

**2025 AMMENDED POLICIES**

**GENERAL POLICIES**

MUTCU EXECUTIVE POLICIES

1. All executive council members must attend all weekly meetings except on special permission.

2. All leaders are supposed to be ethical during all their engagements.

3. The official language during meetings shall be English and Kiswahili.

4. Leaders are expected to maintain high order and discipline in meetings.

5. The Secretary shall compile, print, and ensure the minutes of the previous meeting are signed before the next meeting.

6. The executive council meeting shall start at 08:00 A.M (as long as the quorum is met) and end at most 01:00 A.M unless on special meetings.

7. The members shall have refreshments after any meeting that shall last beyond 3 hrs.

8. Any members assigned a task must submit their report before the deadline.

9. Apologies must be forwarded to the secretary before 05:00 pm of every night meeting unless on special cases.

10. A.O.Bs shall not be discussed during the meeting.

11. Members shall communicate prior to going home.

12. There shall be no use of phones during meetings.

**MUTCU HOSPITALITY MINISTRY POLICIES**

***HOSPITALITY******COMMITTEE***

I. Shall be in charge of all the Hospitality Ministry activities

II. Shall register and induct new members into the hospitality ministry

III. Shall prepare all the hospitality ministry budgets and make all the budgetary allocations for the docket.

IV. Oversees the working of all hospitality programs and visitor care ministries.

V. Be alert to the need for union membership and ways to serve those in need.

VI. Coordinate the activities that involve hospitality and care ministries.

VII. It shall include quality meal preparations and include fruits.

***HOSPITALITY/CU OFFICE MANAGEMENT POLICIES***

ASSET REPLACEMENT.

Assets shall be replaced upon breakage in relevance to the urgencies.

PURCHASING OF ITEMS

Kitchen items shall be purchased depending on their urgency

FOODSTUFFS

The bulk buying will be purchased at the beginning of the month to facilitate the hospitality of the speaker’s breakfast, lunch, and water on Fridays and Sundays.

EVENT

In case of any ministerial event, the ministry leader shall inform the hospitality team in advance for proper preparation of the same.

The event requirements shall be purchased on a separate budget.

UTENSILS BORROWING/LEASING

The hospitality will offer utensils/assets as long as the activity involves the church members ONLY i.e., brothers/sisters fellowship, ministries, years fellowship, and bible study, and in case of damage/misplacement, the parties involved shall be responsible and clean them on the day of use.

UTENSILS DISPOSAL

The utensils shall only be disposed of upon damage under the administrative disposal committee docket.

THE OFFICE

The office shall be out of bounds for unauthorized persons.

Personal items shall not be left in the office eg., clothing, laptop, bibles, notebook and in case otherwise, no one will be responsible.

MEAL PREPARATION

Meals shall be prepared on an official basis with the consent of the hospitality leader.

In case of retreats and meetings, there shall be prior communication with the leader and the treasurer for proper planning.

**MUTCU LADIES COMMITTEE POLICIES.**

1. Shall be in charge of all MUTCU ladies' activities e.g., ladies' initiative, ladies' Sunday, ladies' talk, and picnics
2. Shall be alert to the hygienic needs of the ladies e.g., need of sanitary towels and tissue, and act on it according to the need.
3. Shall be accountable to the modesty of the ladies in MUTCU e.g., dressing and character
4. Shall organize an orientation meeting for first-year ladies.
5. Shall ensure that ladies are actively involved in the MUTCU ministries
6. A WhatsApp group for ladies in leadership should be created at the beginning of the spiritual year for the effective running of the ladies' ministry

**WELFARE POLICIES**

1. The committee shall only support a full member of the christian union who is participant and in special cases(Actively involved) in the union's activity and had signed the membership form.The committee shall meet and discuss.

2. The committee shall only support a member of the christian union in raising funds for paying school fees within the duration specified by the school for signing a nominal roll.

3 .The welfare committee shall support a member of the Christian Union in raising funds to pay school fees within the duration specified by the school for signing a nominal roll. Upon successful fundraising, the Welfare Committee shall retain the original copy of the proforma and a copy of the bank slip once it has been submitted.

4. All money raised shall be used for the purpose agreed to the need of the recipient.

6. The secretary of the welfare committee shall handle all the document that pertain to the committee and shall also present a copy of the same document to the executive secretary for documentation.

