THE CONSTITUTION

OF

COVENANT CHILD FELLOWSHIP (CCF)

OF

THE REDEEMED CHRISTIAN CHURCH OF GOD

UNIVERSITY OF LAGOS

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**PART ONE (GENERAL PROVISIONS)**

**ARTICLE 1**

**1.1 PREAMBLE**

The Vision of our Fellowship, Covenant Child Fellowship C.C.F. is to create the enabling environment where the word of God shall be the foundation of men and women through the preaching of the gospel of our Lord Jesus Christ. The call of God in our individual lives is to seek, know and to serve him through prayer, meditation and preaching of the word of God in our environment without season. Thus we give God the glory for the privilege He has bestowed upon us to come together and worship Him, it is our prayer that the Fellowship will continue to grow in every aspect, and propagate the Gospel in readiness for His Kingdom. In unity of faith, love and peace of God, we the members of Covenant Child Fellowship R.C.C.G. hereby resolve to adopt this constitution. May the Lord grant us the strength to spread His gospel all over the world in spirit, soul and body in Jesus Name Amen.

**1.2 AIMS AND OBJECTIVES**

The aims and the objectives of the fellowship shall be:

1. To create an avenue where student, staff and workers of the University of Lagos can serve God in spirit and in truth.

2. Reach out and preach the gospel to the entire University Community.

3. Foster unity amongst students from various Fellowship groups on campus.

4. Build her members both physically and spiritually in accordance with biblical standard.

5. See to welfare of her members, the less privilege and the entire university community.

6. Contribute her best towards fighting social ills on campus.

**1.3 NAME**

The name of the fellowship shall be called Covenant Child Fellowship (C.C.F. UNILAG)

**1.4 MOTTO**

The motto of the fellowship shall be…….Having covenant with life John 1:4

**1.5 VISION STATEMENT**

To lay the foundation of visionary people with God’s word both in integrity and character without being mediocres but agent of change both to the kingdom of God and the World at large. John 8:32

**1.6 MISSION STATEMENT**

To make positive impacts, being an agent of change to the university community by leading many to Christ.

**1.7 MEMBERSHIP**

Any individual, staff or student of the University of Lagos is welcome into the fold once he/she is willing to give his/her life to Christ and accept Him as his/her personal Lord and Saviour.

**1.8 PATRONS/PATRONESS**

The fellowship shall have at least two Patrons or Patroness during a given session. The individual must be a born again Christian having the interest of the Fellowship at heart and financially support the fellowship.

**1.9 STAFF ADVISER**

There shall be an academic staff adviser for the Fellowship. He or She must be a born again Christian and a member of the Redeemed Christian Church of God. He or She must be ready to assist the Fellowship whenever the need arises.

**PART TWO (ADMINISTRATIVE STRUCTURE**)

**ARTICLE 2**

**2.1 PARENT CHURCH**

The fellowship shall report directly to the Area Headquarters and shall be treated as fellowship under the Area Headquarters (RCCG, Faith Area) Lagos province 56, Region 2 and a supervising minister (pastor) can be brought to supervise the activities of the fellowship where the president reports to the supervising minister and the supervising minister reports directly to the Area Pastor.

**2.2 EXECUTIVE COMMITTEE**

The Executive Committee shall meet and coordinate the affairs of the fellowship for a tenure. The day to day administration of the fellowship shall be the sole responsibility of the Executive Committee headed by the President. Their meetings shall be as follows:

1. Wednesday – Excos Bible Study meeting- 7.00pm-9.00pm
2. Saturday – Excos Prayer meeting and strategic/decision making meeting – 7.00pm-10.pm

**2.3 FAMILY STRUCTURE**

1. Every member of the fellowship shall be part of the four families to be headed by a male and a female head.

2. There shall be four families in the fellowship

i. Joyous Family

ii .Royal Priesthood Family

iii. Refuge Family

iv. Heavenly Dove Family

3. The head of the four families shall be coordinated by the Visitation HOD/Family Coordinator.

4. The family structure is to serve the purpose of effective follow up, growth and bonding amongst members.

**2.4 DEPARTMENTS**

The Fellowship shall comprise of the following fourteen departments.

