



# MEDICAL SCHOOL CHRISTIAN UNION

## UNIVERSITY OF NAIROBI

# LEADERSHIP MANUAL 2025

## THE LEADERSHIP MANUAL

There is established in the Union a leadership manual, a policy document on the leadership structure and office responsibility description for the Medical School Christian Union.

The manual is an accompanying document for the Union's constitution, for clarity to the Executive Committee of its implementation. It thus assumes a foreknowledge of the Constitution and may not repeat in full the contents of the constitution.

## GOVERNANCE

Governance in the union shall be vested in the following organs:

- a) The annual general meeting (AGM)

This is the supreme governing body in the union as stipulated in 6.3.1 in the constitution

- b) The Executive Committee

- c) The Advisory Committee.

## THE EXECUTIVE COMMITTEE

There is established in the union the office of the executive committee which is the policy making and administrative body of the union.

The executive committee shall harmonize the activities of all committees, departments and boards, all of which are answerable to the executive committee.

The executive committee shall comprise of:

- a) Chairperson
- b) 1<sup>st</sup> Vice Chairperson
- c) 2<sup>nd</sup> Vice Chairperson
- d) Secretary
- e) Vice Secretary
- f) Treasurer
- g) In-Reach Evangelism and Missions' Coordinator

- h) Discipleship Coordinator
- i) Out-Reach Evangelism and Missions' Coordinator
- j) Bible Study and Training Coordinator
- k) Worship Coordinator
- l) Prayer Coordinator
- m) Creative Ministries Coordinator
- n) Associates and Partnership Coordinator
- o) Tech-Team/ICT Coordinator

## **DUTIES AND POWERS OF THE EXECUTIVE COMMITTEE**

### **DUTIES**

1. The executive committee shall be responsible for implementing the aims of the union and for that purpose may give directions to any office bearers as to the manner on which to carry out their duties.
2. The executive committee shall hold the union's assets in trust for the members. In doing so the executive committee shall approve their use and ascertain their security within and outside the union.
3. The executive committee shall be the supreme body for handling disciplinary matters in the union in consultation with the advisory board.
4. The executive committee shall meet in convenient places, on convenient days, but not less than once a week during the academic year. The quorum for meeting shall be no less than  $\frac{1}{2}$  of the committee members in session
5. The executive committee shall be responsible for the interpretation of this constitution and the leadership manual to the union
6. The executive committee officials shall lead offices and make the committee aware of the needs and the intentions of such offices.
7. The executive committee officials shall convene meetings of such committees at least once in a fortnight
8. The Executive Committee officials shall be responsible to implement approved Annual Financial budgets and prepare Annual Financial Budgets for presentation in the next AGM for approval.

### **POWERS**

1. The executive committee shall be the policy making body of the union
2. The executive committee shall have the power to appoint an official/ officials to any office(s) which falls vacant in the course of leadership as in 5.4.2 (a) this shall always be in consultation with the advisory committee
3. All monies disbursed on behalf of the union shall be authorized by the executive committee
4. The executive committee shall have power to appoint special committees as it may deem desirable for a specified tenure to be in-charge of certain duties. Such committees shall make reports upon which action shall be taken as seems decided by the executive committee
5. The executive committee shall lead the by-nomination process for any office that falls vacant during the leadership year as stipulated 5.4.2 (b)

## DUTIES OF THE EXECUTIVE COMMITTEE MEMBERS

The duties of the executive office holders and the subsequent committees and departments are fully described in the leadership manual recognized by this constitution. The executive committee members shall carry out any duties as assigned by the executive committee. In general, the duties of the executive offices are as follows: -

### Chairperson

- a) Shall be responsible for ensuring that all aims of the union are pursued
- b) Shall oversee and coordinate all activities of the union
- c) Shall unless prevented by illness or other unofficial cause preside over the executive committee meetings and the unions general meetings
- d) Shall be a signatory to both accounts of the union
- e) Shall be the official spokesperson and representative of the union
- f) Shall represent the union in the university of Nairobi joint coordinating council-JCC
- g) Shall ensure formation of the nomination college and shall be responsible for chairing the first meeting of the nominating College and oversee the nominating process in the Union after which the Nominating College shall elect a chairperson and a secretary from the members of the committee during the first meeting.
- h) Shall be responsible for the duly filing of the Union's annual returns with the office of the Registrar of Societies

### Office of the Vice Chairperson

#### Administrative offices

### Office of the First Vice Chairperson

- a) Shall be the second administrative office in the executive committee
- b) Shall assist the chairperson and in his/her absence the 1<sup>st</sup> vice chairperson shall perform all his/her duties

### Office of the Second Vice Chairperson

- a) Shall be the third administrative position in the executive committee
- b) Shall assist the chairperson and in the absence of the chairperson and the 1<sup>st</sup> vice chairperson he/she shall carry out all the duties of the chairperson

### Vice Chairperson in-charge of Sisters' Ministry

- a) Shall be in-charge of the sisters' ministry in the union
- b) Shall be in-charge of the hospitality ministry
- c) Shall be in-charge of neatness of the union's office if available

- d) Shall oversee the hospitality and compassion boards
- e) Shall chair and lead the sisters organizing committee
- f) Shall be in-charge of refreshments and the equipment thereof

### ***Sisters organizing committee***

Shall head the activities of the sisters' ministry with a goal to enhance fellowship and oneness among all sister in the medical school, the committee shall convene all sisters in the union to a fellowship meeting at least once quarterly

#### *Vice chairperson in-charge of sisters' ministry*

Shall chair the committee

#### *Assistant coordinator*

Shall assist the vice chairperson in-charge of sisters' ministry leading the ministry and, in her absence, shall chair the committee

#### *In-charge publicity*

Shall be in-charge of publicity in the sisters' ministry

#### *Two members*

Shall participate actively in the committee meetings and carry out any specific duties assigned to them pertaining the leadership of the sisters' ministry

### ***Hospitality board***

- a) Shall be in-charge of hospitality ministry such as serving refreshments in the union gatherings
- b) Shall encourage members of the union to join the ministry and shall plan for and lead the ministry
- c) Shall work under the vice chairperson in-charge of the sisters' ministry

#### *Chairperson*

- a) Shall lead the board
- b) Shall ensure a link between the board and the vice chairperson in-charge of sisters' ministry

#### *Vice chairperson*

Shall assist the chairperson and in his/her absence shall carry out the duties of the chairperson

#### *Two members*

Shall participate actively in the board meetings and carry out any duties assigned to them in the committee

### ***Compassion board***

- a) Shall lead the compassion ministry where objectives include the following:
  - i. Offering counselling services and programs to the union members

- ii. Identifying financially needy members of the union and presenting such information to the executive committee through the vice chairperson in-charge of sisters' ministry for support
- iii. Organizing union members towards compassion to the sick and needy in the union and the medical school
- iv. Offering academic and career counselling to members of the union
- b) Shall work under the vice chairperson in-charge of sisters' ministry
- c) Shall encourage members of the union to join the compassion ministry
- d) Shall endeavour to meet the objectives of the board through relevant fora or individual encounter with the members in need.

