship coordinator

**i. Bible Study and Training Coordinator**

He or She shall;

- a) shall head the Bible Study and Training committee and sit in the Executive Committee
- b) shall oversee all the trainings in the Union
- c) shall coordinate the running of the following departments;
  - a. Bible Study
  - b. Training Department
  - c. BEST-P Department
  - d. Friday fellowship
  - e. Nature
  - f. Class fellowship
- d) He/she shall delegate his/ her duties to any of the members in his /her absence
- e) He/she shall also oversee nominations of new leaders in class fellowship after one term of service
- f) Shall seek to have the Bible in its rightful place in the lives of the members

**ii. Bible Study Coordinators (2 no)**

They shall be two (2) in number and they shall be responsible for;

- a. Ensuring that the registration by the members of the Union for the Bible Study is carried out accordingly
- b. Organising members into bible study groups
- c. Presiding over bible study pastors meetings
- d. Overseeing the accessibility of the Bible Study guides proposed by the committee for the season s Bible Study
- e. Coordinating the overall running of the bible study groups

**Bible Study Coordinator 1**

In addition to the above roles he/she shall be the **treasurer** of this sub-committee and hence shall

- ✓ Shall keep all the accounts of the Bible Study guides
- ✓ Shall be in charge of all the funds through the committee for the Trainings, EZRA Conference, the Bible Study guides and any other petty cash allocated to the committee
- ✓ Shall ensure that all monies through the committee is accounted for, documented and all the receipts presented to the Union's Treasurer

## **Bible Study Coordinator 2**

In addition to the above roles he/she shall be **in-charge publicity** in the welfare sub-committee and hence shall

- ✓ Shall represent the Welfare sub-committee in the Bible Study and Training sub-committee
- ✓ Shall seek to identify, assist and/ or link needy members of the Union with the necessary authorities by receiving applications for welfare from the Bible Study pastors identified from the Bible Study groups

### **iii. Friday fellowship coordinator**

- a. Shall coordinate the activities of Friday fellowship including time management during the service
- b. Shall receive presentations from the members and in consultation with the bible study and training coordinator vet them then organize on the modalities of their presentation
- c. Shall together with Sunday service coordinator be responsible for distributing program cards to the members of the union.
- d. Shall link the new converts during the Friday fellowship to nature leaders
- e. Shall be the **secretary** of Bible study and training sub-committee hence shall;
  - ✓ Shall take minutes of all the sub-committee meetings
  - ✓ Shall handle all correspondence in the sub-committee
  - ✓ Shall ensure that the Bible study groups are publicized to the members through posting the groups on the Union s notice board or otherwise relevant

### **iv. In charge Training**

- a. Shall seek to develop areas in the members of the Union that may not be easily covered in an ordinary fellowship set e.g. Leaders Training, Leavers Empowerment Program (LEP)
- b. Shall identify training needs in the Union and source for relevant

materials for the trainings

- c. Shall, in consultation with the committee's coordinator, liaise with FOCUS for resource persons

- v. **In charge BEST-P**
  - a. Shall identify theological needs and address them in Bible Exposition
  - b. Shall liaise with theological institutions that can be invited to address some topical issues
  - c. Mobilize members for conferences such as EZRA conference
- vi. **Class fellowship coordinator**
  - a. Shall oversee the running of all the class fellowships
  - b. Shall sit in the orientation sub-committee
  - c. Shall be the prayer coordinator of the Bible study and Training sub-committee
  - d. Shall coordinate joint class fellowships
- vii. **Nurture leaders (2 no)**

These shall be two of opposite gender and they shall;

- a. Be in charge of follow-up of newly born again members of the union,
- b. Be in charge of the nurture curriculum,
- c. Run the new believer classes
- d. Liaise with the I/C Training to obtain any materials required by the Nurture leaders
- e. Shall keep all records of the nurture department which shall include; record of all new converts & their details, strategies, nurture curriculum.
- f. Nurture leader 1 and 2 shall sit in the in-reach sub-committee and the orientation sub-committee respectively

### **Class Fellowships**

A Class fellowship is a fellowship of students who are union members and belong to the same year of study.

A Class fellowship:

- a. Be formed in the 1<sup>st</sup> year of study of any group during the orientation process and guided by the Bible study & training coordinator and the orientation committee.

- b. Shall be entitled to an identity by way of a name and or slogan which captures the fellowship's vision and mission which shall be in line with the Union's aims, core values, vision and mission. The name shall be obtained after a prayerful consideration and should have a biblical basis. It shall be used from its inception to the end of duration of study.
- c. Have a leadership nominated by the members of that year fellowship assisted by the Bible study & training coordinator. Nominations shall be done after one year of service and all members of the class fellowship shall be eligible for nominations except those serving in The Executive Committee.
- d. Have its leadership reporting to the Bible study & training coordinator regularly.
- e. The class fellowship members shall be divided into small units called **Families** for the purpose of enhancing accountability, fostering unity, ensuring welfare of the members and also ensuring growth of the family as well as for easy mentorship.
- f. The leadership of the class fellowships shall consist of;
  - 1. Class fellowship Dad
  - 2. Class fellowship Mum
  - 3. Prayer coordinator
  - 4. Praise and worship coordinator

#### **Class fellowship dad**

- a) Shall chair the meetings of the class fellowship leadership
- b) Shall be in-charge of the brothers in the class fellowship
- c) Shall co-worker with the 2<sup>nd</sup> vice chair to organize for social activities of the Union especially brothers activities.

