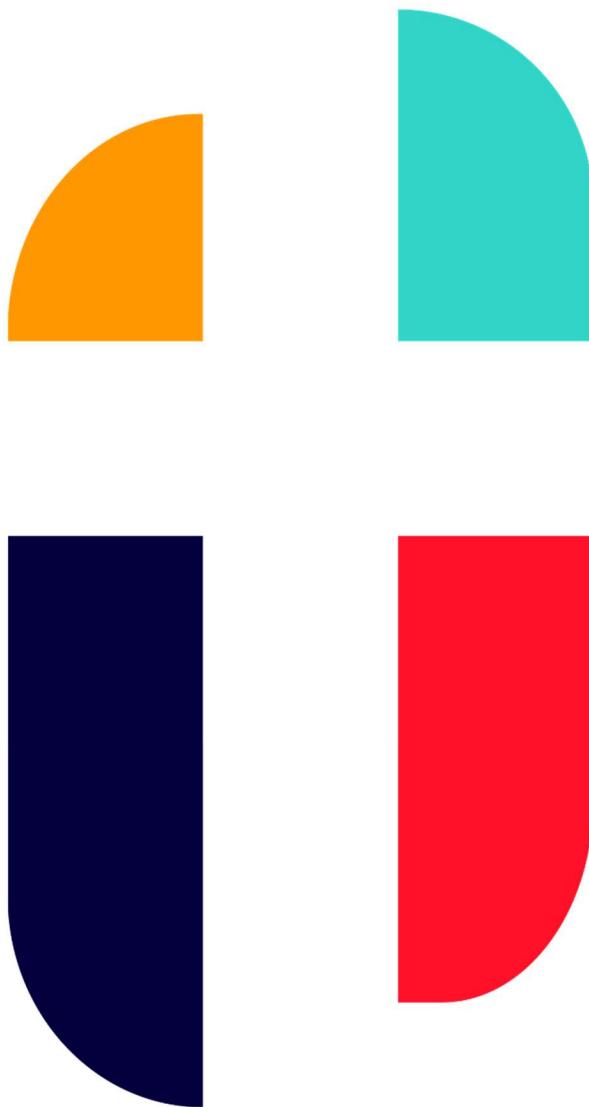


**MURANG'A UNIVERSITY OF TECHNOLOGY CHRISTIAN UNION**



**Leadership Manual, 2025.**

**Inspire Love, Hope & Godliness**

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# Introduction

## Purpose of This Manual

This Leadership Manual is the official operational guide for all leaders within the Murang'a University of Technology Christian Union (MUTCU). It is a companion document to the MUTCU Constitution. While the Constitution provides the high-level governance structure, authority, and foundational principles, this manual breaks down the composition, specific duties, responsibilities, and expectations for every leadership position.

Its purpose is to:

1. **Provide Clarity:** To give every leader a clear and detailed understanding of their roles, responsibilities, and the expectations of their office, ensuring they are well-equipped to serve effectively.
2. **Ensure Consistency:** To establish a unified understanding of roles across all ministries, ensuring they function harmoniously and towards the common vision of the Christian Union.
3. **Promote Accountability:** To serve as a benchmark for performance and ethical conduct, fostering a culture of responsibility, integrity, and servant leadership.
4. **Facilitate Smooth Transitions:** To be a primary resource for orienting new leaders, ensuring the continuity of ministry and the overall health of the CU from one spiritual year to the next.

Every leader is expected to be thoroughly familiar with the contents of this manual and to conduct their ministry in accordance with its guidelines, all while remaining submitted to the supreme authority of the Holy Bible and the MUTCU Constitution.

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# Part 1: Foundational Principles for All Leaders

## 1.1 Vision, Mission, and Core Values

- a) **Vision Statement:** To be a model Christian union that cultivates Christ-centeredness among members to positively impact the society.
- b) **Mission Statement:** Raising a Christ-like family, equipped in all aspects of life, by encouraging unity as one body and reaching out to non-believers within our community and beyond.
- c) **Core Values:**
  - i. Faith.
  - ii. Love.
  - iii. Hope.
  - iv. Godliness.
  - v. Accountability.
  - vi. Service.