*Chairperson*

- a) Shall lead the board
- b) Shall be a link between the board and the vice chairperson in-charge of sisters' ministry

*Vice chairperson*

Shall assist the chairperson and in his/her absence carry out his/her duties

*Bible Study and Training Committee Representative*

Shall link the compassion board and Bible study and training committee to facilitate identification of socially, physically and academically needy members of the union in BS groups

*Two members*

Shall actively participate in the board meetings and carry out any duties assigned to them by the board

**Vice Chairperson in-charge of Brothers' Ministry**

- a) Shall be in-charge of booking of venues for the union meetings
- b) Shall be in-charge of transport needs of the union
- c) Shall oversee maintenance of all union assets in liaison with the officials in-charge of the various departments in the union
- d) Shall be in-charge of brothers' ministry

**Brothers' ministry organizing committee**

Shall lead the brothers' ministry in the union whose goal is to enhance fellowship oneness and mentorship among all believing brothers in medical school *Vice chairperson in-charge of brothers' ministry* Shall lead the committee and the ministry

*Assistant coordinator*

Shall assist the vice chairperson in-charge of brothers' ministry in heading the ministry and in his absence shall chair the meetings

*Two members*

Shall actively participate in all committee meetings and carry out duties assigned to them

## The Secretary

- a) Shall lead the secretariat
- b) Shall deal with all correspondence in the union except that which falls directly under another office
- c) Shall in case of urgent matters where the committee cannot be consulted consult with the chairperson or if not available the first vice chairperson and/or the second vice chairperson. The decision reached shall be subject to discussion in the next executive meeting
- d) Shall in consultation with the chairperson issue notices to the committee and union members of meeting and other matters as relevant to either of the two groups
- e) Shall be responsible for taking of minutes and preservation of all records of proceedings of the committee and union meetings
- f) Shall assist the secretary in carrying out electronic correspondence of the union
- g) Shall represent the union in the JCC and the regional students' executive council
- h) Shall be in-charge of Program-Card preparation. Designing shall be done in collaboration with the union's Tech team.
- i) Shall be in-charge of invitation of speakers for Union's fellowship
- j) Shall be in-charge of the union's email and postal addresses phone and other communication facilities.
- k) Shall receive all the union's announcements and organize for their presentation during the Union's fellowship and other major gathering of the union
- l) Shall be responsible for updating the union's database including details of the membership
- m) Shall convene and chair meetings of the secretariat

### The secretariat

Shall comprise of the secretary and the vice secretary

The secretary shall convene and chair the meetings of the secretariat unless prevented by illness or other official cause.

The secretariat shall be directly responsible for the union's official correspondence unless that which falls under another docket.

It shall also be involved in the preparation and designing of the union's programme card in liaison with the Tech Team.

## Vice Secretary

- a) Shall be a member of the secretariat
- b) Shall assist the secretary in carrying out his/her duties only in the absence of the secretary
- c) Shall head and coordinate the literature committee which has the following departments:
  - i. The library and archives department
  - ii. The writing ministry

### iii. The Book Club Ministry

#### Literature committee composition

Subcommittee should comprise of: Assistant Literature Coordinator, Chief editor, Librarian, Book Club Coordinator and in charge Design.

#### *The vice secretary and literature coordinator*

- a) Shall endeavour to motivate members of the union to nurture a reading habit
- b) Shall endeavour to nurture the gifting of creative writing among members of the union

#### *The assistant literature coordinator*

- a) Shall assist the vice secretary in carrying out his/her duties in literature committee, and in the coordinator's absence, shall chair the literature committee
- b) Shall keep minutes of the literature committee meetings
- c) Shall be in-charge of all records of the literature committee
- d) Shall be in-charge of correspondence

#### The writing ministry

- a) Shall bring together members of the union with the talent in creative writing
- b) Shall nurture the talent of creative writing among members of the union
- c) Shall work hand-in-hand with the Tech Team in coming up with publications

Membership of the ministry shall be open to all members of the union

The ministry shall be led by the chief editor

#### The editorial board

- a) Shall lead the creative writing ministry
- b) Shall solicit and edit materials for publications and make such publication available to the members of the union
- c) Shall aim at encouraging creative writing among members of the union

#### *The chief editor*

- a) Shall head the editorial board
- b) Shall organize and chair editorial board meetings
- c) Shall be in-charge of production of the union's publications
- d) Shall coordinate members of the board in soliciting for articles for publications
- e) Shall head the writing ministry in the union, and together with the assistant editors motivate ministry members into creative writing
- f) Shall organize the union's publication and the sales thereof
- g) Shall keep proper financial records of the sales
- h) Shall together with the assistant editors, be active members of the literature committee

### The library archives and bookstall departments

The department shall be responsible for the maintenance, issue and receipt from members of library material including books, magazines, tapes and other Christian written and otherwise recorded work in the union

Motivate reading of Christian literature and subsequent spiritual growth among members of the union, by purchasing and selling such items as books, tapes and gift items to members at affordable costs

#### *Librarian*

- a) Shall head the library, archives and bookstall department
- b) Shall be in-charge of issuing and receiving of library materials
- c) Shall ensure borrowed library materials are returned in time
- d) Shall obtain audiovisual materials from the sound team and media department, code and prepare them for issuing
- e) Shall code all new library materials and update information about them in the union's database
- f) Shall open the library at least once a week at a time he/she will make known to the union members
- g) Shall display library books and other material for borrowing by the union members after the Sunday Fellowship
- h) Shall be in-charge of all funds handled by the literature committee
- i) Shall regularly liaise with the librarian and chief editor to keep all financial accounts of the literature committee in order
- j) Shall avail Christian written and otherwise recorded material, from recommended sources such as FOCUS, and organize their sale at affordable cost to members of the union after the Sunday fellowship and at other forums of the union
- k) Shall ensure that all monies handled by the literature committee is accounted for, documented, and all documents of receipts and expenditure presented to the union's treasurer
- l) Shall maintain proper financial records of all transactions in the department and submit them to the treasurer
- m) Shall organize activities aimed at enhancing a reading culture among members of the union e.g. "reading days"

### Treasurer

- a) Shall receive and disburse, under the direction of the executive committee, all monies belonging to the union and shall maintain proper reference records (such as receipts and vouchers) for all the transactions dealt with
- b) Shall be accountable to the executive committee and to the union members regarding all monies of the union
- c) Shall ensure that proper books of accounts of all monies received and paid by the union are kept, preserved and availed for inspection by all registered union members
- d) Shall keep proper records of all assets of the union
- e) Shall in liaison with the executive committee, make short and long term budgets of the union
- f) Shall keep the members informed about the financial matters of the union (and present quarterly updates of the state of the union account to the union members)
- g) Shall be a signatory of both the medical school Christian union main and missions account
- h) Shall head the investment committee and link it to the executive committee

- i) Shall be responsible for the duly filing of the Union's Annual financial tax returns with Kenya Revenue Authority (KRA).

## Investment policy

Contents:

- i. Reasons for investment
- ii. The place of investment in the union
- iii. Modes of investment
- iv. The investment team
- v. Regulation of investment in the union
- vi. Recommendations

*Reasons for investment*

- i. To support the union's activities, which include annual missions, mini-missions, conferences, publications, leadership trainings, class fellowships, sisters' ministry, Bible study, Friday fellowship and the welfare fund.
- ii. To support individual needy members of the union, mainly through the welfare fund iii. To support other identified needy students in the CHS as an expression of love

*The capacity of investment in the union*

Investment shall not endeavour to replace the virtue of giving nurtured among members of the union; it is aimed to work towards additional provision to the union, towards accomplishment of its aims' this shall be done in accordance to the will of God

*The union as a non-profit making organization*

The medical school Christian union herein referred to as the union is registered with the registrar of societies of Kenya as a non-profit making organization.

This defines that the union is not a private profit-making organization; and as such can only engage in activities which raise "surplus" and not "profit". The surplus shall not be distributed to the members as in the case of a profit-making company. But it will be for running the activities of the union such as outlined above. Investing will be in line with the aims of the union and within the stipulated Kenyan law, to which the union adheres as a registered society. It is with this understanding that the union will engage in investment All such investment shall be done on full obedience to God in Christ Jesus

*Modes of investment*

The means of investment pursued by the union shall be in line with the union's aims and doctrinal basis; and must follow approval of the executive committee. The union's leadership shall involve all members of the union in prayer and fasting before any investment opportunities are pursued. Such investment opportunities may include but not be limited to.

- i. The stock market
- ii. Running small enterprises e.g. SWA hostel business premises subject to such requests granted by the SWA management

*The investment team*

**The investment board**

There shall be an investment team in the union's operating in line with the union's investment policy. This team shall comprise of five members. The team shall keep the executive committee posted on its activities through the union's treasurer, who shall be the head of the team.