7 The secretary of the committee shall communicate the time, venue and the agenda of the meeting on consultation.

8. The committee should budget for the money given by the union or that they have raised,i.e in terms of food as deemed by the committee.

**MUTCU TREASURY POLICIES**

1. Monies shall only be issued by the treasurers of the various committees and sub-committees. In the treasurer's absence, the chairperson will assume this responsibility.
2. Treasurers shall avail themselves for the counting of offering on Sunday or any other  
   day when required to not unless with prior permission from the executive treasurer.
3. All treasurers shall ensure that their books of account are up-to-date
4. There shall be internal auditing of books of account twice a financial year (after 6  
   months).
5. All treasurers shall hold meetings at least thrice a semester in the Christian Union office.
6. All ministerial budgets should be prepared by all committee members.
7. Committee and Sub-committees should request monies for their event from the  
   Executive treasurer through requisition forms.
8. Committee treasurers shall submit their requisitions for approval by the executive treasurer, to the Executive Committee. This must be done before the Executive Committee meeting for final approval.
9. No requisition form shall be approved without the signatures of both the Treasurer and the Chairperson of the committee. If the Treasurer is absent, the Chairperson shall sign on their behalf, and vice versa.
10. All Committee treasurer should present all the receipts of the expenses incurred and balances to the executive treasurer before receiving any money for the other event
11. In case of under estimation, the extra amount of money incurred should be catered for by the executive treasurer if the reasons are valid.
12. There shall be no refund to a member who spends money without permission from the representative treasurer or the executive committee to purchase an asset for the church or fund an activity in the church.
13. No committee or sub-committee shall have any project that coincide the CU main  
    project.
14. In case the same committee (a committee with the project) require money from the treasury, a requisition should be filled and signed appropriately and presented to the executive treasurer.
15. Any Ministry carrying out the project need to have an accounting book and any amount got is supposed to be brought to the main treasury by the treasurer of the committee ensuring that they sign to approve.

**MUTCU SECRETARIAT POLICIES**

1. Only the Chairpersons and secretaries of dockets are allowed to operate the Christian Union Printer and the PC.

2. Only the Chairpersons and secretaries of dockets are allowed to access the Christian Union document Cabinet.

3. Only the Chairpersons and secretaries dockets are allowed to access their Files in the cabinet. NO ONE is allowed to interfere with files from other dockets.

4. Every Secretary of a docket must update their minutes weekly which should be signed and immediately filed.

5. Every Secretary should file a copy of his/her ministry’s attendance worksheet for every Semester for record keeping.

6. Every Secretary is responsible for keeping the records of their docket and shall provide these documents to the secretary/Vice secretary for regular inspection.

7. Every stationery i.e Ream papers, staplers, office glue etc, in the Cabinet should be handled with care. Damage or misuse of these resources will lead to charges for replacement

**MUTCU LIBRARY POLICIES**

1. In case of absence of the vice secretary, the CU secretary shall assume the role of lending and ensure return of library books.

2. In case of loss of a book, the responsible party shall cater for the full cost of the book.

3. In case of damages, the responsible party shall cater for the repair for the full cost of the book.

4. MUTCU Library shall allow donations of books from CU members and any other party approved by the Executive council.

5. Details of persons who have borrowed books shall be recorded by the vice secretary on the

Book of Record. Details are; Name, Title of the book, phone number, date of issue, date of return and the signature.

6. The vice secretary shall ensure regular checking and repair of the library books.

7. Books borrowed shall be returned within a period of two weeks. Upon expiry of the period, the borrower shall be allowed to renew for one week (exceptional).

8. In case the borrower does not return the books within the time agreed and he or she does not renew and extend the duration, he or she shall be fined Ksh/=5 per day of extension.

9. Every semester, the MUTCU library shall purchase books amounting to Ksh 1500.

10. The vice secretary shall take the responsibility of creating awareness of MUTCU library books to the MUTCU members.

**INTERCESSORY POLICIES**

1. The intercessory ministry shall coordinate all the prayers in the CU.
2. A meeting to plan for the week shall be held every Sunday from **10:30am** to **12:30pm**.
3. Prayer meeting will be as follows except on special circumstances.