## 1.2 General Code of Conduct for Leaders

- 1. **Spiritual Life:** Every leader must be committed to personal spiritual growth through prayer, Bible study, and active fellowship. This is the foundation of their service.
- 2. **Ethical Conduct:** All leaders are expected to be ethical, demonstrating integrity, honesty, and moral purity in all engagements, serving as a Christ-like example to the CU and the wider university community.
- 3. **Discipline and Order:** Leaders must maintain a high order of discipline, punctuality, and respect in all meetings and activities, valuing the time and contributions of others.
- 4. **Task Completion:** Any member assigned a task must complete it diligently and submit their report before the specified deadline, reflecting a commitment to excellence and accountability.
- 5. **Confidentiality:** Leaders must handle sensitive information concerning members or the Union's affairs with the utmost confidentiality and pastoral care.

## Part 1.3: Leadership Qualifications & Appointment Process

This section outlines the spiritual, personal, and practical qualifications required for all leaders in MUTCU, and the process by which they are appointed, as grounded in the Holy Bible and the MUTCU Constitution.

### A. The Biblical Qualifications for Leadership

The foundation of leadership in the Christian Union is not skill, popularity, or ambition, but proven Christian character. We derive our qualifications from the standards set for overseers in Scripture.

#### 1. Based on Titus 1:7-9:

A leader in MUTCU must be:

- i. **Blameless (Above Reproach):** Their life is lived with integrity, free from patterns of sin or public scandal that would bring disrepute to the gospel.
- ii. **Humble and Gentle:** Not "overbearing" or "quick-tempered." They must be teachable, patient, and able to handle conflict without arrogance or anger.
- iii. **Self-Controlled:** Not "given to drunkenness," "violent," or "pursuing dishonest gain." They must demonstrate discipline over their body, actions, and desires, including managing their finances with integrity.
- iv. **Hospitable and Good:** "Hospitable" and "one who loves what is good." They should be welcoming, generous, and actively pursuing righteousness.
- v. **Upright, Holy, and Disciplined:** They are committed to a life of personal holiness, fairness in their dealings, and spiritual discipline.
- vi. **Grounded in the Word:** They must "hold firmly to the trustworthy message as it has been taught, so that they can encourage others by sound doctrine and refute those who oppose it." A leader's primary tool is the Word of God.

#### 2. Based on Acts 1:21-26:

When the apostles replaced Judas, their criteria provide a model for our context:

- i. **Proven Faithfulness:** They looked for those who had "been with us the whole time... from John's baptism to the time when Jesus was taken up."

A leader must be a person of proven faithfulness, consistency, and active participation. They must be known to the fellowship, have a track record of service, and be a regular participant in the CU's core activities (services, prayer meetings, Bible studies).

- ii. **Devoted to Prayer:** The entire process was saturated in prayer, and they "cast lots" (an act of trusting God's sovereignty) *after* they had prayed.

A leader must have a demonstrably active personal prayer life, and the appointment process itself must be rooted in corporate prayer, not just human opinion.

## B. Constitutional Eligibility for Leadership

In addition to the biblical qualifications, a candidate for leadership must meet the practical requirements set by the MUTCU Constitution:

### For Executive Council (Art 12.4):

1. Must be a **Full Member** of the CU (as per Art 8.2.I).
2. Must have completed **one full academic year** (i.e., not a first-year student).
3. Must **not be a finalist** (i.e., must be a student by the time of the next AGM).
4. Must meet the Biblical Qualifications outlined in this manual.
5. Must not hold an executive post in the university students' council (Art 11).

### For General Committee/Ministry Leaders:

1. Must be a **Full Member** of the CU.
2. Must demonstrate the **Biblical Qualifications** (Section A).
3. Must be an active and faithful participant in the life of the CU.
4. Must uphold the MUTCU doctrinal basis.