The team shall be required to meet at an appropriate day, at least once in a fortnight. 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

*Treasurer*

- a) Shall be the chairperson of the investment committee
- b) Shall lead the committee and coordinate all its activities
- c) Shall chair the meetings of the committee
- d) Shall keep the executive committee updated about the committee's progress

*Vice Chairperson*

- a) Shall actively assist the treasurer and in his/her absence shall chair the committee
- b) Shall carry out other duties of the committee as member

*Secretary*

- a) Shall handle all correspondence involving the investment committee
- b) May liaise with the union's secretary where this is necessary for efficiency in correspondence
- c) Shall take and keep minutes of the committee's meetings
- d) Shall carry out other duties as a team member

*Investment committee treasurer*

- a) Shall keep proper records and documents of all transactions of the team
- b) Shall be in-charge of all monies handled by the team and ensure proper accountability of its use custody and sourcing
- c) Shall ensure all monies received by the committee is kept in the union's main bank account and records of such transactions well kept
- d) Shall carry all other duties of the committee as a member

*Investment committee member in-charge of prayer*

- a) Shall be in-charge of prayers in the committee
- b) Shall liaise with the union's prayer coordinator for involvement of the union's members in praying for the committee's pursuits
- c) Shall carry out other duties of the committee as a member

In order to achieve implementation of investment in the union, the union shall have an investment team, appointed by the nomination college, and recognized in the union's leadership structure and manual. The team shall serve in accordance to this policy. Appointment to this team shall require consideration of integrity in the Christian faith, and understanding of investment, among other considerable factors. The structure of this team shall be as outlined in the leadership manual. The team shall be expected to meet at least once a fortnight.

#### *Regulation and administration of investment in the union*

All financial transactions in the union fall under the union's treasurer, who is a member of the executive committee. The treasurer shall be the head of the investment team and shall link it to the executive committee.

#### *Recommendations*

Administration by the executive committee must be strictly adhered to.

The investment team is advised to consult with associates, the auditor and relevant persons who are already in the investment market. This will keep them relevantly updated regarding the investment market.

The executive committee and investment team shall ensure all investment in the union is founded and run in prayer and the will of God

## The In-reach Evangelism and Missions' Coordinator

- a) Shall lead the in-reach evangelism committee
- b) Shall coordinate the departments under the in-reach evangelism committee which include:
  - i The medical school hostel evangelism ministry
  - ii Ward witnessing - KNH chapel and children's ministries
  - iii Orientation of first years
- c) Shall be responsible for planning and implementation of aggressive in-reach to all students of the medical school
- d) Shall support the union's prayer coordinator in strengthening joint prayers of believers in medical school
- e) Shall liaise with the outreach evangelism and missions' coordinator for involvement of the mission's team in in-reach evangelism and missions.
- f) Shall be a signatory of the medical school Christian union evangelism and missions account
- g) Shall ensure capacity building of members for evangelism

### In-reach evangelism committee

#### *Committee members*

- a) 3 appointees - coordinator, assistant coordinator, in-charge of KNH ward witnessing.
- b) 6 class fellowship mission team leaders in-charge of in-reach evangelism (Shall be from level 2, 3, 4 MBChB, BDS, nursing school and Pharmacy school fellowship mission team leaders)

#### *In-reach evangelism coordinator*

- a) Shall mobilize members of the union for person-to-person evangelism
- b) Shall in collaboration with the BST coordinator organize evangelistic Bible study groups

- c) Shall coordinate the unions in-reach activities such as revival weekends, battle of years' fellowship and Finalist's dinner etc
- d) Shall oversee the first year's orientation committee.
- e) Shall organize first year's evangelism and establishment of their fellowship at least within their first 2 weeks in campus. He/she should work in liaison with the discipleship coordinator

*Assistant in-reach evangelism and missions' coordinator*

- a) Shall perform all the activities of the in-reach evangelism coordinator his/her absence
- b) Shall in liaison with the union's vice chairperson in-charge of the sisters' ministry be in-charge of all refreshments during fellowship evangelism activities.
- c) Shall be in charge of follow-up of newly born-again students in medical school in liaison with the discipleship committee.

*In-charge of hostel evangelism*

Shall spearhead the committee's interests in evangelism to students in the medical school hostels. These include:

- i. door to door evangelism
- ii. hostel fellowships
- iii. person to person evangelism

others

- i. Shall keep all financial records of the committee
- ii. Shall keep all moneys handled by the committee
- iii. Shall carry out any other duties of the committee as a member

*In-charge of KNH ward witnessing*

- a) Shall lead the KNH ward witnessing ministries namely.
  - i. The KNH chapel ward witnessing ministry
  - ii. The KNH children's ministry
- b) Shall mobilize members of the union to join the aforementioned ministries
- c) Shall organize for evangelism missions to the KNH wards by members of the union

*In-charge of committee prayers*

- i. Shall be of in-charge prayers within the committee
- ii. Shall in liaison with the in-charge of prayers in the outreach evangelism committee and the union's prayer coordinator organize the missions team and intercessory prayer meetings.

## The Discipleship Coordinator

- a) Shall lead the discipleship subcommittee
- b) Shall coordinate the departments under the discipleship committee which include:
  - i. Discipleship classes
  - ii. Class fellowships
- c) Shall be responsible for following up new student believers for discipleship.
- d) Shall be responsible for coordination of discipleship sessions as outlined in the discipleship policy.
- e) Shall support the union's prayer coordinator in strengthening joint prayers of believers in medical school.
- f) Shall, in partnership with the bible study and training coordinator, be responsible for organizing and facilitating capacity building, leadership development and training for class fellowship leaders.
- g) Shall run ANZA-FYT (Meant to help first years to transition well into campus) and VUKA-FYT (Meant to help final year students to transition well out of campus) programs for the first years and the final year students.
- h) Shall help members of the Christian union to understand discipleship.
- i) Shall be a member of the Relationship Month Committee and remind the Executive Committee to form this committee in good time.

## Discipleship committee

A discipleship committee made up of at least 5 members will be responsible for the day to day running of the discipleship programme in the Union for an entire spiritual year. The committee shall comprise of

- a) The coordinator
- b) Assistant coordinator
- c) Secretary
- d) Treasurer
- e) Publicity Secretary.

*Roles:*

### *The coordinator*

- a) shall Chair the discipleship meetings.
- b) He/she shall regularly table a report in the Executive Committee on the progress of the Programme.
- c) Shall chair the monthly class fellowship chairpersons' and vice-chairpersons' meetings.
- d) Shall, between the 2nd and 4th week of the academic year oversee nominations of the new class and school fellowship leadership. This shall be with the help of the outgoing class fellowship coordinating committees in each of the fellowships.
- e) Shall facilitate the establishment of the finalists' fellowship for all final year believers in the college of health sciences. This shall be done by the 8th week of the academic year and shall involve establishment of a leadership for the fellowship with a structure similar to that for other class fellowships. This shall be done in liaison with the outgoing class fellowship committee member in the finalist class

- f) Shall facilitate establishment of the level 1 class fellowship by the 5th week of the level 1 academic year-this shall entail establishment of a leadership similar to other class fellowship. This shall be in liaison with the in-reach coordinator.

*Assistant Coordinator*

- a) Shall perform all the activities of the coordinator in his/her absence.
- b) Shall in liaison with the union's vice chairperson in-charge of the sisters' ministry be in- charge of all refreshments during discipleship activities.
- c) When needed he/she shall facilitate acquisition of venue in liaison with the second vice chair.
- d) Shall be in-charge of follow-up of newly born-again students in medical school.

*Secretary*

- a) he/she shall be in charge of contacting facilitators chosen to lead the sessions and take and keep minutes of the Discipleship Committee Meetings.
- b) Shall be in charge of keeping records for all the new believers

*Treasurer.*

- a) he/she shall safeguard the treasury, acquire Discipleship Manuals, lead money raising initiatives and give timely budget reports to the Committee.

*Publicity Secretary*

- a) he/she shall be responsible for the MSCU Discipleship WhatsApp group and shall give timely communication to the participants.
- b) Shall be responsible for mobilization of the union members for discipleship.