* **MORNING PRAYERS** from **6:00AM** to **6:50AM.**
* **LUNCH HOUR PRAYERS** from **12:000PM** to **12:50PM** and there will be teachings on Mondays, Wednesdays and Fridays unless otherwise.
* **EVENING PRAYERS** from **9:00PM** to **9:30PM.**
* Sundays there will be prayers before the service that is from **6:00AM** to **7:00AM** and also Fridays before the service.

**N.B THIS PROGRAMME RUNS FROM SUNDAY TO FRIDAY.**

1. There shall be **CORPORATE FASTING** once a fortnight on **Wednesday** from **6:00AM** to **6:00PM** of every month and conclusions done in the **POWER ROOM** from **5:00PM** to **5:30PM**.
2. Any team in the Christian Union that wishes to fast and hold prayers should inform the prayer coordinator in advance.
3. Order shall be upheld in all prayer meetings by:

* **Ensuring PHONES are in SILENT MODE or OFF during prayer meetings.**
* **Avoiding weird and destructive acts during prayer sessions.**
* **Communicating any DREAM, VISION OR MESSAGE to the leadership first before presenting it to the congregation.**

1. Laying on of hands/fabric on others is strictly **NOT** allowed in the **POWER ROOM** or **any prayer meeting.**

**\*MENalwaysOUGHTtoPRAY**

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# **MUSIC MINISTRY POLICIES**

## **GENERAL POLICIES**

1. All members should seek to grow spiritually, morally and musically.
2. Respect to the leaders is non-negotiable.
3. All members should dress decently when ministering (Ladies will not be allowed to wear trousers except for instrumentalists).
4. (A fallen member shall be put under probation a close supervision by leaders and shall be recovered as agreed by the committee).
5. (The music leaders to facilitate MULEWO practices.)
6. (The Music leaders should organize at least once a semester to have an external trainer for the whole team.)
7. No member shall be allowed to minister if he/she had not attended practices
8. All members shall have good character and shall strive to live in peace with each other in the ministry and all the others.
9. All members shall have the right doctrine and strictly adhere to the MUTCU constitution.

## **PRAISE AND WORSHIP MINISTRY**

1. Practices should be held at least once a week for the entire praise and worship team.
2. Practices for the ministering leads should also be held once a week prior to the ministration.
3. Members ministering MUST be consistent in attending practices.
4. Leaders should cultivate to have growth in the number of people leading in the songs.
5. (Leaders to be consulted when selecting music ministers in any other docket’s service planning).
6. (All weekly ministers should have prayers and fasting prior to the day of ministration).
7. All members should participate in the ministry’s activities i.e. prayer, fasting, bonding.

## **BAND MINISTRY**

1. Practices should be done at least once a week for the entire team.
2. Leaders should cultivate to have growth in the number of people leading in the songs.
3. The team should sing different genres of songs.
4. Practices for ministration should be done prior to the day of ministration.
5. Members ministering MUST be consistent in attending practices.
6. All members should participate in the ministry’s activities i.e. prayer, fasting, bonding

## **CHOIR MINISTRY**

1. Practices should be done at least once a week for the entire team.
2. Leaders should cultivate to have growth in the number of people leading in the songs.
3. The team should sing different genres of songs.
4. Practices for ministration should be done prior to the day of ministration.
5. Members ministering MUST be consistent in attending practices.
6. All members should participate in the ministry’s activities i.e. prayer, fasting, bonding.

## **INSTRUMENTALISM MINISTRY**

1. Practices should be done at least once a week for the entire team.
2. (Practices will be held as a curriculum of a year course done each academic year).
3. (All weekly ministers should have prayers and fasting prior to the day of ministration).
4. Instrumentalist ministering during the services should be present in the practices for the various ministries i.e. choir, band and praise and worship.
5. Practices for ministration should be done prior to the day of ministration with all the respective team.
6. Members ministering MUST be consistent in attending practices.
7. All members should participate in the ministry’s activities i.e. prayer, fasting, bonding.