#### **Class fellowship mum**

- a) Shall be in-charge of the sisters in the class fellowship
- b) Shall co-worker with the 1<sup>st</sup> vice chair to organize for social activities of the Union especially sisters activities.

- c) Shall be the secretary to the class fellowship
- d) Shall be in-charge of refreshments

#### **Prayer coordinator**

- a) Shall lead prayers in the class fellowship
- b) Shall be a member of the intercessory sub-committee

#### **Praise and worship coordinator**

- a) Shall be in-charge of worship in the class fellowship
- b) Shall be the treasurer of the class fellowship
- c) Shall link those interested in praise and worship and in learning instruments to the Union s worship team

#### **Roles of the class fellowship leaders**

- i) Shall organize and prepare the program of all the activities to be carried out by the class fellowship
- ii) Shall ensure spiritual, social and academic growth of its members
- iii) Shall group members into families and oversee their smooth running

### **2.3.10 OFFICE OF THE PRAYER COORDINATOR**

#### **The intercessory sub- committee**

This sub-committee shall be responsible for planning and organising all the prayer meetings for the church including prayer keshas, extended nights, morning devotions, prayer weeks and prayer retreats. The committee shall endeavour to develop the prayer life of the Union members. This sub-committee shall be composed of;

1. The prayer coordinator
2. Prayer secretaries (2 no)
3. Class fellowship prayer coordinators (4 no)

**i) The Prayer Coordinator**

- a. Shall sit in the Executive Committee,
- b. Shall head the intercessory sub-Committee and chair all its meetings,
- c. Shall organize the Tuesday prayers and other prayer events e.g. Prayer nights, extended night, etc.,
- d. Shall handle all prayer correspondence.
- e. Shall lead the Executive committee prayer meetings.
- f. Shall endeavour to widen prayer interests within and without the Union.
- g. shall, once in a month, meet with E-TEAM and class fellowship prayer coordinators to deliberate and harmonize on issues pertaining to prayers of the union

**ii) Prayer secretaries**

These shall be two of opposite gender and they shall

- a. Assist the prayer coordinator and perform all the duties in his/ her absence except leading the Executive committee prayer meetings
- b. Shall coordinate the morning devotions
- c. Shall oversee all the intercessory activities of the Union e.g. intercessory training and prayers

**iii) Class fellowship prayer coordinators**

- a. Shall represent the intercessory sub-committee in the class fellowships
- b. Shall perform any other duty assigned to them by the prayer coordinator

**2.3.11 OFFICE OF THE WORSHIP COORDINATOR**

**The worship sub-committee**

This sub-committee shall endeavour to develop the worship life of the union

members. it shall be responsible in leading the church into worship during all the Union s fellowships as well as any other Union s gathering requiring their leading. The team shall plan and organize worship concerts within the campus and ensure quality thereof. It shall also ensure spiritual and social welfare of the members.

This sub-committee shall be composed of;

1. Worship Coordinator
2. Choir Leaders
3. Lead Instrumentalist
4. Praise and Worship Leaders
5. Sound Team Leader

#### **I. Worship coordinator**

- a. Shall head the worship sub-committee, preside over all its meetings and sit in the executive committee
- b. Shall oversee planning and coordination of the worship concerts e.g. worship Sunday, worship afternoon etc.
- c. Shall enhance performance of the worship team both spiritually and socially.
- d. Shall oversee the working of the following departments;
  - ✓ Praise and worship department
  - ✓ Choir department
  - ✓ Sound team department
  - ✓ Instrumentalists
- e. Shall source for voice couches so as to ensure that the team is well trained for quality performance

#### **II. Choir leaders**

- a. Shall be members of the worship sub-committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive Committee. They shall be two of opposite gender, namely dad and mum.

- b. Shall coordinate the choir and all its activities and ensure high quality performance on Friday fellowships, Sunday services and any other special activities of the Union,
- c. Shall enhance the performance of the Choir members both spiritually and socially.
- d. Shall ensure that members meet for practices
- e. The dad shall be in-charge of the brothers and the mum shall be in-charge of the sisters in this team and shall be the secretary to the worship sub-committee.

### **III. Praise and worship leaders**

Shall be two of opposite gender namely, dad and mum to praise and worship and they shall;

- a. Shall be members of the worship sub-committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive Committee
- b. Shall coordinate the praise and worship team and all its activities and ensure high quality performance on Friday fellowships, Sunday services and any other special activities of the Union
- c. Shall enhance the performance of the Choir members both spiritually and socially
- d. Shall ensure that members meet for practices
- e. The dad shall be in-charge of the brothers and the mum shall be in-charge of the sisters in this team and shall be the treasurer to the worship sub-committee

### **The Sound team**

There shall be a department called **sound team** which shall oversee the instruments in terms of their use and maintenance, storage, repair and replenishment

The instruments include the public address (PA) system, electric accessories, music instruments and the like.