## **Class fellowship leadership**

Each class/school fellowship shall have the following ministry leaders:

- i. Prayer and intercession
- ii. Missions team leader in-charge in reach & outreach
- iii. Praise and worship
- iv. Creative ministry
- v. Bible study

## **Class fellowship committees**

A seven-member committee shall be used for all fellowships.

The members will comprise:

**Chairperson**

- 1. Shall oversee and coordinate all class fellowship activities
- 2. Shall preside over the committee meetings unless prevented by illness or other valid cause

3. Shall be the official spokesperson of the fellowship
4. Shall work hand in hand with the Union's Discipleship Coordinator and inform him/her on the class fellowship's progress and all activities of the fellowship which may include children's home visits, brothers/sisters meetings, extended prayers etc.
5. Shall ensure that all class fellowship activities do not coincide with any of the Union's preplanned activities

#### **Vice Chairperson**

1. Shall assist the chairperson in his/her absence
2. Where applicable shall oversee the running of the accountability groups/ book review groups/families
3. Shall be responsible for ushering and matters regarding hospitality and refreshments where applicable in the fellowship
4. Shall help to identify needy members of the fellowship and work together with the union's vice chairperson in-charge of compassion board to help them

#### **Secretary**

1. Shall be responsible for writing minutes in the committee meeting
2. Shall deal with all the correspondence in the fellowship, unless that which falls directly under any other docket
3. Shall be responsible for the correspondence with speakers for the fellowship who shall be agreed on by the committee during their meetings
4. Shall be responsible for writing reports of the fellowship's progress reports to the in reach office every two months. These reports shall contain a brief summary of what they have been doing and learning as a fellowship, any challenges and successes and where the office of in-reach can assist them more

#### **Treasurer**

1. Shall be accountable to the fellowship committee and the fellowship regarding all monies of the fellowship
2. Shall ensure responsible use of the class fellowship funds
3. Shall report the accounts and financial state of the fellowship to the fellowship members quarterly and to the Union's treasurer monthly
4. Shall ensure proper books of accounts of all monies received and paid by the fellowship are kept, preserved and availed for inspection by all committee members weekly.
5. Shall in liaison with the committee make short- and long-term budgets for the fellowship
6. Shall ensure that the class fellowship tithes monthly to the main union
7. Shall liaise with the Union's treasurer for storage of any class fellowship monies if they exceed Ksh 7000

#### **Worship Coordinator**

1. Shall lead the worship team
2. Shall be responsible for the planning and execution of all worship activities and running of the music ministry within the fellowship

### **Discipleship & Missions Coordinator**

1. Shall head the intercessory team of the fellowship and organize all prayer meetings of the fellowship's committee and of the entire fellowship
2. Shall ensure mobilization for fellowship member to join Union Bible Study Groups available.
3. Shall organize Bible study activities like Bible Trivias.
4. Shall work hand in hand with the union's out-reach and in-reach coordinators to inform the fellowship on matters regarding missions as organized by both offices.
5. Shall mobilize the fellowship to evangelize and witness to fellow classmates using various ways e.g. creative ways using posters, flyers, sports evangelism, door to door, sharing in class briefly before start of class etc.

### **Publicity and Cream coordinator**

1. Shall be responsible for the publicizing of all fellowship's activities through announcements, posters and other creative means
2. Shall head the creative writing, drama and dance ministry groups and work to encourage any other talent that may be amongst the members of the fellowship
3. Shall work with the union's vice secretary in the union's publications in soliciting for articles for publications and also the union's library
4. Shall work with the union's cream coordinator in getting people to be actively involved at the level of the Union'
5. Shall organize for activities outside the normal fellowship e.g. retreats and children's home visits

### **Advisors**

All fellowships shall have one or two people who will serve as advisors to the committee.

These people should be:

- Who have at least served in a class fellowship before
- Are at least one level/class ahead of the leaders of the fellowship (except for elders' fellowship)
- Preferably, but not limited to, members of the executive committee

The advisors shall sit in the class fellowship leaders' meetings at least once a month and shall attend at least one fellowship a month. Their main purpose will be:

- To help the leaders in decision making process (not make decisions for them)
- Help the leaders note their areas of strength and weakness and so help them in conjunction with the office of in-reach in facilitating leadership development for the leaders
- Help in the transition and in choosing of the new leaders after their term of leadership is over

### **Nomination process for class fellowships**

- a) The outgoing chair shall announce the nominations to the fellowship at least 2 weeks to the nominations and give members time to pray.
- b) Members of the fellowship shall nominate names of people they have prayerfully considered
- c) The incoming team will be chosen by the nominating college comprised of: -
  - i. The advisor(s) to the committee
  - ii. The Discipleship coordinator or a member of the in-reach committee

- iii. The outgoing chairperson of the fellowship committee
- iv. Any other members of the class fellowship who are ineligible for nomination At least 1-3 people from the previous committee are required to serve a second term.
- d) The outgoing chairperson cannot be nominated to serve for another term.
- e) A person shall not serve for more than 2 terms in the class fellowship committee. A term of service refers to an academic year.
- f) The new leaders shall be announced to the fellowship not more than 2 weeks after the nominations by the patron or the Discipleship coordinator.
- g) The nominating college shall ensure a proper handing over including that of financial reports and other items e.g. offering bags, the secretary's minute book etc.

## Out-reach Evangelism and Missions' Coordinator

- a) Shall head the out-reach evangelism and missions' committee
- b) Shall coordinate the departments in the committee which shall be:
  - i. Annual missions and Mini missions
  - ii. High school missions
  - iii. Community health outreach
  - iv. Partnership in missions
  - v. Missions training
- c) Shall be responsible for planning and implementation of outreach evangelism activities of the union
- d) Shall head the missions team in the union, and facilitate their organization for outreach activities, and relevant training of the team at least once quarterly
- e) Shall support the prayer coordinator of the union in encouraging joint prayers of believers in medical school
- f) Shall liaise with the in-reach evangelism and missions' coordinator for involvement of the missions' team in in-reach evangelism
- g) Shall be a signatory to the medical school Christian union missions account
- h) Shall facilitate the organization of missions' awareness seminars, missions, training and any other activity aimed at equipping CU members with adequate information and skills on evangelism and missions.

## Outreach evangelism and missions' committee composition

- a) 5 appointees: coordinator, assist coordinator, In-charge of Community health out-reach, in-charge of High school ministry, in-charge of annual mission and mini missions
- b) 6 class fellowship representatives
  - i. Assistant in-charge of community health outreach
  - ii. Assistant in-charge of high school missions
  - iii. Assistant in-charge of partnership in mission
  - iv. Assistant in-charge annual mission and mini missions

*Outreach evangelism and missions' coordinator*

- a) Shall ensure compilation of reports for all outreach activities in the union with the assistance of the committee members in-charge of the various departments
- b) Shall lead the organization of the unions annual mission and other outreach activities
- c) Shall endeavour to mobilize funds for outreach activities in the union

*Assistant out-reach evangelism and missions' coordinator*

- a) Shall assist the coordinator in carrying out his/her duties and in the absence of the coordinator shall chair the committee
- b) Shall be in-charge of prayers in the committee
- c) Shall be responsible for weekly missions' team and intercessory prayers. This shall be done in liaison with the union's prayer coordinator and the in-charge of prayers in the in-reach evangelism committee
- d) Shall be in-charge of the committees' partnership in mission work in the light of soliciting for such partnership their effective maintenance and their relevant terminations

**OF NOTE:** current partnerships exist with:

- i. Moi University CHS Christian Union
- ii. KAG Buruburu church in annual mission

The committee has the jurisdiction to begin and terminate such partnerships with the approval of the executive committee of the union

- e) Shall carry out other duties of the committee as a member

*In-charge of annual mission and mini missions*

- a) Shall while working under the outreach evangelism and missions' coordinator be in-charge of the committee's interest of planning, organizing and implementation of annual mission and mini missions
- b) Shall endeavour to identify grounds and opportunities for mini missions through the academic year and for the annual missions
- c) Shall be in-charge of mobilization of funds for the annual mission and mini missions
- d) Shall be in-charge of mobilization of members of the union for the annual mission and mini-missions
- e) Shall assist the coordinator to compile reports for all mini-missions and the annual mission

*Three Assistants in-charge of the annual mission and mini-missions*

- a) Shall actively assist the in-charge of annual mission and mini missions and co-work with him/her in carrying out the duties of this office
- b) Shall carry out other duties of the committee as a member.