1. Choir department

2. Ushering department

3. Publicity department

4. Decoraton department

5. Drama department

6. Technical department

7. Visitation/ Family department

8. Evangelism department

9. Editorial department

10. Bible Study department

11. Prayer department

12. Academics department

13. Welfare department

14. Organising department

**2.5 POSITIONS**

The Positions are

1. President

2. Vice President

3. General Secretary

4. Treasurer

5. Visitation/ Family Coordinator

6. Welfare Secretary

7. Prayer Secretary

8. Evangelism Secretary

9. Ushering Secretary

10. Choir Director

11. Technical Coordinator

12. Organising Secretary

13. Academic Secretary

14. Drama Coordinator

15. Decoration Secretary

16. Sister Coordinator

17. Bible Study Secretary

18. Editorial Secretary

19. Publicity Secretary

Preferably the Vice president shall be a female. Where a Vice president is a female, there would be no need for Sisters Coordinator. When needed or necessary, assistants should be appointed for any of the positions.

**2.6 DUTIES/FUNCTIONS OF THE EXECUTIVES**

**PRESIDENT**

1. Shall coordinate the affairs of the fellowship as regards planning and execution of the provisions of this constitution (mainly with the Gen Sec)

2. Shall oversee every Executives and every member of the fellowship.

3. Shall seek opinions from ministers and past executives as regards to how the fellowship was formerly run.

4. Shall determine the allocation of funds.

5. The spiritual, welfare, material, numeric and the growth of the fellowship shall be his watchword, and shall investigate matters that may endanger the welfare development and or, growth of the fellowship.

6 .Draw up programs and determine the projects executed, and give topics for each service or programme and responsible for the invitation of guest ministers alongside the Bible Study Secretary.

7. Shall come up with the theme, goal, direction and strategy for the tenure and shall give report of how activities have been carried out by the executives in the fellowship at the end of every semester.

8. Shall ensure that before the end of this tenure, the venue for the meeting of the fellowship is secured prior to the next session.

9. Shall represent with the General Secretary or any other executive, the fellowship at Unilag Joint Campus Fellowship (U .J.C.F) meetings, and must ensure that the fellowship is registered as appropriate. He shall represent the fellowship in external affairs.

10. Shall call for workers and Executive meetings as often as the need arises.

11. Shall report his/her numerical strength to the person who handed-over to him/her periodically stating his/her challenges and way forward.

**VICE PRESIDENT**

1. Shall deputize for the president and shall carry out the duties in the absence of the president.

2. Shall ensure proper care of invited guests, ministers or pastor that may be invited by the fellowship.

3. Shall foster love and unity amongst brethren.

4. Shall perform other functions directed by the President.

**GERNERAL SECRETARY**

1. All executives apart from the president must give weekly reports to the General Secretary.

2. Be in charge of ministers of any workers or executive meetings.

3. Oversee the implementation of programmes and coordinate services.

4. Shall take corrective measures on any erring worker, shall not tolerate lateness or any form of indiscipline, He himself must be upright and hardworking.

5. Oversee all committees of the fellowship.

6. Oversee compliance with the instructions of the President.

7. Draft all correspondence of the fellowship and deliver such.

8. Shall compile monthly report of the fellowship and Keep the documents of the fellowship

9. Shall set agenda for meetings together with the President and Vice President.

10. Assign special duties to any Executive or worker (Even outside their area) with the permission/instruction of the President.

11. Shall ensure that the ministers keep to time.

**TREASURER**

1. Shall record and disburse money on behalf of the fellowship.

2. Shall be of good knowledge of the current state of account of the fellowship at any given time.

3. Shall give report with respect to fellowship state of accounton semester basis.

4. Shall deposit all monies received by him/her to the bank duly approved by the executives of the fellowship.

5. Shall have a maximum cash of 2000.00 in the purse.

6. Shall keep all financial records of the fellowship.

7. Shall collect financial expenses of every unit.

8. Shall prepare monthly financial report of the fellowship.

9. Shall develop strategies of raising funds.

**VISITATION/FAMILY COORDINATOR**

1. Shall keep an up to date database of all members (old and new) at all times.

2. Shall put new members into family.

3. Shall coordinate the family heads to achieve the objectives of the family.

4. Ensure that members of the fellowship are visited at least once in every week.

5. Shall develop visitation strategies for the fellowship and see to its implementation.

6. Shall be in charge of follow up.

7. Shall work hand in hand with the welfare secretary and Bible Study Secretary.

**WELFARE SECRETARY**

1. Shall be responsible for the welfare of the fellowship and that of invited guests.

2. Shall be the head of the welfare department which shall organize refreshment for members of the fellowship.

3. Shall see to welfare of the new convert of the fellowship.

**PRAYER SECRETARY**

1. Shall coordinate the affair of the prayer department.

2. Shall raise a powerful prayer team.

3. Shall be responsible for the organization, supervision, and conduction of prayer activities of the fellowship.

4. Shall lead or appoint leaders for prayer during all fellowship meetings.

5. The spiritual growth of the fellowship shall be his/her watchwords.

6. Shall coordinate prayer sessions/prayer programs in conjunction with the president.

7. Shall organize in consultation with the president also organize prayer retreat at least once a semester.

**EVANGELISM SECRETARY**

1. Shall organize periodic outreaches for the fellowship.

2. Shall organize evangelism seminar and workshop.

3. Shall organize weekly evangelism and also work with the prayer secretary to see to spiritual growth of the fellowship.