This team shall consist of the following members;

1. Sound team leader
2. Assistant sound team leader
3. In charge welfare & prayer
4. A minimum of four (4) other members
5. Any other interested Union member

**(i) Sound team leader**

- a) Shall head the Sound team and chair all committee meetings.
- b) Shall be responsible for the keys to the instruments room
- c) Shall ensure that the instruments are handled with reasonable care
- d) Shall receive reports from team members and shall in turn report to worship coordinator
- e) Shall allocate duties to the members of the team as he deems fit.
- f) Shall ensure instruments are transported to and returned from the place of usage to the place of storage.
- g) Shall be responsible for the repair and maintenance of the Union's electrical and electronic equipment (instruments) and in conjunction with worship coordinator report of such to the Resource Mobilization and Management Coordinator
- h) Shall ensure that the instruments are well set for the Union functions i.e. Friday fellowship, Sunday worship service and other activities of the Union.
- i) Shall oversee the cooption of other members into the Sound team for effective operation of the Board

**(ii) Assistant sound team leader**

- a) Shall assist the sound team leader and in his/her absence discharge all the duties of the sound team leader
- b) Shall keep records of all the deliberations of the team
- c) Shall do connections of the instruments in the Union's functions together with the members

**(iii) In-charge welfare and prayers in sound team**

- a) Shall be the mum of the team
- b) Shall ensure the welfare of the members is taken care of e.g. provision of refreshments
- c) Shall coordinate prayers for the team.
- d) Shall assist in connections of instruments in The Union s activities.

**(iv) Members of the team**

- a) There shall be a minimum of four (4) other members in the Sound team who shall be appointed by the sitting executive committee
- b) Membership to this team shall be open to any other interested Union member
- c) Shall be answerable to the chairman of the team and conduct duties allocated to them by the chairman
- d) Shall be responsible for connections of instruments in The Union s activities
- e) Shall ensure instruments are transported to and returned from the place of usage to the place of storage.

**Instrumentalist**

This team shall be members of the worship team and they shall fully participate in all the activities of the worship team. The team shall consist of;

- 2. Lead instrumentalist
- 3. Any other interested member of the union

#### **A. Lead instrumentalists**

- i. He/ she shall be the leader of the instrumentalists and shall promote the interest of learning how to play musical instruments by the members of The Union.
- ii. Shall ensure that instruments are handled with care during practices and well stored after practice
- iii. Shall be responsible for the instruments during the training sessions of the musicians
- iv. Carry out any other duty allocated by the worship coordinator

#### **B. Members**

- i. Shall be responsible for playing instruments during the Union s fellowships as allocated by the lead instrumentalist
- ii. Shall carry out any other duty allocated by the worship coordinator and/ or the lead instrumentalist

### **2.3.12 OFFICE OF THE CREATIVE MINISTRIES COORDINATOR**

#### **The creative ministries sub-committee**

This team shall endeavour to edify the members and serve the lord through their talents.in regard to this the team shall endeavour to identify the endowment of talents within the membership of the Union and seek to develop them. The team shall be in-charge of all the creative activities including drama, sports, decorating etc.

The team shall be composed of;

- 1. Creative Ministries Coordinator
- 2. Chief Usher

3. Family of Faith Leader
4. Sports Leader

**i) The Creative Ministry Coordinator**

- a. Shall head the Creative Ministries sub-committee and sit in the executive committee
- b. Act as a link between the Creative Ministries and the Executive committee
- c. Shall Oversee the running of the following departments;
  - ✓ Ushers department
  - ✓ Family of faith (FOF) department
  - ✓ Sports department
- d. Identify the endowment of talents within the membership of the Union and seek to develop them
- e. Shall oversee the general outlook of the stage and congregation during Union activities
- f. Shall coordinate the activities of the campus Annual Carol Service

**Ushering Department**

Shall be composed of all the Union s interested members in ushering headed by the chief usher

**ii) Chief Usher**

- a. Shall be a member of the Creative Ministries sub-committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive committee
- b. Shall be in charge of the Ushering department
- c. Shall be in-charge of the decor

The following are the duties of the **Ushers**;

- a. Arrange and ensure order in the venues to be used for the Union meetings
- b. Collect offerings during the Sunday Service
- c. Distribute the relevant materials to the Union members when requested to do so
- d. Welcome members for the Sunday Service at the entrance
- e. Carry out any other task as directed

### **The Sports Department**

This department shall facilitate the development of sporting talent within the Union through the organization of events such as Sports Day