*In-charge of community health outreach*

- a) Shall be in-charge of the committee's interest of community health outreach e.g. medical camps
- b) Shall be in-charge of searching and organizing for opportunities for community health outreach programs

- c) Shall be in-charge of mobilization by the committee of resources and members of the union for community health outreach
- d) Shall be in-charge of successful organization and implementation by the committee of community health outreach programs
- e) Shall be in-charge of all funds handled by the committee
- f) Shall ensure that all moneys handled by the committee are accounted for, documented and all accounts of receipts and expenditure presented to the union's treasurer
- g) Shall carry out other duties assigned by the committee as a member.

*In-charge of high school ministry*

- a) Shall be in-charge of organization by the committee and subsequent implementation of high school evangelism missions
- b) Shall be responsible for seeking of opportunities for high school missions to within and without Nairobi
- c) Shall oversee invitation of high school students to the medical school for such as high school rallies, with goals such as of evangelism and mentorship.
- d) Shall keep minutes of all committee meetings
- e) Shall be in-charge of committee correspondence

*Assistant In-charge of partnership in missions*

- a) Shall assist the Assistant out-reach missions and evangelism coordinator in carrying out his/her responsibilities that pertain the union's partnerships in missions and evangelism.

*Assistant in-charge of high school ministry*

- a) Shall assist the in-charge of high school ministry in carrying out the duties of this office.
- b) Shall carry out other duties of the out other duties of the committee as a member.

*Assistant in-charge of partnerships in mission.*

- a) Shall assist the in-charge of the union's partnerships in mission in carrying out the duties of this office.
- b) Shall carry out other duties of the committee as a member.

## The Bible Study and Training Coordinator

- a) Shall head the Bible study and training committee
- b) Shall be in-charge of all training in the union except that which directly falls under another department
- c) Shall coordinate the running of the following departments of the committee:
  - i. Bible study department
  - ii. Training department
- d) Shall be in-charge of Bible study endeavours in the union with the aim of deepening and strengthening the spiritual life of all members of the union

### BST committee composition

- a) 5 members - BST coordinator, assist coordinator, treasurer, secretary, incharge training
- b) 6 class fellowship Representatives - Bible study coordinators

#### *Bible study and training coordinator*

- a) Shall endeavour to have all believers in the union and class fellowship in medical school in small Bible study group; this shall aim to include both module 1 and module 2 students
- b) Shall in liaison with the in-reach evangelism and missions' coordinator organize evangelistic Bible study group to facilitate in-reach to medical school students

#### *Assistant Bible study and training coordinator*

- a) Shall assist the BST coordinator in carrying out his/her duties and in his/her absence shall chair the committee
- b) Shall be in-charge of prayers in the committee

#### *Treasurer*

- a) Shall be in-charge of all funds handles by the committee for trainings, EZRA and other related conferences, the Bible study guides, and other petty cash allocated to the committee
- b) Shall ensure that all monies handled by the committee is accounted for documented and the receipts presented to the union's treasurer
- c) Shall be a Bible study organizer.

#### *Secretary*

- a) Shall keep minutes of the committee
- b) Shall handle correspondence
- c) Shall be in-charge of all records of the committee.
- d) Shall be a Bible study organizer

#### *In-charge of training*

- a) shall work towards training opportunities endeavored towards developing the union members in aspects that require more attention than can be offered in the usual fellowship programs e.g. leadership training and others
- b) shall identify and endeavor to meet training needs in the union
- c) shall in coordination with the BST coordinator liaise with the focus secretariat for resource persons and materials for training
- d) shall liaise with the leader of the MLM (million leaders mandate) training team to facilitate leadership training in the union
- e) Shall be a Bible study organizer.

## **Bible study organizers**

- a) shall facilitate formation and running of Bible study groups with an aim to reach module 1 and 2 student believers in all levels and courses in medical school
- b) shall each be in-charge of a number of Bible study groups and form a link between such groups and the committee
- c) shall bring to the attention of the committee the different needs of the members of the union as presents by the Bible study group leaders
- d) The six class fellowship representatives shall each be a Bible study group organizer.

## **Bible study group leaders**

- a) Shall each lead a Bible study group
- b) Shall be appointed by the BST committee
- c) Shall not be members of the committee but shall have a link with the committee through the respective Bible study organizers

## **Worship Coordinator**

- a) Shall lead the worship committee.
- b) Shall coordinate all worship activities in the union e.g. praise and worship nights etc.
- c) Shall head the music ministry in the union e.g. praise and worship.
- d) Shall coordinate the departments under the committee which include:
  - i. Praise and worship
  - ii. The band

## **Worship committee**

Shall be responsible for planning and execution of all worship activities and the running of the music ministry in the union

## **Committee composition**

Shall be 5 appointees as follows:

### *Worship coordinator*

- a) Shall be in-charge of praise and worship in meetings and activities of the union
- b) Shall head the praise and worship team and encourage members of the union to join this ministry
- c) Shall endeavor to mentor members of the union in the music ministry as a worship ministry d) Shall head the worship council
- e) Shall oversee all worship teams in the union's class/ school fellowships through their representative in the worship council

*Assistant worship coordinator*

- a) Shall assist the worship coordinator and his/ her absence chair the worship committee and the worship council
- b) Shall be in-charge of prayer in the worship committee and its departments

*In-charge Prayer*

- a) Shall assist the prayer coordinator and in his/her absence chair the worship committee and the worship council
- b) Shall be in charge of prayer in the worship committee and its departments

*In-charge Vocalists*

- a) Shall work closely with the worship coordinator to coordinate the vocalist's team and all its activities and ensure high quality performance when called upon e.g. in special activities of the union and the university and in meetings of the union
- b) Shall be in-charge of the vocalists in the praise and worship team
- c) Shall keep minutes of the committee
- d) Shall handle correspondence in the worship team
- e) Shall be in-charge of all records of the committee.

*In-charge Welfare*

- a) Shall be in charge of the welfare kitty
- b) shall ensure that all welfare funds are accounted for, documented and all accounts of receipts and expenditure presented to the union's treasurer
- c) Shall identify and meet the welfare needs of the Worship Team members

*In-Charge Band*

- a) Shall in liaison with the worship coordinator be the band leader of the union's praise and worship team and shall in this capacity endeavour to establish and maintain the union's band (instrumentalist team) and nurture members of the union in this ministry

*Praise and worship ministry*

Shall be headed by the worship coordinator

Shall lead praise and worship and other related ministry in all activities of the union Membership shall be open to all members of the union

## Prayer Coordinator

- a) Shall head the prayer committee
- b) Shall organize all prayer meetings of the union
- c) Shall aim to strengthen and deepen the spiritual life of members of the union
- d) Shall handle all correspondence in the prayer department
- e) Shall endeavour to widen prayer interests within and beyond the union i.e. during other forums where CU members attend e.g. JCC.

### Committee composition

- a) 5 appointees- coordinator, assistant coordinator, secretary, in-charge joint union prayers and intercession, assistant in-charge joint union prayers and intercession

#### *Prayer coordinator*

- a) Shall be in-charge of the Unions agreed prayer meetings in liaison with the in-charge of prayer in the in-reach and out-reach evangelism and missions' committee
- b) Shall be in-charge of arranging the extended Friday night prayers and Keshas and all other prayer events of the union
- c) Shall be in-charge of the prayer life of the executive committee
- d) Shall lead the union's intercessory team and oversee those of the class and school fellowships through their representatives
- e) Shall be in-charge of the concerted prayer in all meetings of the union
- f) Shall be in-charge of training on prayer in the union
- g) Shall be in charge of neatness of the union's prayer room.

#### *Assistant prayer coordinator*

- a) Shall assist the prayer coordinator in carrying out his/ her duties and in his/ her absence chair the prayer committee
- b) Shall act also as the committee's treasurer
- c) Shall be directly responsible for the neatness of the union's prayer room.