## C. The Leadership Appointment Process (Art 17)

The process of appointing new leaders is a spiritual responsibility shared by the entire Union, guided by the Nomination College. It is designed to reflect the principles of prayer and community witness seen in Acts.

### 1. Step 1: Prayer & Sensitization

- i. The CU is notified at least one week before nominations for a period of prayer, fasting, and meditation (Art 17.2.ii). This aligns with Acts 1:24, where the community first prayed to the Lord, "who knows everyone's heart."

### 2. Step 2: Member Recommendation

- i. Full members recommend in writing "persons they have prayerfully felt" should lead (Art 17.2.iii). This is the community's testimony, reflecting the

principle from Acts 1:21-22—identifying those who have been faithful and consistent.

### 3. Step 3: Vetting & Nomination

- i. The Nomination College (comprised of finalists/elders) prayerfully vets the recommendations.
- ii. They check candidates against the **Constitutional Eligibility** (Section B) and, most importantly, the **Biblical Qualifications** (Section A).
- iii. The College then makes the final nominations (Art 17.1.v).

### 4. Step 4: Presentation & Confirmation

- i. The names of nominees are presented to the Union at least two weeks before the AGM for prayerful consideration (Art 17.2.iv).
- ii. This period allows members to affirm the nominations or raise objections in writing (Art 17.2.v), ensuring accountability.

### 5. Step 5: Commissioning

- i. After resolving any objections, the new executive council leaders are confirmed, dedicated, and commissioned to the Lord's service during the AGM (Art 17.4.ii).

# Part 2: The Executive Council: Roles & Responsibilities

## 2.1 The Chairperson

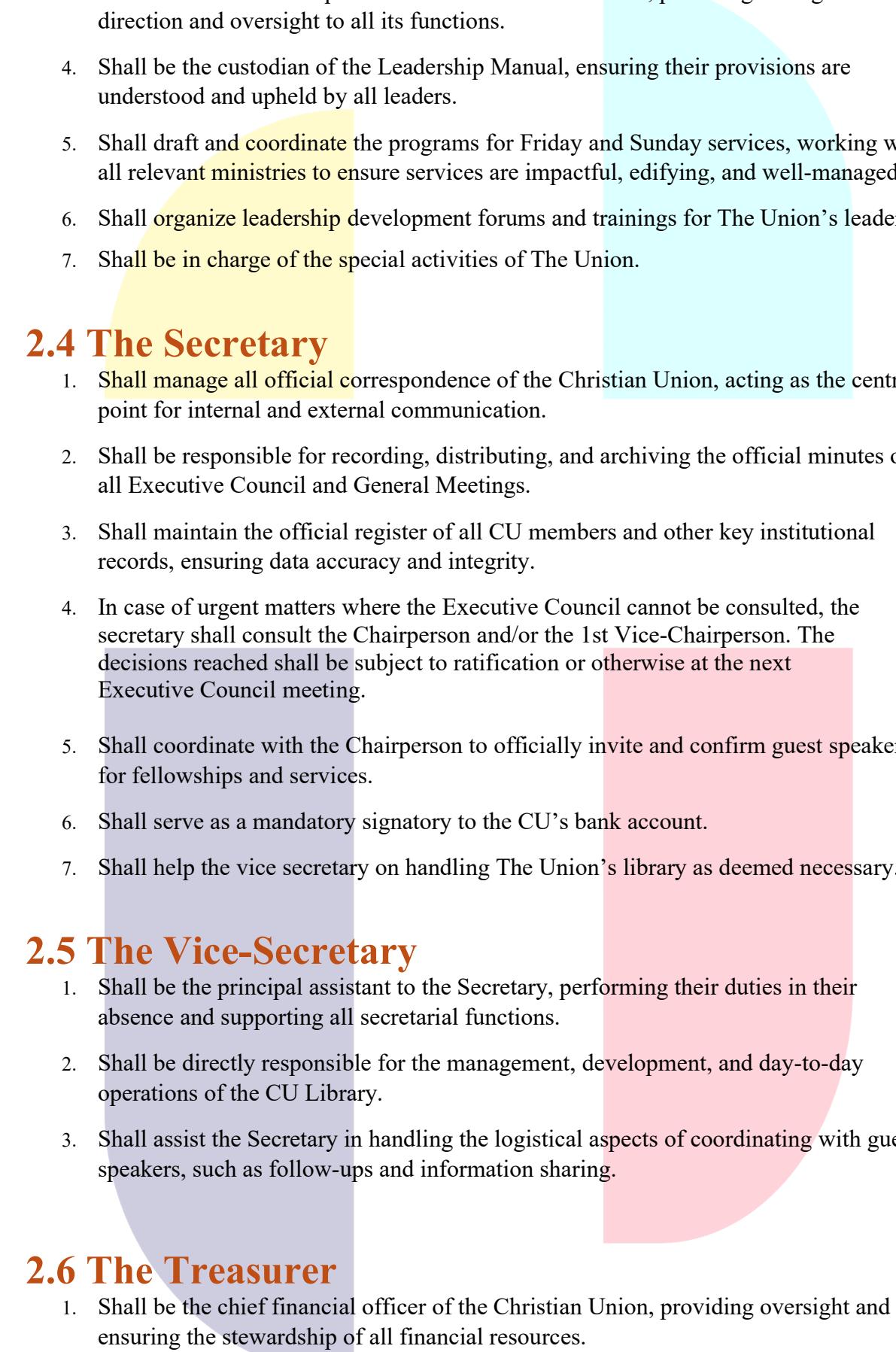
1. Shall provide spiritual oversight and strategic direction to the Christian Union, ensuring all activities align with the vision and mission.
2. Shall convene and preside over all Executive Council, Annual General, and Special General Meetings with fairness and order.
3. Shall be the official spokesperson and primary representative of the CU to the university administration, FOCUS Kenya, and other external bodies.
4. Shall serve as a mandatory signatory to the Union's bank account(s), ensuring financial accountability.
5. Shall oversee leadership development initiatives, ensuring all leaders are equipped and mentored for their roles.
6. Shall act as the Secretary to the CU's Advisory Committee, facilitating effective communication and meetings.
7. Shall dissolve the Electoral Commission 21 days after the AGM
8. Shall disband the acting Executive Council upon handing over to the initial office bearers.
9. Shall be the custodian of the MUTCU Constitution.