#### **iii) Sports leader**

- a. Shall be a member of the Creative Ministries sub-committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive committee
- b. Shall facilitate all sporting activities of the Union
- c. Shall be the custodian of the sporting assets of the Union and ensure they are well maintained.
- d. Shall take minutes of all the sub-committee meetings
- e. Shall facilitate all the sub-committee prayers
- f. Shall in consultation with the 2<sup>nd</sup> vice chair organize for all the team building activities during the Union s retreats

## **The family of faith Department**

This department shall be in-charge of Theatre, Poetry and Recitations

### **iv) Family of faith leader**

- a. Shall be a member of the Creative Ministries sub-Committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive Committee,
- b. Shall be in charge of the Theatre, Poetry and Recitations.
- c. Shall ensure presentations are done wherever requested to have them,
- d. Shall co-work with other departments in the Union when they have presentations to ensure quality and relevance.
- e. Shall ensure quality and creativity in their presentations.

### **2.3.13 OFFICE OF THE RESOURCE MOBILIZATION AND MANAGEMENT COORDINATOR (RMMC)**

#### **The resource mobilization and management sub-committee**

This sub-committee shall be responsible for purchase maintenance and disposal of all the Unions non-current assets. The committee shall also be responsible for overseeing all the projects of the Union aimed at raising money. It shall also be responsible for the Union s library. The sub-committee shall be composed of;

1. Resource Mobilization and Management Coordinator
2. Librarian
3. Three members of library
4. sound Team Leader

#### **i. Resource mobilization and management coordinator**

- a. Shall head Resource Mobilization and Management sub-committee and sit in the executive committee
- b. Shall be in charge of The Union s assets except current assets
- c. Shall be in charge of purchase, maintenance and disposal of The Union s resources
- d. Organize for sourcing of funds/equipment for The Union s projects
- e. Shall plan and coordinate all the Union s special projects
- f. Shall express need for the expansion of this sub-committee at such a time when the task (special projects planning) grows to a level beyond the members of this sub-committee.
- g. Any other role as stipulated by the job description manual.

### **The Library and Archives Department**

This department shall be responsible for the issue to and receipt of library material from members. Library materials include books, magazines, tapes and commentary and sermon write-ups. Archives shall include and not limited to the following; books, minutes, committee reports, photo albums and frames, financial reports and statements etc.it shall be composed of the librarian and three other members.

#### **ii. Librarian**

- a. Shall head the Library and Archives department and be a member in the RMM sub-committee
- b. Shall be in charge of the Union s library in the issuing and receiving of library materials
- c. Shall follow up on the overdue library materials and charge the defaulters accordingly
- d. Shall obtain audio materials from the ICT team, code and prepare them for issuing

- e. Shall code all new library materials and update them in the Union s computer
- f. Shall open the library at the allocated time
- g. Shall, organize activities geared towards enhancing the reading culture of the members e.g. reading days
- h. Shall be in-charge of the bookstall, organize for book sales, keep proper financial records of all transactions of the bookstall and submit them to the Union s treasurer.
- i. Shall organize the lending out of materials to members of The Union and the effective running of the library.
- j. Shall endeavor to promote the reading of Christian Literature in The Union

**iii. Members of library (3 no)**

- a. Shall maintain neatness in the library
- b. Shall help the librarian in carrying out the above roles and perform any other role allocated by the sub-committee

**iv. Sound team leader**

Shall help the RMMC in maintenance and disposal of the Union s electronic equipment

**The investment sub-committee**

There shall be an investment sub-committee which shall endeavour to come up with an investment project for the Union. This sub-committee shall be appointed by the Executive Committee and shall be headed by the Resource Mobilization and Management coordinator. This sub-committee

- a. Shall operate in line with the Union s investment policy.
- b. Shall operate with minimum supervision and shall keep the executive committee posted monthly on its activities through the union s treasurer. The Union s treasurer may attend the team s seating. The team will be required to meet at an appropriate day, once in a fortnight.

c. The activities of this team shall be outlined in the Investment Policy paper and as directed by the executive committee, through the Union's treasurer. The Investment policy paper shall be subject to constant review by the Executive Committee.

d. This Team shall comprise of 6 members.

**i. Chairperson**

- a. Shall coordinate all the activities of the Investment team,
- b. Shall chair all the teams meetings and appoint one of the six members to chair the teams proceedings in case of his/her absence,
- c. Shall keep the Executive committee posted on the team's activities.
- d. Shall guide on all the investment activities as pursued by the team.

**ii. Secretary**

- a. Shall deal with all the correspondence involving the Investment Team,
- b. Shall liaise with the Union's secretary, in regards to efficiency in correspondence,
- c. Shall keep all the book record and receipts of the transactions of the team.

**iii. Assistant Secretary**

- a. Shall assist the investment secretary in all his/her duties,
- b. Shall take all the minutes of the teams meetings.

**iv. Member in the Investment Team (3 No.)**

- a. Shall carry out and ensure that the Investment agenda of the team is executed and realized,
- b. Shall co-work with the rest of the officials,
- c. Shall seek to recruit and or co-opt willing Union members to the team,

- d. Shall be in charge of prayers in the team.