#### *Secretary*

- a) Shall take and keep minutes of all committee meetings
- b) Shall be in-charge of correspondence in the committee
- c) Shall be responsible for the implementation of the concerted prayers in meetings of the union as regards informed delegation to members of the union chosen by the committee

#### *In-charge of joint union prayer and intercession*

- a) Shall be responsible for the joint union prayer meetings such as the Monday lunch hour prayer meeting, Friday extended prayer meetings, Keshas and others
- b) Shall be responsible for liaison with the in-charge of prayers in the in-reach and out-reach evangelism and missions' committee over involvement of the mission's team in Monday lunch hour meetings

- c) be in-charge of establishment and maintenance of the intercessory team in the union and class/ school fellowships

*Assistant in-charge of joint union prayer and intercession*

Shall assist the in-charge of joint union prayer and intercession in carrying out all his/ her duties and in his/ her absence shall carry out the duties of this office

*Members*

- a) Shall participate actively in all committee meetings
- b) Shall link the committee to the intercessory teams in their respective class/ school fellowships
- c) Shall carry out all other duties of the committee as a member

## Creative Ministries Coordinator

- a) Shall lead the creative ministries committee
- b) Shall coordinate the running of the departments under this committee which are as follows:
  - a. Ushers' department
  - b. Drama department
  - c. Sports department
  - d. Décor ministry
  - e. Dance Ministry

Committee composition

- a) 5 appointees- coordinator, assistant creative ministry coordinator, drama team leader, chief usher and décor in-charge
- b) 6 class fellowship representatives- in-charge sports, 3 assistants for drama team, assistant in-charge of décor, assistant in-charge sports

*Creative ministries coordinator*

- a) Shall chair all committee meetings and represent the creative ministry in the executive committee
- b) Shall be in charge of correspondence in the committee
- c) Shall endeavor to identify the endowment of talents within the membership of the union and seek to develop them
- d) Shall work towards acquisition of and maintenance of décor equipment of the union
- e) Shall be in-charge of the general outlook of the stage and congregation during union activities
- f) Shall be in-charge of neatness, general outlook and arrangement of all halls and related venues used for the union activities. This shall be achieved using the ministries under this committee

*Creative ministries assistant coordinator*

- a) Shall assist the creative ministries coordinator to carry out his/ her duties and in absence of the latter, shall chair the committee in such a situation
- b) Shall be in-charge sports
- c) Shall lead a sports subcommittee comprised of 4-6 members from the different class fellowships
- d) Shall be in-charge of prayers in the committee
- e) Shall keep all monies handled by the committee

f) Shall be responsible for all financial records of the committee

*In-charge ushers' department*

- a) shall be in-charge of the ushering ministry in the union, and encourage members of the union to join it
- b) Shall lead and coordinate the ushers and ushering activities in the union
- c) take and keep minutes of the creative ministries committee meetings
- d) be in-charge of correspondence in committee
- e) Shall be responsible for arrangements and neatness of the venues for the union's activities
- f) Shall lead the ushers and other teams assigned in arrangement and neatness of venues for union activities
- g) Shall be in-charge of décor in the union
- h) Shall endeavour to establish and maintain a décor ministry in the union and encourage members of the union to join it
- i) Shall be responsible for the neatness of the stage during all activities of the union

*Assistant in-charge of décor*

- a) Shall assist the chief usher in leading the décor ministry and ensuring neatness of the stage in meetings of the union
- b) Shall be one of the six class fellowship creative ministry leaders in the creative ministries committee

*The sports department*

Shall facilitate the development of sporting talent within the union e.g. through organization of sporting events such as the union's sports day

*Sports captain*

- a) Creative ministries assistant coordinator
- b) Shall facilitate sporting activities in the union
- c) Shall be in-charge of sporting assets of the union and their maintenance
- d) Shall endeavour to nurture sporting talent in the members of union

*Assistant in-charge of sports*

- a) Shall assist the in-charge of sports in carrying out his/ her duties
- b) Shall carry out other duties on a member of the creative ministries committee

*The drama department*

Shall be in-charge of drama ministries and related talent ministries

*The in-charge of drama*

- a) Shall in-charge of the drama department which constitutes plays, mimes, scripture recitations, and related talent ministries
- b) Shall coordinate with other departments and ensure quality presentations where they are needed in furthering the union's aim and doctrinal basis

*Assistants in-charge of drama team*

- a) Shall be 3 of the six class fellowship ministry leaders in the creative ministries committee
- b) Shall actively assist the drama team leader in carrying out his/ her duties

#### **Dance ministry leader**

- a) Shall endeavour to establish and maintain the dance team with and aim to use it as ministry
- b) Shall endeavour to uphold the aims and doctrinal basis of the union in the practice, stage presentations and other pursuits of the dance team

### **Associates, Advocacy and Partnership Coordinator (ASAAP)**

- a) Shall head the associates and partnership committee
- b) Work in consultation with the chairperson
- c) act as a link for integration of associates and partners to the union's activities
- d) Shall keep regular contact with the associates and keep them informed of the activities and projects of the union
- e) Shall coordinate and facilitate fundraising among associates and partners in support of the union's activities and projects
- f) Shall maintain and regularly update the database of the union's associates and partners
- g) Shall organize mentorship sessions where the career and academic interests among members will be nurtured.
- h) Shall represent the UoN Faculty of health sciences student believers in the CMF-K executive board and office
- i) Shall endeavour to nurture career academic interests among members of the union
- j) Shall aim to enlighten and challenge members of the union as concerns post graduate involvement in Christian ministry
- k) Shall be in charge of the advocacy ministry and coordinate the Advocacy initiatives of the Union.
- l) Shall coordinate departments under the academic and partnership committee namely:
  1. Associates
  2. Partnership
  3. Career and academics
  4. Professional fellowship
  5. student outreach committee representativesCMF-K student out-reach committee chairperson  
Other professional fellowships established

#### **Committee composition**

- a) 5 appointees- coordinator, in-charge advocacy, in-charge associates, in-charge career and academics, in-charge partnerships

The nominating college is advised to have each of the schools in the college of health sciences (MBChB, BSN, BPharm, BDS) represented among these 5 members

b) Professional fellowships-student out-reach committee's representatives

CMF-K student out-reach committee chairperson

Others as become established

*Associates and partnership coordinator*

- a) Will be responsible for successful organization of the associate's day at least once a year. This aims to bring the associate members of the union together with the members of the union
- b) Will be responsible for organizing the union's career day at least once each year
- c) Shall link the committee and the union to the associates organizing committee
- d) Shall endeavour to identify, establish and maintain and terminates shall be relevant partnership for the union. This shall be subject to approval by the executive committee

*In charge Advocacy*

- a) Shall identify areas or issues of engagement within the university and the community around.
- b) Shall developing strategies for engaging the issues identified.
- c) Shall identifying and engage, in liaison with the executive committee, organizations for partnership to address the issues.
- d) Shall mobilize both resources and participants to engage in the initiatives agreed upon.