**TECHNICAL DOCKET POLICIES AMMENDMENT PROPOSAL**

**1. USHERING MINISTRY**

* Ushers must be punctual when called upon to duty.
* Ushers appointed to be on duty shall not neglect their duties and incase of their absence he/she should inform the ushering leader earlier before the service.
* It is the duty of the ushers to welcome every member of the Christian union, the visiting preacher or any other visitors into the church in a hospitable way.
* Ushers on duty shall have their badges on for easier identification.
* Ushers shall make sure that the Christian Union instruments and chairs are handled with care in the movements during ushering.
* The ushering assets shall be systematically and orderly arranged in the office by the ushering leaders.
* **Ushering shall be for all members of the Christian union.**
* The ushering leader should take and keep the record of the members who attend the service.
* If a member breaks a seat or interrupt with any CU instrument during ushering, the case should be reported to the ushering leader with immediate effect.
* It is the duty of the usher to welcome members of the Christian Union into the church in a hospitable way
* Ushering for Friday service shall be taking place as from 4:00 PM to 5:30 PM on Friday while for Sunday service ushering shall be taking place as from 5:50 PM to 6:30 PM Saturday except on special occasions
* Ushers on duty who are ministering during the service shall dress decently.
* If the invited minister is to come with the visitors, earlier communication should be made to the ushers on duty from the executive secretary for the purpose of reservation of seats.
* Ushers on duty **MUST** arrive **20 minutes** before the service begins.
* **There shall be no** booking of seats before and during the service apart from the reserved seats for the guests and all booked seats shall be occupied after the praise and worship when church members settle down; otherwise, those items used to book the seats shall be collected by the ushering leader.

**2. DIGITAL MINISTRY**

* **DIGITAL ASSET MANAGEMENT**
* All digital assets, including equipment, software, and media content, belong to the church and must be handled responsibly.
* A centralized inventory of all assets will be maintained, and only authorized personnel may access and manage them.
* **BORROWING DIGITAL EQUIPMENT**
* Borrowing requires prior approval from the digital team leaders and must be done four days prior to the date of taking.
* Every equipment taken must be documented and returned in good condition.
* Damages or losses must be reported immediately. If found to be caused by negligence, the responsible party will be held accountable.
* **SOCIAL MEDIA MANAGEMENT**
* Content must align with the church’s mission and values, ensuring consistency in branding and messaging.
* Only Digital leaders or authorized team members can access church social media accounts.
* Strong security measures, including password protection and two-factor authentication, must be in place.
* Comments and messages should be monitored, and engagement should be respectful and Christ-like.
* Inappropriate or offensive content should not be posted or tagged to MUTCU and in the event of such occurrence it should be removed with immediate effect.

**WEBSITE MANAGEMENT**

* The church website must provide accurate and up-to-date information.
* All content must be reviewed before publication.
* Security measures, including access control and regular backups, must be maintained.
* Personal data collected through the website must be protected and not shared without consent.

**MEDIA CONSENT POLICY.**

* By attending church services or events, individuals grant implied consent for photos, videos, and recordings to be used for church purposes. Opt-out requests must be submitted in writing. Explicit consent is required for minors and sensitive cases.

**LIVESTREAMING & PUBLIC EVENTS**

* Major church events may be livestreamed but all normal services should be livestreamed.

**CONTENT REMOVAL REQUESTS**

* Members may request the removal of their images or videos from church platforms after writing formally to the Digital leader with decisions made on a case-by-case basis.

**HANDLING OF MEDIA WHEN AN EXTERNAL GUEST BRINGS THEIR MEDIA TEAM (PRE-EVENT MEDIA APPROVAL)**

* External media teams must seek prior approval from the church leadership or digital team before recording, photographing, or livestreaming any church event. They must make the communication through the union’s secretary at least three days to the visitation. The secretary is tasked with informing the guest on the same during invitation.
* A media agreement outlining usage rights, content distribution, and restrictions must be agreed upon and signed before any coverage takes place.

**DESIGNATED MEDIA ACCESS**

* Specific areas may be designated for filming to ensure smooth operations without interfering with the congregation or service.
* External media teams must follow church guidelines on where they can set up cameras, tripods, and other equipment to avoid disruptions.

**CONTENT OWNERSHIP & USAGE RIGHTS**

* The church retains the right to request copies of all media captured during the event for internal records or future use.
* If the guest or their media team intends to distribute or publish any content, they must obtain prior approval from the church.
* Any content featuring the church brand (logo, name, facilities, or members) must align with church values and should not be used in a way that misrepresents the ministry.

**CONFIDENTIALITY & PRIVACY**

* The external media team must respect the privacy of church members and avoid capturing sensitive moments without consent.

**LIVE BROADCASTING & STREAMING**

* If the guest’s media team plans to livestream the event on external platforms, they must coordinate with the church’s digital team to ensure technical compatibility and proper authorization.
* The church reserves the right to request co-streaming or shared access to livestreamed content for its platforms.