## **ASSET POLICY**

### **OPERATION**

The instruments management and operations thereof shall be under Sound Team: and sound leader shall report to the Resource Mobilization and Management Coordinator of the Union.

- Only members of the Team shall be allowed to operate the instruments during UKCCU functions or otherwise approved persons as may be deemed fit by the team.
- The team under the guidance of the sound team leader shall ensure that proper handling and instructions on usage of the system are followed as in the Instruments Manuals.
- The whole set of instruments shall be serviced at least once per year and an asset valuation be done once every two years.
- Members of the sound team shall be trained at least twice in their term of office (usually once per year) and the first training shall be held immediately the team assumes its duties. Preferably, the trainers should be former sound team member or otherwise expert familiar with the system.
- Newly acquired instruments should not be lent out in the period 6 months preceding the date of purchase to guarantee their proper handling.
- A book manual shall be maintained for all instruments by the team and each will have its page where the progress of performance will be recorded.
- Practice sessions by the praise and Worship shall be held on team basis and the use of instruments such as the keyboard and guitars shall only be allowed for formal practice sessions. **Personal practice** will be allowed after permission to do so is granted by the Sound Team leader or Assistant Team Leader.
- Every instrumentalist from the praise and worship team shall be responsible for his or her instrument and ensure that it is safely returned to its place after use in the Friday Fellowship, Sunday Service or any other Union events.

### **CURRENT ASSETS**

- |                  |                                |
|------------------|--------------------------------|
| ✓ Drum set       | ✓ 2 cordless mikes             |
| ✓ Bass guitar    | ✓ Connecting cables            |
| ✓ Keyboard       | ✓ UKCCU speakers and Jack pins |
| ✓ 6 corded mikes | ✓ Mixer                        |

- ✓ Extension cables
- ✓ Acoustic guitar
- ✓ 2 power amplifiers
- ✓ Generator
- ✓ Desktop computer
- ✓ Projectors
- ✓ Printers
- ✓ Laptop
- ✓ Stage decoder
- ✓ Photocopier

## LENDING

- Instruments shall only be lent out/hired with the clear understanding of the events which the instruments will be use. Such may include trust worthy organizations especially those affiliated to UKCCU, Christian gatherings, career talks, and inspiration talks among others.
- Parties borrowing instruments shall provide transport to and from the venue of the function as well as an allowance to the sound team member accompanying the instruments
- Persons interested in hiring the Unions instruments shall make an advance formal notice of at least one week advance notice, failure to which the Sound Tea is free to refuse/cancel the ire/lending out.
- In case of more than one-day hire, the borrower shall pay for the first day full rate followed by 75% of the full rate for the remaining days and 50% where the lending exceeds one week.
- The following equipment shall not be available for outdoor hire and use; Laptops, Drum sets, Power Amplifier, Projector, Keyboard.
- Assistant Team Leader shall test the working condition of all the equipment to be lent out; before and after lending out.
- The following categories of lenders shall be given special rates;
  - 3.7.1 FOCUS and UKCCU associates.
  - 3.7.2 ALL evangelistic teams and other groups affiliated to UKCCU.
  - 3.7.3 Sister campuses affiliated to University Of Nairobi.
- The large P.A. System shall not be available for Annual and Mini Missions organized by UKCCU or any other group.

### **Extending deadlines shall be penalized as follows:**

NO. of days extended	Percentage charged over the original hiring amount.
One day	25%
Two days	35%
Three days	50%
More than three days	50%

## PROTOCOL

All instruments leaving the instruments store will only be released by the Sound team leader and in his

absence the assistant sound team leader or any other person recommended by him/her.

The executive committee shall approve any hire of instruments but the Resource mobilization and management coordinator may authorize such hiring in case of urgency and the matter shall be reported to the executive committee in their business meeting.

The Sound team leader shall make arrangements of hire with the resource mobilization and management committee.

**All notification** for release of instruments for missions shall be done **one week in advance** and a remainder shall be given at least **2 days** to the event. A notice of their return shall be given at least **12 hours** in advance.

### **REPAIR**

**No repair** of any instruments whatsoever shall be done without the knowledge and consent of the of the resource management and mobilization committee. Necessary action shall be taken for failed compliance. The person or group hiring the instruments shall be responsible for any damage or loss whatsoever accrued in the course of the use during the period of hire.

If any piece of instruments hired by nay evangelistic team or other groups afflicted to UKCCU is damaged while on hire the following procedure shall apply.

<b>Repair Charges Bracket(KSHs)</b>	<b>Amount Charged to the Team</b>
0-4000	Full cost
4001-6000	70%
6001-8000	60%
Over 8000	50%

The remaining percentage shall be borne by the union with respect to the evangelistic teams; otherwise for the other categories of borrowers, they will bear the full cost of repairs.

The resource management and mobilization committee shall, by the advice of the executive committee, make arrangements for any instruments repair.

### **INSTRUMENTS FUND**

There shall be an Instruments Fund, which shall be a special account for major repairs and instruments replacements.