*In-charge of the associates department*

- a) Shall be responsible for the implementation of the committee's duties regarding
  - i. Integration of associates of the union to the activities of the union
  - ii. Keeping regular contact with the associates and keeping them informed of the activities and projects of the union
  - iii. Coordinating and facilitating fundraising among associates of the union in support of the union's activities and projects
  - iv. Maintaining and regularly updating the database of the union's associates
  - v. Organizing the union's associate's day at least once each academic year
- b) Serve as the committee's secretary and in this capacity
  - a. Keep the minutes of the committee's meetings
  - b. Be responsible for all records of the committee
  - c. Be in-charge of correspondence in the committee

*In-charge of partnership*

- a) Shall be in-charge of the committee duties regarding
  - i. Integration of the union's partners to the activities of the union
  - ii. Facilitation of fundraising among the union's partners in support of the union's activities and projects

- iii. Maintenance of the database of the union's partners
- b) Shall serve as committee treasurer in which capacity he/ she shall:
  - i. Be in-charge of all monies handled by the committee
  - ii. Ensure that all monies received by the committee in support of the union's activities and/ or projects is deposited to the respective account of the union, and all documents of such transactions availed to the union's treasurer
  - iii. Keep all financial records of the committee and ensure all monies handled by the committee is well accounted for and such records and documents of transactions (receipts and expenditure) availed to the union's treasurer

*In-charge of career, academics and postgraduate ministry*

- a) Shall be responsible for the committee's objective to:
  - i. Nurture career, academic and life purpose interests among members of the union
  - ii. Organizing the union's career day, at least once each academic year
  - iii. Encouraging and facilitating academic excellence and career awareness among members of the union
  - iv. Enlightening and challenging members of the union in postgraduate involvement in Christian ministry

*Representatives of student out-reach coordinating committees of professional fellowships*

Professional fellowships refer to fellowships of graduate professionals in the respective career products of the schools on the medical school. This include the already established Christian medical fellowship (CMF-K); and others as shall be established such as for practicing nurses and pharmacists. Such professional fellowships may have committees of student believers aimed at facilitating their out-reach to the students in the medical school. All such student committees shall be affiliated to the union and directly under the administration of the executive committee of the union:

The Union shall be represented in the executive boards of the respective professional fellowships by the union's Associates, Advocacy and partnerships coordinator

- i. CMF-K (Christian medical fellowship) student outreach committee chairperson:
  - a) Shall represent the CMF-K student out-reach committee in the associates and partnership committee
  - b) shall lead the CMF student outreach committee in meeting its objectives which shall be:
    - Being an arm to implement the CMF-K initiatives aimed at reaching the union members as expressed through the associates and partnership coordinator

**Note:** The chairperson and committee is advised to support the executive committee of the union in implementing its policies towards oneness and growth of the body of believers in the medical school and to avoid seeding confusion and division among Christian believers in the medical school with regard to the Christian union and the CMF-K this recommendation is in agreement with the counsel of the CMF-K executive board.

*Committee member in-charge of other professional fellowships student outreach initiatives*

These offices shall be operational as more of such professional fellowships shall be established.

## Tech-Team/ICT Coordinator.

The Tech-team shall also be responsible for all the ICT and media needs of the union as follow

*Functions of the Tech Team:*

- a) Designing, production and putting up of all union posters, banners, t-shirts and other publicity tools used by the union
- b) Shall be in-charge of the union's stationary, including printing of letterheads and envelopes
- c) Provision of and harmonizing of all the ICT services in the union
- d) Automating the union's programs and activities e.g. the library system, electronic journals, productions etc. in collaboration with the concerned subcommittees
- e) Publicizing the union through electronic media e.g. audiovisual displays and the union's website in liaison with the publicity board
- f) Shall work with the sound and media team in executing recording using computers
- g) Shall be in-charge of audiovisual recording e.g. photo taking and video shooting in the union's events
- h) Shall be in-charge of sourcing for audiovisual material required by the union
- i) Shall be in-charge of editing and distribution/ marketing of audiovisual productions of the union e.g. tapes, cd's and videos
- j) Shall be the custodian of all equipment and productions of this department and shall ensure
- k) Establishing, redesigning, updating and maintaining the union's website
- l) Carrying out advisory role in acquisition of the union's ICT assets subject to approval of the executive committee
- m) The team is empowered to source for funds for acquisition maintenance and management of the union's ICT assets
- n) The team shall be in-charge all ICT assets in all departments of the union i.e. storage of the assets and availing them when needed for use. It shall also ensure maintenance and management of all such assets

## ICT Coordinator.

a) Shall lead the ICT Committee.

b) Shall coordinate running of all the departments under ICT Committee which are:

- i. Poster department
- ii. Website department
- iii. Audio Visual department
- iv. Projection department
- v. Sound department
- vi. Photography and videography department

c) Shall be the custodian of the printer and in charge of all the printings of the union.

d) Shall facilitate recruitment and training of new members of the Tech-Team.

e) Shall be in charge of all ICT equipment in the Union.

## **ICT Committee.**

The committee shall be composed of 7 members:

- a) ICT Coordinator (Chairperson).
- b) Assistant ICT Coordinator
- c) Secretary
- d) In-charge Media
- e) In-charge Publicity
- f) In-charge Online platforms
- g) In-charge Sound

### ***Assistant ICT Coordinator.***

- a) Shall assist the Chairperson in coordinating the activities of the ICT Department.
- b) Shall serve as the treasurer of Tech Team.
- c) Shall coordinate activities to raise funds for the department.

### ***Secretary***

- a) Shall be responsible for taking minutes and keeping records of the department.
- b) Shall be responsible for communication to members of the Tech-team.
- c) Shall be the custodian of the union Camera.
- d) Shall be responsible for Photo-shooting and videorecording of Union events and ensure that the same are made accessible to the Union Members within two weeks.

### ***In-charge Media***

- a) Shall coordinate making of audio-visual announcements and projections in weekly union services

### ***In-charge Publicity.***

- a) Shall coordinate making of posters for the Union and ensure quality publicity of all union events.
- b) Shall be in-charge of art designs i.e designing of Program Cards, brochures, flyers, banners, T-shirts etc.

### ***In-charge Online Platforms.***

- a) Shall coordinate the running, updating and maintenance of all the Union online platforms Website, Facebook, Twitter, YouTube, etc.

### ***In-charge Sound.***

- a) Shall liaise with the Worship Coordinator and the Music team to ensure quality sound in all Union events.
- b) Shall liaise with the ICT chairperson and 2<sup>nd</sup> Vice Chairperson to ensure repair all broken sound equipment.
- c) Shall coordinate personnel to handle sound equipment during hiring of the same.

## THE JOINT CORDINATING COMMITTEE

This is a committee consisting of coordinating chairmen and secretaries of the executive committees of Christian unions of the University of Nairobi campuses.

The union chairperson and secretary shall be part of the JCC.

The union shall have one representative in the JCC project committee.

The Union shall ensure it makes regular contributions to JCC and that it maintains correspondence with the JCC leadership through the Partnerships committee.

## THE ADVISORY COMMITTEE

- a) Shall have an advisory role with no executive powers
- b) Shall consist of ten members, one of whom shall be the patron, who shall be the convener
- c) Shall be nominated by the executive committee, with guidance from the patron, and appointed by the AGM every two spiritual years. Their term of service is renewable once. In cases where no suitable replacements are available, current members may continue serving until new members are recruited
- d) Shall be consulted in the reappointment of officials in the union as described in 5.4.2 (a)
- e) Shall offer mentorship to
  - o The executive committee on its leadership
  - o The CU members
- f) Shall keep the executive committee accountable
- g) Shall keep link the CU and associates for purposes such as mentorship, career development, resource mobilization and any other worthy cause
- h) Shall offer advice on disciplinary concerns raised by the executive committee
- i) Shall, amongst themselves, have specific members oversee the functioning of the following departments:
  - o Sisters (Garlands)
  - o Brothers (Adams)
  - o Welfare fund Compassion board
  - o Investment board

## THE PATRON

The union shall have a patron who will be nominated by the executive committee of the union from among the university teaching staff and/or from the administration and consequently appointed by the AGM.

He/ She:

- a) Shall uphold the aims and doctrinal basis of the union.
- b) Shall be the convener member of the advisory board as in 4.8.2 (b)
- c) Shall link and represent the union to the university administration, advice and assist generally in the activities of the union.
- d) Shall be part of the CU Nominating college
- e) Shall seek to know the progress of the executive committee and support as deemed appropriate
- f) Shall keep the executive committee accountable

## NOMINATIONS AND APPOINTMENTS

### THE NOMINATING COLLEGE

#### COMPOSITION

The nominating college shall be composed of a maximum of fourteen (14) members who shall be.