**CONTENT REVIEW & EDITING**

* The church may request a review of final edits before publication to ensure alignment with its values.
* Any footage taken within church premises should not be altered in a way that misrepresents the church’s message, values, or activities.

**EQUIPMENT & POWER USAGE**

* External teams must bring their own necessary equipment, including power sources, unless prior arrangements are made with the church.
* The church is not responsible for any lost, stolen, or damaged equipment belonging to external media teams.

**RESPECT FOR WORSHIP & CONGREGATION**

* Media teams must operate discreetly and avoid disrupting the worship experience.
* Flash photography, excessive movement, or intrusive filming techniques that distract the congregation are not allowed.

**POST-EVENT MEDIA SHARING & ARCHIVING**

* Any official church-related content captured by an external media team must be shared with the church upon request.
* The church may archive the content for historical or promotional use, provided proper permissions are granted.

**BREACH OF MEDIA POLICY**

* Any violation of these policies may result in restricted access to future church events
* The church reserves the right to terminate filming or remove any unauthorized media personnel from the premises.

**DIGITAL TEAM CODE OF CONDUCT**

* Team members must uphold Christian values in all digital interactions.
* Confidential church information must not be shared publicly.
* Work must be done with excellence, dedication, and teamwork.
* Any conflicts or concerns should be reported to the digital Ministry leaders

**3. MBBC MINISTRY**

* The event publicity posters must be produced and posted at least a week before the event.
* To formally join the **PUBLICITY** ministry, one must be a full member of the Christian union.
* The Technical department committee treasurer shall be responsible for handling all the finances in **ANY PUBLICITY MINISTRY** Project.
* Any publicity ministry equipment e.g., microphones, shall be handled with care. In case of damage the member handling should be liable.
* All the MBBC meetings shall take place on Wednesday. There may be follow-up meetings on any other days of the week which shall be communicated to the members when necessary.
* In case of any required involvement of the ministry in a special event, communication is to be done formally through the leader.
* All upcoming events pertaining **MUTCU** activities which need posters, shall be communicated in advance to the publicity leader after the approval by the concerned party.
* Projection
* Livestreaming shall be done on Friday and Sunday services
* Any need to produce publicity ministry content to social media platforms the ICT director should be consulted.

**4. SOUND MINISTRY**

* The members of the ministries shall avail themselves at the CU office 30 minutes before the practice failure to which the instruments wont be connected.

**1.OTHERS**

Instruments to be under music

To have a fixed amount for hiring the PA

The person hiring the PA to pay the sound technicians

**CREATIVE MINISTRY POLICIES**

**DRAMA MINISTRY POLICIES**

1. All drama ministrations will be based on Biblical doctrines and all scripts to be used shall be reviewed by the Creative Ministry Committee beforehand.

2. All members are required to respect rehearsal schedules and ministry commitments scheduled for Wednesdays and Thursdays from 7.00PM to 9.00PM. Repeated lateness or absence without a valid reason(s) may prompt a probation.

3. The ministry functions as a collaborative unit, and all members need to follow designated roles, honouring leadership choices and working together efficiently to guarantee seamless operations.

4. Costumes, props, scripts, and equipment should be treated with care. Any loss or damage resulting from carelessness may necessitate reimbursement or other forms of compensation.

5. Members are encouraged to refrain from wearing clothing that is revealing, tight-fitting, or distracting. Attire should be suitable for the context, regardless of whether it is during rehearsals, performances, or ministry-related activities.

6. Members are expected to maintain mutual respect, avoid conflicts, gossip, or any type of hostility. Conflicts should be resolved in a spiritually sound manner, seeking guidance from leadership if needed.

7. Members should embrace Christian principles in their behaviour, both inside and outside the ministry. Engagement in inappropriate actions or significant moral offenses will result to a probation as seen fit by the leadership.

8. Members who show a lack of commitment, breach ministry policies, or engage in inappropriate conduct will face a probation period of at least 2 weeks of ministrations.

9. New members will experience a probationary phase lasting 2 months to evaluate their dedication, discipline, and alignment with ministry principles.to be included in the general policies.

10. Members are urged to take part in skill development sessions, mentorship opportunities, and spiritual enrichment activities to foster both their artistic and spiritual growth. Members are expected to consistently attend ministry prayers.