**USHERING SECRETARY**

1. Shall coordinate the affairs of ushering department.

2. Shall be responsible for the collection of offering and tithes during meetings, events etc.

3. Shall usher in guest, new converts into their respective seats and distribute information cards to first timers and converts.

4. Shall maintain orderliness during meetings, organize the seating arrangement in fellowship.

5. Shall be spiritually alert and watchful during the course of service, meetings, occasion etc.

6. Shall ensure that the chairs and venue is clean.

7. Appoint ushers for every service.

8. Take head count at every service.

9. Take record of the preacher, topic and bible text for each service.

**CHOIR DIRECTOR**

1. Shall raise powerful praise and worship leaders and team for the fellowship.

2. Shall supervise, organize and conduct affairs that are related to music, songs and praises.

3. Shall research on how to improve the praise/worship quality of the fellowship

4. Shall be responsible for training the choir.

5. Shall organize choir rehearsals.

6. Appoint lead singers.

7. Select hymns in conjunction with the president.

8. Ensure that the choir is prepared to minister when called upon.

**TECHNICAL COORDINATOR**

1. Shall coordinate the affairs of the technical department as related to technical appliances and sound systems etc.

2. Shall ensure proper setting and arrangement of musical instruments, sound system etc well before the service or meetings.

3. Shall be responsible for sound system and equipment before and after service or meetings.

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**ORGANISING SECRETARY**

1. Shall ensure that the properties of the fellowship are kept safely.

2. Shall ensure proper illumination of fellowship venue.

3. Shall secure the venue before meetings and shall ensure that all equipments and items used are properly returned to their prospective places.

4. Shall be responsible for maintenance and repair of musical instruments, sound systems, appliances, and properties of the fellowship.

**ACADEMIC SECRETARY**

1. Shall coordinate the affairs of the academic department.

2. Shall develop a tutorial program for members of the fellowship especially year 1 and 2 and also teach freshers how to calculate their GPA/CGPA.

3. Shall set an academic target for the fellowship every semester and shall remind the fellowship how close examination is.

4. Shall organize an academic/career talk for the fellowship every semester.

5. Shall develop the reading ability of the Fellowshi and also ensure that the Library of the fellowship is very functional.

6. Shall reward an outstanding academic performance at the beginning of every new semester.

**DRAMA COORDINATOR**

1. Shall raise a highly inspirational drama group for the fellowship.

2. Shall be in charge of the fellowship costumes and must be ready to minister whenever being called upon.

3. Shall liase with the president if a drama/play let is necessary to drive home the point needed in the word.

4. Shall organize in conjunction with the evangelism secretary a drama service once a semester.

**DECORATION SECRETARY**

1. Shall coordinate the affairs of the decoration department.

2. Shall see to the decoration of the fellowship venue for each services/programme.

**SISTERS COORDINATOR**

1. Shall coordinate the activities of the sisters in the fellowship.

2. Ensure that Godly relationship exist among sisters in the fellowship.

3. Organize programmes for the sisters.

**BIBLE STUDY SECRETARY**

1. Shall coordinate the training and development of unit members.

2. Shall appoint teachers for every Sunday school session.

3. Shall coordinate previews and test previews.

4. Shall be responsible for topics and preparation of Bible Study outlines.

5. Shall be responsible for invitation of guest ministers for bible study gathering if need be, with the permission of the president.

6. Shall be responsible for counseling of members spiritually and to raise a strong counseling team for the fellowship amidst unit members.

7. Shall coordinate the workers in training process alongside the Gen Sec.

8. Shall be in charge of bible study special programmes (themes and preparation) i.e teaching weekend, bible study seminar alongside the president.

**EDITORIAL SECRETARY**

1. Shall coordinate the affairs of the editorial unit.

2. Shall be responsible for all periodic publications, tracts or leaflets of the fellowship.

3. Shall build a qualitative library for the fellowship.

**PUBLICITY SECRETARY**

1. Shall raise a vibrant and innovative publicity and public relations team for the fellowship.

2. Shall be responsible for information dissemination, publications, banners, bulletins, journals, posters etc for the fellowship.