- a) Willing ineligible members of the Executive Committee. Their number in the Nominating College shall be a maximum of 6.
- b) Ineligible members of the union of an appropriately chosen number appointed by ineligible members of the Executive Committee. These shall be representatives from the various ministries in the Union.
- c) The union's patron or representative member of the advisory committee sent by the patron in the case of his or her unavailability.
- d) Two associate members of the Union. These can be chosen from the current advisory board, former advisory boards or any other Associate members of the CU who've previously served in the Executive committee
- e) The FOCUS STEM Staff and Campus Ministry Facilitator assigned to Medical School Christian Union.

#### Term of service of the nominating college

The college shall be constituted 5-8wks to the annual general meeting, and shall, with exception of the chairperson of the nominating college, be dissolved by the new executive committee one month after a successful transition in the AGM. The term of service of the chairperson of the nominating college shall end 8wks to the AGM that comes at the end of the leadership year of the new executive committee.

#### Duties of the nominating college

- a) The Outgoing Chairperson shall lead the exercise of nomination of members of the Executive Committee by members of the union in a fellowship gathering.
- b) The college shall make final appointments for each of the officials of the Executive Committee.
- c) The college shall present names of the appointed Executive Committee members to the union through the Outgoing Chairperson not later than three (3) weeks to the AGM.
- d) Shall ensure that all offices where nominees turn down the offer to serve before the AGM are successfully occupied before the AGM.
- e) Shall handle objections to any nominated candidates and take appropriate measures over such cases before the AGM.
- f) The outgoing coordinating chairperson shall take part in any re-appointments of members of the Executive Committee that take place within the leadership year of the new Executive Committee and must consent such reappointments as in 5.4.
- g) The outgoing chairperson shall be responsible for chairing the first meeting of the nominating College and oversee the nominating process in the Union after which the Nominating College shall elect a chairperson and a secretary from the members of the committee during the first meeting.
- h) The nominating college shall present appointment letters to all the new executive of the union by the date of the AGM.)
- i) The outgoing chairperson shall be responsible for chairing the first meeting of the nominating College and oversee the nominating process in the Union after which the Nominating College shall elect a chairperson and a secretary from the members of the committee during the first meeting.

# The Nomination Process

## CLASS FELLOWSHIP LEADERS' NOMINATIONS

1. The Discipleship Coordinator shall be responsible for successful nominations and transition of leadership in the class/school's fellowships.
2. This exercise shall be done with active involvement of the respective outgoing class /school fellowship, overseen by the Discipleship Subcommittee.
3. Names of all nominated class and school fellowship leadership with their respective offices shall be submitted to the Coordinating Chairperson 1 week after the end of the nomination process of the class fellowship leaders for due appointment by the Executive Committee. This shall take place no later than 6 weeks after commencement of the respective academic years

## THE EXECUTIVE COMMITTEE NOMINATIONS

1. Members of the union shall be notified at least two (2) weeks before the nomination exercise for prayer and mediation concerning the new officials of the union.
2. In a nomination exercise done in a fellowship gathering at least five (5) weeks before the AGM, members of the union shall be asked to recommend in writing, or the otherwise communicated means, to the nominating college, persons they have prayerfully felt should form part of the next Executive Committee.
3. The nominating college shall prayerfully make final appointments for each of the offices of the Executive Committee and present them to members of the union at least three (3) weeks before the AGM.
4. Objections of any of the candidates appointed by the nominating college must be made in writing to reach the outgoing chairperson at least 14 days before the AGM.
5. The appointed leaders shall take office only after ratification by the AGM.
6. Any member of the class/school fellowship leadership appointed to the Executive Committee shall resign from his/her class/school fellowship leadership position and ensure appropriate replacement. This shall be done within two (2) weeks after the AGM as overseen by the incoming chairperson of the union

## THE SUBCOMMITTEE NOMINATIONS

1. Members who wish to volunteer to serve in specific subcommittees in the union shall be asked to volunteer in writing, or an otherwise communicated means, to the Outgoing Executive committee, which shall be in charge of the appointments. Such volunteering shall be part of but not all of the considerations in nominating.
2. The incoming Executive Committee shall in consultation with the outgoing Executive committee appoint officials to all offices in the subcommittees of the union. This shall be done in accordance with the union's leadership manual and shall involve establishment of at least five members in each of the union's subcommittees, unless deemed otherwise by the nominating committee. Thereafter during the leadership year, the subcommittees shall have mandate to co-opt into the sub-committees more members for class fellowship representation and other roles as deemed necessary.
3. The Incumbent Coordinating Chairperson of the union shall present to members of the union all officials in the union's subcommittees, no later than 3 (three) weeks after appointment.

4. Objections of any of the candidates appointed by the subcommittee nominating committee must be made in writing, or an otherwise communicated means, to the incumbent chairperson at least 9 (nine) days after the names of the nominees are rolled out.
5. No members of the union shall serve in more than one subcommittee concurrently unless it is deemed fit by the nominating committee.

### The term of service in the union

- a) The unions term of leadership is a leadership year which shall run between two consecutive Annual General Meetings
- b) An executive official of the union shall serve for no more than two terms
- c) The coordinating chairperson of the union shall not serve for more than one leadership term in the capacity of the Coordinating Chairperson and shall be ineligible to serve in the Executive Committee in any capacity thereafter.

## Reappointments

This involves replacement of officials of the union before completion of their term of service

### Reasons for reappointments

Replacement of an official 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: -

- i. Academic reasons such as: -deferment and change of institution
- ii. Health reasons
- iii. Conduct, deemed unfit for the position of service

### Mode of reappointments

#### **(a) Reappointment of members of the executive committee**

Any such reappointment shall be done by the executive committee with the advisory committee and the chairperson of the most recent nominations of the union.

### Procedure of the reappointment

- i. Any such reappointment shall be done by the Executive Committee with the advisory committee and chairperson of the most recent nomination college of the union
- ii. Assessment of the need for reappointment shall be done by the executive committee in consultation with the advisory committee
- iii. The executive committee shall notify members of the union concerning the decisions reached before further continuation of the process. The executive committee shall prayerfully and in consultation with the advisory committee and the chairperson of the most recent nomination college carry out the reappointment
- iv. The chairperson of the nominating college in 5.4.2 (a) above must consent the results of such reappointment. Evidence of such consent shall be kept in the Union's records.
- v. The reappointment shall be made known to the members of the union fourteen (14) days from the day they were notified about it

**(b) Reappointment of other officials of the union**

In case a need to reappoint any other official the union arises this shall be done by the executive committee. All such reappointments shall be done with or without a request of resignation by the affected official but must be with his or her knowledge.

**APPOINTMENT OF INTERIM EXECUTIVE COMMITTEE OFFICE HOLDERS**

a) An interim office holder shall be appointed to the executive committee in circumstances including, but not limited to, the following:

- i. The incumbent executive committee member is on holiday while school continues
- ii. The incumbent executive committee member is bereaved and is therefore unable to attend executive committee meetings
- iii. The incumbent executive committee member is ill and as a result is unable to serve in their given capacity

b) The appointment process shall be as follows:

- i. The incumbent member seeking an Interim shall inform the Coordinating Chairperson of absence at least 2 (two) weeks before absence and present at least 2 (two) names of possible replacements. In emergency cases e.g. bereavement the incumbent member should notify the chairperson as soon as possible. The Chairperson will table this communication in the Executive Committee meeting. The executive committee will also be free also suggest other replacements to consider.
- ii. The Executive Committee shall select a name after careful consideration
- iii. The appointed member shall be contacted by the secretary and will be free to decline or accept the appointment.
- iv. After acceptance from the candidates, the Executive committee shall ratify the appointment and communicate the same to the members of the Union.

c) The criteria for eligible members will be as follows:

- i. Shall be an active member of the union
- ii. Shall not have served for 2 (two) terms in the Executive committee
- iii. Shown consistent spiritual walk over time by testimony of the executive committee

d) The interim office holder shall serve for the entire duration of the incumbent leader's absence or unavailability. Should the incumbent leader be absent until the end of the spiritual year, the interim leader will continue to serve until the transition occurs at the AGM.

e) Upon completion of their term of service, the member shall be acknowledged and appreciated by the current executive committee. The form of appreciation shall be determined at the discretion of the incumbent executive committee.

**\*\*\*THE END\*\*\***