**DANCE MINISTRY POLICIES**

1. The dance coordinators shall be responsible for decency in both ministrations and practices. Members are encouraged to refrain from wearing clothing that is revealing, tight, or distracting.

2. Practices shall be held every Wednesday from 7.00pm – 9.00pm and Saturday from 4.00pm -7.00pm.

3. Every recommended song should be sent to the dance coordinators 3 days before practice for approval by the coordinators through the committee.

4. Only dance ministry members are allowed to show up for the ministrations and hype sessions for all ministrations and if there is anyone interested to join they should attend the practices.

5. For any new member to minister, they should avail themselves for practices for at least one month consistently.

6. All ministers should avail themselves for morning prayers every Wednesday from 6.00am – 6.50am in the prayer room.

7. Members ministering should take part in the prayer and polishing sessions before every ministration for them to be considered to minister.

8. In case of any suspicious character of a member he/she will not be allowed to minister.

9. The dance ministry coordinators are responsible for the maintenance of all assets in the ministry.

**SPARCS MINISTRY POLICIES**

1. All ministers should have adequate time to prepare for any ministration thus coordinators should first give communication to the ministering party(s) 10 days before and secondly follow up to ascertain that the minister(s) is indeed ready for the ministration

2. All ministers should have a practice for the ministration in the presence of coordinator(s) at least once before they minister to add on the preparedness.

3. The coordinators can and should cancel or postpone the ministration if they sense any inconvenience that may affect the minister’s ability to deliver the ministration effectively, this includes but not limited to: unpreparedness, unavailability during practices or even during the ministration day, any sudden significant inconvenience that may arise.

4. Anyone who ministers must be of good character and have a good standing in the church, the coordinators can determine this with the help of the Creative Ministry Committee.

5. Ministers should be active members of the ministry, ministrations by non- members are not advised.

6. Ministers should also wear modestly during ministrations especially during the services.paste policy 5

7. Ministers should be aware of the time they have been allocated in the program and should avoid exceeding.

8. Any ministration must first be reviewed by the coordinator(s) before ministration.combine with policy 2

9. Pieces that contain: vulgarity, hate, unnecessary anger, Criticism, Questionable doctrines and untruthfulness SHOULD NOT be ministered.

10. A review for every ministration; i.e. after, (not necessarily immediately) should be done.

**MR AND MISS MUTCU POLICIES.**

1. He/she must be Born again.

2. He/she must be a full, registered member of the Christian Union

3. He/she must be an active member of the MUTCU

4. He/she must NOT be a first year or final year student

5. He/she must display leadership qualities

6. He/she must have an irrefutable character and morality

**THE MODELS MINISTRY POLICIES**

1. All members are required to respect rehearsal schedules and ministry commitments scheduled for Wednesdays from 5.00PM to 7.00PM. Only those who attend to practices shall be taking part in ministration.

2. Models will be responsible of demonstrating different wears and curtain raising in MUTCU events.

3. Songs that are to be used during ministration should be reviewed and approved by Mr and Miss MUTCU.

4. Leaders shall approve every dressing wear that are to be used during ministration.

5. Every ministration that is done through modelling must have a specific message to communicate.

6. Events to be held by models should will be approved by creative committee beforehand.

7. Models should embody Christian principles in their behaviour, both inside and outside the ministry. Engagement in inappropriate actions or significant moral offenses will result to a probation as seen fit by the leadership.

8. MUTCU Models can participate in (MUT)Models with the consent of the Creative Ministry Committee.

9. Members who show lack of commitment, breach ministry policies, or engage in inappropriate conduct will face a probation period of 2 weeks of ministrations

**BIBLE STUDY, DISCIPLESHIP AND TRAINING MINISTRY POLICIES**

**General policies**

1. All the members must attend the committee meetings unless with prior permission from the chairperson

2. The official language to be used during the meeting is English or Kiswahili

3. Order and discipline should be maintained throughout the meeting

4. The secretary shall compile, print and ensure that the minutes of the previous meeting are signed during the next meeting after confirmation

5.Any member assigned a task is required to submit their report before the given deadline

6. AOB shall not be discussed during the meeting

7. No member shall be allowed to use their phones during the meeting unless on issues pertaining the meeting

8. The committee shall hold it's meetings once every week unless an emergency meeting is communicated by the chair

9. Any member traveling away from the institution should inform the committee before the meeting

10. Members of the committee should collaborate to ensure effective running of the activities of the committee

11. THE ORIENTATION COMMITTEE shall be under the docket

12.The secretary of the docket shall be a member of the orientation committee so that he/ she can act as a link between the docket and the orientation committee

**NURTURING**

1) Any person who gets born again toward the end of the semester will be incorporated in the ongoing discipleship class.