Single repairs or replacements whose cost is **equal to or less than Ksh. 7500** shall be deemed minor and shall be effected general the account of the union. The aims at enhancing growth of the instruments fund.

Hiring charges received shall be deposited in this account.

### **ENFORCEABILITY**

It s worth noting that only enforcement of above mentioned recommendations is what really matters. Once discussed, passed and adopted by the Executive Committee, the policy shall be implemented with immediate effect.

This paper shall only be subject to **credible review and alterations** will be done and implemented by the Office of the RMMC under the guidance of the Executive Committee.

The sound team shall oversee the implementation and evaluation of this paper.

Any necessary sections of this document shall be availed to the respective users and generally to all leaders of the Christian union.

This document shall be reviewed and implemented by the office of the Resource management and mobilization committee under the guidance of Executive Committee after 3years.



## **ELECTION**

### **The Electoral College**

#### **Composition**

This College shall comprise of;

1. The final year Executive Committee members,
2. The Advisory Committee members,
3. FOCUS staff and
4. The nominated final year sub-committee members who shall be nominated by the final year Union members. In case there are less than 2 final year Executive Committee members, a maximum of 5 final year full members of the sub-committees can be nominated to the Electoral College. The convener of the Electoral College shall be The Union Patron.

The Electoral College shall not exceed 15 members.

#### **Terms of Service**

Shall be constituted two months to the annual general meeting, and shall, with exception of the returning officer be dissolved by the new executive committee, one month after a successful transition in the AGM.

#### **Duties of the Nomination College**

- a. Shall lead the exercise of nomination of the union executive committee by the union members in a fellowship gathering.
- b. Shall make the final nominations for each of the offices of the executive committee, sub-committees and departments.
- c. Shall present the names of the nominated leaders of the union to the members in a fellowship gathering.
- d. Shall ensure a harmonious transition from the outgoing leadership to the incoming leadership of the union, which shall peak in the AGM.
- e. Shall ensure that all offices whose nominees turn down the offer to serve before the AGM are successfully occupied.
- f. Shall handle any objections to nominated candidates and make wise solutions about such cases before the AGM.
- g. The convener of the Electoral College shall take part in any replacement of

members of the executive committee that take place during the term of service of the new executive committee

## The Nomination Process

- a. Members of the union shall be notified at least two weeks before the nomination exercise, for prayers, fasting and meditation concerning the new other officials of the union.
- b. In a nomination exercise done at or in a fellowship gathering at least three weeks before the AGM, members shall be asked to recommend in writing to the Electoral College; persons they have prayerfully felt should form the next executive committee.
- c. Every Union member shall be asked to recommend in writing preferably thirteen names for the thirteen Executive Committee offices. Because members may not know each other well, members' recommendations may generally indicate who they would like to lead them, rather than the specific responsibilities they should be assigned.
- d. Members shall be informed of the eligible and ineligible members.
  - First year students □ Due to their inexperience and newness in campus, they **must** not form part of the executive committee
  - Final year students □ it may not be wise to give them office because they may become associate members before the one year term of office is over.
- e. The college shall sit, after the nomination of members, to make final nominations of all leaders and the procedure may be as follows:
  - Count all votes according to the individuals voted for. Christian leadership qualities shall take preeminence rather than popularity per se.
  - Assign officials for all the offices of the executive committee, and then get all the leaders in all the committees and departments. For a balanced distribution, the Electoral College shall deal with all the sub-committees and departments together as far as possible.
  - A list of all members according to their year and field of study should be available during the exercise.
  - The chairperson, who shall be one of the executive committee finalist members preferably the Union chairperson, should keep all written material in the course of this exercise and shall be destroyed after conclusion of the nomination exercise. The deliberations of the nomination college shall be strictly confidential.
  - All nominees of the Executive Committee shall be informed of their new assignments, requesting them to respond to the chairperson promptly, before

the outcome of the nominations is made public.

- Names of the executive nominees will be circulated to all members of the union two weeks before the A.G.M. for further prayerful considerations.
- f. Objections to any of the candidates nominated by the Electoral College must be made in writing to reach the secretary and the Electoral College at least seven days before the AGM.
- g. The appointed leaders shall only take office after ratification by the Annual General Meeting.

### **Term of Service**

- a. All officials of the union shall serve for a term running between two consecutive AGMs.
- b. All Executive Officials of the union shall serve for not more than two (2) terms
- c. The chairperson shall not serve for more than one term.

In nominating and electing members to leadership positions, it may be important to consider the following:-

- Their Christian Walk.
- Gifting endowed to them
- Nature and responsibility of each office
- Their continuity in the union. The functioning of the union is quite complex and given the fact that membership and leadership change yearly, officials of key offices should be well aware of the functioning of the union.

### **Mid-term nominations**

This entails replacement of officials of the union before completion of their term of service.

### **Reasons for replacements**

Replacement of an official or officials of the union shall be done as warranted by obligations that render the latter unable or unavailable to serve in the given capacity during the term of service.