## 2.2 The First Vice Chairperson (Female)

1. Shall assist the Chairperson in their duties and act in their full capacity during their absence, ensuring seamless leadership continuity.
2. Shall provide executive oversight for the Ladies' Ministry, championing programs that cater to the unique spiritual, emotional, and social needs of female members.
3. Shall provide executive oversight for the Hospitality Committee, cultivating a culture of genuine warmth, welcome, and care within the CU.
4. Shall be directly responsible for the general welfare and pastoral care of all CU leaders, fostering unity and mutual support within the leadership team.

## 2.3 The Second Vice Chairperson (Male)

1. Shall assist the Chairperson in the absence of the First Vice-Chairperson.
2. Shall provide executive oversight for the Gents' Ministry, fostering spiritual growth, brotherhood, and accountability among male members.

- 
3. Shall serve as the Chairperson of the Welfare Committee, providing strategic direction and oversight to all its functions.
  4. Shall be the custodian of the Leadership Manual, ensuring their provisions are understood and upheld by all leaders.
  5. Shall draft and coordinate the programs for Friday and Sunday services, working with all relevant ministries to ensure services are impactful, edifying, and well-managed.
  6. Shall organize leadership development forums and trainings for The Union's leaders.
  7. Shall be in charge of the special activities of The Union.