2) An individual chosen to facilitate the nurturing class to be of sound doctrine.

3) Nurturing class to be held on Thursday from 5:00pm for one and a half hours on the venue decided by the leader unless otherwise stated.

4) Baptism to be organized at least once per spiritual year and to be conducted by a person agreed upon by the Executive Council.

5) The Nurturing leader together with the help of the nurturing committee shall group the discipleship class members into different accountability groups and ensure that they meet on the day agreed upon by the group members.

**BIBLE STUDY**

1. Bible study groups should be reshuffled once per academic year.

2. Executive members and the B/S committee members should not be bible study leaders so that they can be able to oversee the running of various bs groups.

3. B/S groups to be held on Mondays where the members are free to choose a favorable venue and time of meeting for a maximum of one and a half hours between 5-9 pm.

4. First years are only eligible for B/S leadership during their second semester and fourth years in their last Academic semester(4.2) should not be included as Bible Study Leaders.

5. There should be a training of B/S leaders at least once per academic year.

6. In the event of a B/S activity the leaders should inform their respective coordinator.

7. The B/S hard copy guides shall be sold by B/S coordinators to B/s pastors.

8. The B/S coordinators shall meet their respective b/s leaders and /or the facilitator of the day to review the b/s guide or topic prior to the b/s meeting for a period of one hour.

9. Bereans afternoon shall happen once a semester upon completion of the Bible study guide.

10. Active Pastors who fully participated in the Bible Study should be awarded a Bible Study Certificate upon completion of the B/S guide.

**ROLE OF BIBLE STUDY LEADERS**

i. Texting of the group members of the matters of bible study.

ii. Organization of special activity like hike.

iii. Collecting bible study guides from the B/S Coordinators.

iv.Coordination of the Bible study.

v. Mentoring of new leaders.

vi. Giving feedback to the coordinators about the number of members who have attended

**Best P**

1. Students who miss more than 5 consecutive classes are not eligible to graduate

2. For any student to graduate they should have presented at least once in the group assignment given

3. The best P program should be completed within a period of 11 weeks in a semester

4. Every student must participate in the group assignment given

5. Facilitators should come from formerly graduated students or focus staff

6. Best P classes to be held for a maximum of 2hrs 30min every Sunday from 4:00Pm unless under special circumstances

**Year’s fellowship**

1. All years fellowships should have a retreat at least once in a spiritual year

2. All years fellowship leaders should meet at least twice in a semester

3. Topics handled on major services I.e Sunday and Friday services should not be included in the years fellowships program to make room for other Vital topics unless when need arises

4. Year's fellowships should take place every Tuesday from 4:50pm and end at 6:30pm unless otherwise stated

5.First years and Fourth years to ensure they cover topics in the focus manual but members are allowed to raise other topics as need arises

6. Second years and Third years should meet and propose topics to be handled and leaders are expected to help in getting the facilitators.

**MISSIONS AND EVANGELISM COMMITTEE MINISTRY POLICIES**

**EVANGELISM MINISTRY**

1. All evangelistic teams should register with the evangelism coordinator or the missions and evangelism committee with the approval of the Executive Council.

2. Christians should be good stewards of time especially during door to door evangelism, i.e.

Do not overstay your welcome.

3. Those participating in evangelism should ONLY use the doctrine of the

Christian Union which is the doctrine of truth and use the Bible as their main source of reference.

4. All Christian union leaders are encouraged to be present in evangelistic activities.

5. The leader concerned (Evangelism Coordinator) should take full responsibility of the events that take place in any evangelistic activity including any form of data required.

6. All evangelism program and activities announcement shall be done in all fellowships, prayer meetings and during CLL services.

7. All evangelists shall attend prayers as from 4:30PM to 5:00PM before proceeding for any evangelism activity.

8. The missions and evangelism committee shall appoint the person to lead the evangelism prayers.

9. Evangelism shall happen weekly on these two alternate days ie Wednesday and Sunday.

10.To participate in the cross-cultural evangelism, Prayers for the Unreached shall be done in small Bible study groups & the Prayer room.