Such reasons must be consented and or accepted by the sitting executive committee, and may include, but not limited to:

- Academic reasons such as deferment and change of institution
- Health reasons

- Misconduct, deemed unfit for the position of the service

## **Mode of Replacement**

### **a. Replacement of Members of the Executive Committee**

#### **Participants**

Any such replacements shall be done by the sitting executive committee, in consultation with the advisory committee

#### **Procedure of Replacement**

- Assessment of the need for the replacement shall be done by the sitting executive committee in consultation with the advisory committee.
- Passing of the need and subsequent decision to conduct the replacement shall be done by the sitting executive committee.
- The executive committee shall notify members of the union concerning this decision, before further continuation of the process. The sitting executive committee shall prayerfully and in detailed consultation with the advisory committee carry out the replacement.
- The convener of the Electoral College above must consent the results of such replacement(s) and evidence of the consent shall be kept in the union's office records.
- The replacement shall be made known to the members of the union 14 days from the time of their notification about the decision of the replacement process.

### **b. Replacement of Other Officials of the Union**

- In case a need to reappoint any other official of the union arises, this shall be done prayerfully by the Executive Committee, with the objective of meeting the prevalent need urgently.
- Such replacement shall be done with or without a request of resignation by the affected official, but must be with his/her knowledge.

## **GENERAL MEETINGS**

There shall be three classes of general meetings:

- Annual General Meetings
- Special General Meetings
- Mid Annual General Meetings

**a). Annual General Meetings** shall be held not earlier than the 6<sup>th</sup> week but by the end of the 7<sup>th</sup> week of the first semester of each academic year. Notices in writing and/or verbal of such Annual General Meeting accompanied by the statement of account and the agenda for the meeting shall be availed to all members not less than seven days before the date of the meeting.

The agenda of the Annual General Meeting shall consist of the following:-

- a. Confirmation of the minutes of the previous Annual General Meeting.
- b. Reading of reports by the Executive Committee members.
- c. Consideration of accounts and approval of The Union budget in line with article 6.2(f) of the Unions constitution
- d. Inauguration of office bearers.
- e. Appointment of the Advisory Committee members.
- f. Such other matters as the Executive Committee may decide or as to which notices shall have been given in writing by a member(s) to the Secretary at least 4 weeks before the meeting.
- g. Any other business with the approval of the Chairperson.

**b).** Questions to be raised by members are to be forwarded to the respective Executive Committee Members 7 days before the Annual General Meeting. Limited questions, suggestions, comments and contributions shall be allowed during the General Meetings.

**c).** The Executive Committee may call a **Special General Meeting** for any specific purpose. Full or Special members may also propose the calling of such special meetings. Notice of the proposals for such meetings must be in writing to the Secretary of the Executive Committee, and such meeting shall be held within 21 days of the date of the requisition. Notices in writing or verbal of such a Special General Meeting shall be availed to the members not less than 7 days before the date of the meeting. No other matter shall be discussed other than that stated in the requisition.

**d).** **Mid Annual General Meetings** shall be held for evaluation purposes. These will be held after half the term of service of the sitting leadership.

## **5.2. QUORUMS**

Quorum for General Meetings shall be at least a 1/3 of the registered full and special members of The Union.

### **5.3. PROCEEDINGS AT MEETINGS**

At all General Meetings of The Union, the Chairperson of the Executive Committee or in his/her absence, the 1<sup>st</sup> Vice Chairperson or the 2<sup>nd</sup> Vice Chairperson respectively shall be the presiding Chair.

The Chairperson may at his/her discretion limit the number of persons permitted to speak in favor of or against any motion.

Adopting a motion moved by a full or a special member shall be decided by acclamation.

### **FOCUS**

FOCUS stands for Fellowship of Christian Unions.

FOCUS is made up of the Christian Students of Universities and Diploma colleges, Associates and friends.

The Upper Kabete Campus Christian Union (UKCCU) is an affiliate member of FOCUS.

### **What FOCUS does**

FOCUS; besides being overseers of the union works with leaders and members to assist the union fulfil its aims.

### **Focus Expectations of the Union**

Members of the Union should appreciate that they are members of FOCUS and be aware of what FOCUS does within the union and other for a. As FOCUS fulfils its aims, the Union should render active support to it.

### **ADVISORY COMMITTEE**

- a) Shall have an advisory role with no Executive powers
- b) The Advisory committee shall consist of the graduates who subscribe to the Christian faith and who uphold the aims and doctrinal basis of The Union. However, the Executive committee may at its discretion appoint up to two non-graduate persons to the Advisory Committee as the case may be.
- c) The advisory committee shall consist of a convener and at least three other members but the full membership of the committee shall not exceed six. The convener shall be The Union patron.
- d) The members shall be nominated after prayerful consideration by the Executive Committee and consulted for consent after which they shall be appointed in the Annual General Meeting. The members thus appointed shall be duly informed of

the appointment.

- e) A member may be re-appointed any number of times
- f) Can co-opt members with the approval of the Executive Committee
- g) The advisory committee should be made aware of the union activities. The union shall be open to the counsel of the advisory committee.