## 2.4 The Secretary

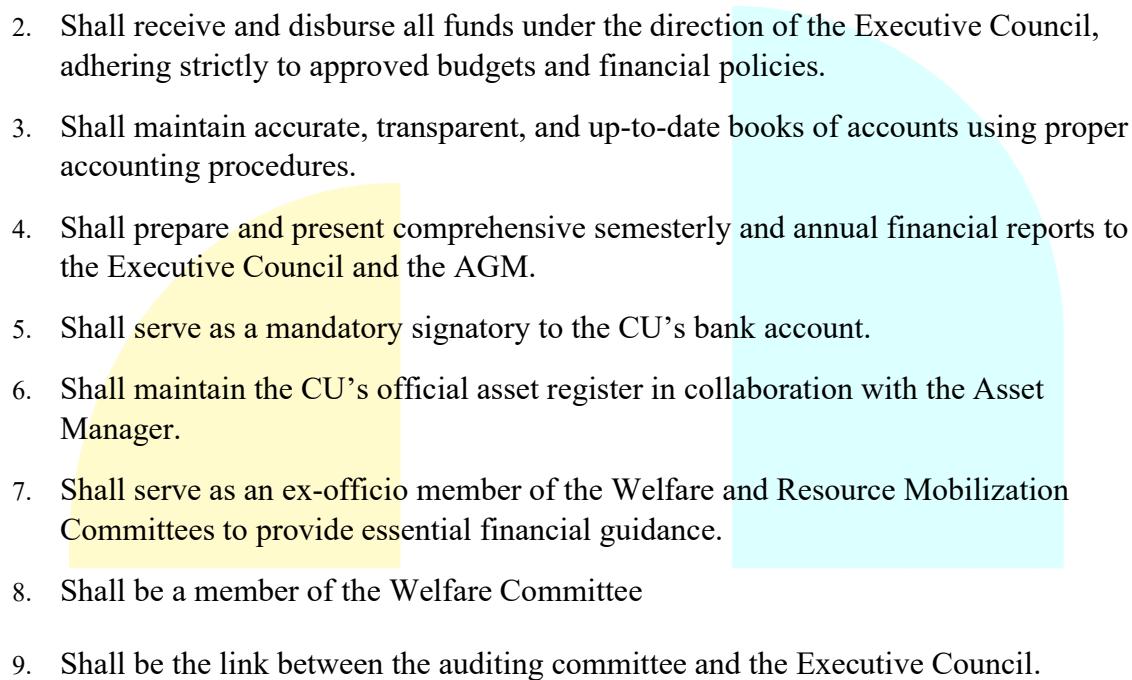
1. Shall manage all official correspondence of the Christian Union, acting as the central point for internal and external communication.
2. Shall be responsible for recording, distributing, and archiving the official minutes of all Executive Council and General Meetings.
3. Shall maintain the official register of all CU members and other key institutional records, ensuring data accuracy and integrity.
4. In case of urgent matters where the Executive Council cannot be consulted, the secretary shall consult the Chairperson and/or the 1st Vice-Chairperson. The decisions reached shall be subject to ratification or otherwise at the next Executive Council meeting.
5. Shall coordinate with the Chairperson to officially invite and confirm guest speakers for fellowships and services.
6. Shall serve as a mandatory signatory to the CU's bank account.
7. Shall help the vice secretary on handling The Union's library as deemed necessary.

## 2.5 The Vice-Secretary

1. Shall be the principal assistant to the Secretary, performing their duties in their absence and supporting all secretarial functions.
2. Shall be directly responsible for the management, development, and day-to-day operations of the CU Library.
3. Shall assist the Secretary in handling the logistical aspects of coordinating with guest speakers, such as follow-ups and information sharing.

## 2.6 The Treasurer

1. Shall be the chief financial officer of the Christian Union, providing oversight and ensuring the stewardship of all financial resources.

- 
2. Shall receive and disburse all funds under the direction of the Executive Council, adhering strictly to approved budgets and financial policies.
  3. Shall maintain accurate, transparent, and up-to-date books of accounts using proper accounting procedures.
  4. Shall prepare and present comprehensive semesterly and annual financial reports to the Executive Council and the AGM.
  5. Shall serve as a mandatory signatory to the CU's bank account.
  6. Shall maintain the CU's official asset register in collaboration with the Asset Manager.
  7. Shall serve as an ex-officio member of the Welfare and Resource Mobilization Committees to provide essential financial guidance.
  8. Shall be a member of the Welfare Committee
  9. Shall be the link between the auditing committee and the Executive Council.