3. Shall be responsible for pasting and distribution of stickers, posters, tracts etc.

4. Shall put notice for each services/programmes.

5. Shall organize weekly publicity outreaches.

6. Shall send messages inviting members for service.

**2.7 SELECTION OF EXECUTIVE OFFICERS**

1. The executives in final year and other final year who at one time or the other have been an executive in the fellowship and the supervising minister/coordinator shall interview and select new executive.

2. The process shall commence after a month into the second semester of every session.

3. The pastor in charge of the area shall conduct the ordination service on a selected Sunday.

4. In case of a long term absence of any executive member, selection shall be conducted by the president for such post after due consultation with the individual.

**2.8 QUALIFICATION INTO EXECUTIVE OFFICES**

The officers to be selected shall:

1. Be born again, honest and of good report

2. Be saved and baptized by immersion.

3. Be vigilant, serious minded, hospitable and apt to teach.

4. Not a dictator, antagonist and non conformist, but must be patient and should possess the fruit of the Holy Spirit.

5. Must be a serving and committed worker with a letter of trust from the HOD of his/her unit.

6. Command respect and admiration from the executives and members of the fellowship.

7. In the case of the president, must have worked with the former president for at least a semester and must have functioned under a ministerial duty.

8. Be obedient to existing authority.

9. All newly appointed executive members must be able to cover 10-15 self-development books of their choice alongside their workers.

10. All serving executive members (Both male and female) must not be in any relationship while serving (in-between the tenure) and any form of relationship before the beginning of the tenure should be told the president.

**PART 3 (FINANCIAL AND MISCELLANEOUS PROVISIONS)**

**ARTICLE 3**

**3.1 FUNDING OF THE FELLOWSHIP**

1. The fellowship shall accept donations from individuals, churches, groups, organization within or outside campus.

2. Other avenue of funds shall be from the offering and tithes from members of the fellowship.

3. The signatories to the account of the fellowship that may be opened in any reputable bank for the fellowship shall be the president, the general secretary and the treasurer or any other executive as may be determined by the president in an event that any of the afore mentioned are unable to become signatories for whatever reason.

**3.2 REMITTANCE**

The fellowship shall remit based on the standard applicable to R.C.F. or as may be determined from time to time after consultation between the area pastor and the executives.

**3.3 ALLOCATION OF FUNDS**

1. There shall be monthly allocation of funds to departments/family where the need arises.

2. Each department/family shall submit budget for the next month two weeks to the end of the month to the treasurer.

3. There shall be monthly financial report as to the start of the fellowship account and such report shall contain the expenses and income of all the departments and families.

4. Monthly budget and monthly report shall be submitted to the area pastor every month.

**3.4 ACTIVITIES**

1. There shall be Monday hall to hall visitation/family meeting. The time shall be determined by the visitation/family coordinator.

2. Monday - Workers meeting – 7.00pm-9.00pm

2. Tuesday - Bible Study meeting - 6.30pm-8.30pm

3. Thursday - Prayer meeting - 7.15pm-8.15pm

4. Sunday service - 9.00am-12.00pm

5. First Saturday of every month - Teaching weekend - 11am-2pm

6. The time of service/meeting may be arranged to suit local conditions.

7. There shall be thanksgiving service every first Sunday of every month.

8. Each unit can organize their meeting at any other time and special program can be fixed on any day as determined by the executives.

**PART 4 (CODE OF CONDUCT AND AMENDMENT)**

**ARTICLE 4**

**4.1 CODE OF CONDUCT**

**PRE-WORK REQUIREMENTS**

1. Anyone who desires to join the workforce of CCF Unilag must be BORN AGAIN.
2. He/She must be ready to serve God in spirit and in truth i.e the way He wants to be served.
3. He/She must be ready to execute instructions which may sometimes be reasonably not convenient.
4. He/She must be ready to sacrifice e.g time, energy, money e.t.c.
5. He/She must have successfully passed through the Workers-in-training program.
6. He/She must be ready to be disciplined when necessary.

**ATTENDANCE & PUNTUALITY**

All meetings of CCF Unilag begin at their scheduled times hence, every worker have only 2mins of grace after the agreed time.

1. After the expiration of the grace period, NO worker should be reminded to remain standing and he/she would be disciplined by the coordinator of such meetings (as/and if necessary)
2. In the case of unavoidable lateness or absence in fellowship meetings or intentions to go home at any time, the general secretary and HOD must be properly informed.

**DRESSING AND APPEARANCE**

1. Dressing is essentially to cover one’s nakedness after which other reasons follow, such as; beauty, health reasons, weather and climate, uniformity and so on. Therefore, modest dressing in all is strongly emphasized, and as such, no form of indecent and exposing attire is allowed. All attire (materials and styles) must be such that give glory to God.
2. During special programs and Sunday services, outfits of particular units should be as agreed by the HOD.