## **CHAPLAIN**

The union will have a chaplain who;

- a. Shall be appointed by the University administration.
- b. Will become a member of the advisory board.
- c. Shall be a teaching staff or a Senior Administrator in the University and shall uphold the aims and doctrinal basis of the Union.
- d. Shall link the Union with the University Administration through the JCC.

## **PATRON**

The union shall appoint a patron who;

- a) Shall be a born again Christian.
- b) Shall be a senior teaching staff of the Upper Kabete Campus of the University of Nairobi.
- c) Shall be appointed by the Executive committee and by his/her consent discharge his/her duties with immediate effect.
- d) Shall be an active member of the Advisory Board.
- e) Shall play an advisory role to the Union and the executive committee concerning various matters affecting the Union.
- f) Through his/her position as a university staff, the patron may link the Union with the administration or organs of the University administration, the role of the chaplain notwithstanding.
- g) Shall be readily available to the Union and shall be free to attend, participate or contribute to union activities.
- h) Shall be the convener of the Electoral College.

## **THE AUDITOR**

The Executive Committee shall appoint an auditor, who shall be a qualified CPA (K) holder, for the next financial year. All The Union s accounts, records and documents shall be opened for inspection by the auditor before the Annual General Meeting.

An auditor may be given an honorarium for his/her duties as may be resolved by the committee appointing him/her. No auditor shall be an office bearer or a member of The

Union.

The auditor shall:

- a. Obtain from the treasurer an account for their receipts and payments and a statement of assets and liabilities made up to date which shall be within two weeks after the end of the financial year before the date of the annual accounts and statements and also certify that they are correctly duly vouchered.
- b. Make an audit report on the accounts and statements to be furnished to all members at the same time as the notice concerning the Annual General Meeting is sent out.

## THE LOGO

- i. The Logo is a symbol of the Union
- ii. It is a product of design skills of the ICT team
- iii. The Logo captures the Union as a fellowship based on the Word of God and inspired by the Holy Spirit to bring light to the world. It is derived from Mathew 5:14

*Ye are the light of the world. A city that is set on a hill cannot be hid (KJV)*

The logo shall be thus;



### The symbols of the Logo

- i. A globe- represents the world.
- ii. A bright bulb-it is at the centre of the globe hence it is lighting the world. These two symbolises the church lighting the world
- iii. An open book- this symbolises the word of God onto which the fellowship is based.
- iv. The initials UKCCU on a casing which stands for; Upper Kabete Campus Christian Union

### The colors of the Logo

The logo shall have the following colors:

**When produced in colour**

- i. Blue □ The corporate of the University of Nairobi. This shall be on the casing covering the initials UKCCU
- ii. Gold- a symbol of loyalty herein representing a loyal church inspired by the Holy Spirit. This shall be on the globe and the bulb.
- iii. Black - The convenient color of Nationhood, on the initials UKCCU.

**When produced in black**

The logo shall bear a single solid color, black

- a. There shall be no shading whatsoever on any part of the logo
- b. The colors of the logo shall be as described above, the background color of the paper notwithstanding.

**The proportions of the Logo**

The logo shall be as proportional as possible, and any distortion whatsoever shall lead to the revocation from the use intended.

**REGISTRATION**

The Union is registered as a society with the Registrar of Societies. The Union shall present the annual returns every year. The Union is also registered with the Office of the Dean of Students and is open to the services of the University Chaplaincy.

## GLOSSARY

UKCCU	-Upper Kabete Campus Christian Union
FOCUS	-Fellowship of Christian Unions
JCC	-Joint coordinating Council
RSEC	-Regional Student Executive Council
AGM	-Annual General Meeting
SGM	-Special General Meeting
MAGM	-Mid Annual General Meeting
BEST P	-Bible Expository Self Training Programme
ICT	-Information Communication and Technology
TOR	-Terms Of Reference
RMMC	-Resource Mobilization and Management Coordinator
KSCF	-Kenya Students Christian Fellowship
PA	-Public Address
FOF	-Family of Faith
CPA	-Certificate of Public Accountant

**Asset** □ anything of value, especially property, that The Union own.

**Benevolent fund** □ funds set aside for assisting bereaved people.

**Cash analysis book** □ books of account used to analyses incomes and expenditures of an organization.

**Consolidated funds** □ money set aside as savings.

**Designated funds** □ money meant/set aside for contributions towards specific bodies or projects that form part of The Union s objectives.

**Disbursement of funds** □ distribution and/or issuing of money.

**Disposal** □ sale of The Union s property not in use.

**Funds** □ money that is available to be spent.

**Hiring** □ paying to use CU assets

**Monies** □ also moneys; sum of money

**Petty cash** □ a small amount of money kept in office for small payments.

**Policy** □ a plan of action agreed or chosen by an organization.

**Reporting** □ giving updates, in this case financial updates.

**Signatories** □ persons allowed to make bank withdrawals on behalf The Union.

**Stewardship** □ the act of taking care of or managing something, for example property, an organization, money or valuable objects.