## 2.7 The Prayer Coordinator

1. Shall provide executive oversight and spiritual direction for the Prayer Committee.
2. Shall be the lead champion for cultivating a culture of prayer throughout the entire Christian Union.
3. Shall be responsible for the strategic planning and coordination of all corporate prayer meetings, prayer weeks, fasts, and other prayer-focused events.

## 2.8 The Music Coordinator

1. Shall provide executive oversight and spiritual leadership for the Music Committee and all its sub-ministries.
2. Shall be responsible for ensuring the overall quality, theological depth, and doctrinal soundness of musical worship in the CU.
3. Shall act as the primary link between the music teams and the Executive Council, representing their needs and providing guidance.

## 2.9 The Missions and Evangelism Coordinator

1. Shall provide executive oversight and strategic direction for the Missions and Evangelism Committee.
2. Shall develop, implement, and evaluate the CU's overall strategy for outreach, both on and off campus.
3. Shall ensure all outreach teams are well-trained, adequately resourced, and firmly aligned with the CU's doctrinal basis.

## **2.10 The Bible Study and Training Coordinator**

1. Shall provide oversight and educational leadership for the Bible Study and Training Committee.
2. Shall be responsible for the overall strategy and health of the CU's small group Bible studies.
3. Shall oversee the BEST-P (Bible Exposition Self Training Program) and ensure its effective administration.
4. Shall champion a culture of consistent, personal Bible reading among members.
5. Shall be the link between the Executive Council and the Bible Study and Training Committee.

## **2.11 The Discipleship Coordinator**

1. Shall provide oversight and spiritual direction for the Discipleship Committee.
2. Shall be responsible for developing and maintaining a comprehensive spiritual growth pathway for all members, from new believers to mature disciples.
3. Shall oversee the Nurturing classes for new believers, ensuring they are effectively integrated into the CU.
4. Shall provide guidance and support to the Years' Fellowships and Accountability groups.
5. Shall be the link between the Executive Council and the Discipleship Committee.

## **2.12 The Technical and Media Ministry Coordinator**

1. Shall provide executive oversight and technical direction for the Technical and Media Ministry Committee and all its sub-ministries.
2. Shall be responsible for ensuring all technical aspects of CU services and events (including sound, visuals, and media production) are executed with excellence.
3. Shall oversee the CU's digital footprint and brand identity across all platforms, ensuring a consistent and positive online presence.

## **2.13 The Creative Arts Ministry Coordinator**

1. Shall provide executive oversight and artistic direction for the Creative Arts Ministry Committee.
2. Shall champion the use of creative arts as a powerful tool for worship, evangelism, and edification within the CU.

3. Shall oversee and mentor all creative teams, including drama, dance, spoken word, and modelling, ensuring their ministrations are both excellent and biblically sound.
4. Shall coordinate and oversee Transformation and Advocacy campaigns in the Christian Union.



# Part 3: General Committees & Ministries: Structure and Roles

## 3.1 Treasury Committee

### 1. Mandate:

To ensure financial integrity, accountability, and proper management of all CU funds in support of the CU Treasurer.

### 2. Committee Composition:

- i. The CU Treasurer (Chairperson)
- ii. Treasurers from all other General Committees.
- iii. The Asset Manager

### 3. Roles of the Committee Office Bearers:

#### A. Chairperson (CU Treasurer):

- i. Shall convene and chair all Treasury Committee meetings.
- ii. Shall provide training and guidance to all committee treasurers on financial procedures, budgeting, and reporting.
- iii. Shall harmonize all ministerial budgets into a single, comprehensive CU budget for Executive Council approval and management.

#### B. Committee Treasurers (Members):

- i. Shall prepare, propose, and manage the budget for their respective committees under the guidance of their chairperson.
- ii. Shall be responsible for all financial record-keeping within their committee, including tracking expenses and collecting receipts.
- iii. Shall ensure all financial requests and accountabilities from their committee are handled according to the CU's financial policies.
- iv. Shall count and bank all of The Christian Union's monies.