**HOPE MINISTRY**

*PRISONS*

1. Each member participating in visiting the prisons should conduct themselves in a manner worthy of the gospel, being keen on dressing; as each member both gents and ladies should avoid dressing in a provocative manner.

2. Those attending should be spiritually equipped i.e. should have knowledge of Gods' word.

3. The leader concerned (Hope Ministry leader) should take full responsibility of the events that took place on that particular occasion including any data required.

4. The committee secretary shall write a formal letter signed by the missions and evangelism chairperson requesting for the prison visit and a letter of approval shall be issued by the

Prison Management to authorize for the visit. The letter shall be sent two weeks prior to the visit.

*JUVENILE*

1. Those attending to dress decently and have good conduct.

2. The frequency of the visit shall be every Sunday.

3. The leader concerned (Hope Ministry leader) should take full responsibility of the events that took place on that particular occasion including any data required.

*HOSPITAL*

1. Those involved should be of good conduct.

2. The frequency of the visit shall be once each spiritual year.

3. The leader concerned (Hope Ministry leader) should take full responsibility of the events that took place on that particular occasion including any data required.

4. Ladies should wear dresses or skirts while gents to be decently dressed with well kempt hair.

5. Those going should preach from a common theme verse which the leaders agree on.

6. The leader should go for at least one previsit, a week before the visit.

7. The Missions and evangelism committee secretary shall write a formal letter signed by the

Missions and Evangelism Chairperson requesting for Hospital Visit and a letter of approval shall be issued by the Hospital management to authorize the visit. The letter shall be sent two weeks prior to the visit.

*RESCUE CENTER*

1. Those attending should be of good conduct.

2. The leader concerned (Hope Ministry leader) should take full responsibility of the events that

took place on that particular occasion including any data required.

3. The leader should go for at least one previsit, a week before the visit.

4. Donations for the rescue center shall be received from the students and non-students; within

and outside campus premises.

5. The Missions and evangelism committee secretary shall write a formal letter signed by the

Missions and Evangelism Chairperson requesting for Rescue Center Visit and a letter of

approval shall be issued by the Rescue Center management to authorize the visit. The letter

shall be sent two weeks prior to the visit.

MISSIONS

1. Two members (gender ratio 1:1) of the missions and evangelism committee should conduct a pre-visit to the mission ground at least TWICE so as to ensure that everything is in good place; the Pre visit should be done on a Saturday and Sunday

2. Missioners to conduct themselves properly, that includes decency in dressing especially during open-air crusades and house to house Evangelism and also not giving the missions coordinator as well as his team hard time due to indiscipline cases.

3. The frequency of the mission shall be ONCE every spiritual year.

4. Missioners should seek to be spiritually equipped, this is to mean whenever the Missions coordinator calls us for training on missions, should avail ourselves.

5. The Missions coordinator should start looking for a mission ground as soon as he/she assumes the office.

6. The missions and evangelism committee should come up with strategies to raise the funds required for the mission.

7. The Missions and evangelism committee should put up strategies on how to do follow up for those who get born again during the mission time in conjunction with the hosting church.

8. All missions shall include integral activities to enhance the transformative gospel.

9. There shall be official written communication between the CU and the hosting church, i.e. the mission proposal letter, a letter of interest to host the mission and an acceptance letter for hosting the mission.

10. The mission committee shall come up with a fully detailed Mission checklist to be used during pre-visits.

11. The CU shall request for prior support; both material and financial support from the hosting church to support the CU in the next mission.

12. A letter of appreciation shall be sent to the hosting church and other supporting churches and organizations.

13. A mission's report should be written immediately after the Annual Mission as well as other reports related to the mission and compiled into one detailed report.

14. The Kairos Course shall be done once in a Spiritual year to enhance the global understanding of the Mission of God and as a follow up for the annual Mission.

*INTEGRAL MINISTRY*

1. The integral missions docket shall work in conjunction with all other CU ministries to enhance the transformative gospel.

2. The integral missions docket shall come up with creative and innovative ways to spread the gospel.

3. The Missions and Evangelism committee shall be in charge of partnering with other relevant organizations of interest for financial and material support subject to the CU Executive

Council approval.

4. There shall be written official communication and agreements between the CU and the partnering organizations.

5. Each member attending High School Mission should at least have a pocket sermon apart from what the main speaker has.