#### C. The Asset Manager

Shall ensure the proper valuation and maintenance of all CU assets.

## 3.2 Hospitality Committee

### 1. Mandate:

To model the love of Christ by creating a welcoming environment, caring for guests and members, and managing the CU office resources.

### 2. Committee Composition:

- i. First Vice-Chairperson (Female) (Chairperson)
- ii. Hospitality Leader,
- iii. Secretary/Treasurer.
- iv. Two members

### 3. Roles of the Committee Office Bearers:

#### A. Chairperson (First Vice-Chairperson):

- i. Shall provide overall leadership and spiritual oversight to the committee.
- ii. Shall oversee the strategic planning and execution of all hospitality functions, including guest reception and new member integration.

#### B. Hospitality Leader:

- i. Shall be the principal operational assistant to the Chairperson.
- ii. Shall coordinate the day-to-day activities of the hospitality team, including visitor care, serving refreshments, and following up with new members.
- iii. Shall be responsible for recruiting, training, and scheduling hospitality team volunteers for all services and events.

#### C. Secretary/Treasurer:

- i. Shall take and maintain minutes for all committee meetings.
- ii. Shall manage the hospitality budget, which includes purchasing foodstuffs and maintaining an accurate inventory of office utensils and supplies.
- iii. Shall keep all financial and administrative records for the committee.

#### D. Members:

- i. Shall undertake and support in any responsibilities as deemed necessary by the committee.

### 3.3 Music Committee

#### 1. Mandate:

To lead the congregation in authentic, biblical, and excellent worship through music.

#### 2. Committee Composition:

- i. Music Coordinator (Chairperson)
- ii. Secretary/Treasurer
- iii. Sub-Ministry Coordinators

#### 3. Roles of the Committee Office Bearers:

##### A. Chairperson (Music Coordinator):

- i. Provides spiritual and artistic direction for the entire music ministry.
- ii. Chairs all Music Committee meetings and coordinates the overall music schedule for CU services.
- iii. Organizes joint training and spiritual development sessions for all music teams.

##### B. Secretary/ Treasurer:

- i. Handles all administrative tasks, including minutes, communication, and maintaining a database of ministry members.
- ii. Coordinates schedules and logistics for rehearsals and ministrations.
- iii. Manages the committee's budget, handling requests for equipment maintenance or purchase.
- iv. Keeps accurate financial records for the committee.

#### 4. Sub-Ministries and Leadership Roles:

##### A. Praise and Worship Ministry:

###### i. Praise and Worship Coordinator:

- a) Leads the team spiritually and musically, selects theologically sound songs, schedules and leads effective rehearsals, and mentors upcoming worship leaders.
- b) Shall be the link between the Praise and Worship Ministry and the Music Committee.

###### ii. Assistant Praise and Worship Coordinator:

- a) Assists the leader in all duties, oversees administrative needs, and leads in the coordinator's absence.
- b) Shall be the custodian of all the Praise and Worship ministry records.

##### B. Choir Ministry:

###### i. Choir Coordinator:

- a) Directs the choir, selects and arranges music, and focuses on the vocal and spiritual development of choir members.

- b) Shall preside over its practice sessions.
- c) Shall be the link between the Choir Ministry and the Music Committee.

**ii. Assistant Choir Coordinator:**

- a) Assists the leader, manages choir assets and leads rehearsals.
- b) Shall be the custodian of all the Choir Ministry records.

**C. Band Ministry:**

**i. Band Coordinator:**

- a) Shall be responsible for coordinating the Band Ministry and preside over its practice sessions.
- b) Shall be the link between the Band Ministry and the Music Committee.
- c) Shall be responsible of all the musical instruments.

**ii. Assistant Band Coordinator:**

- a) He or she shall be the principal assistant to the Band Ministry Coordinator.
- b) He or shall be the custodian of all the Band Ministry records.

**D. Outreach and Production Ministry:**

**i. Music Outreach and Production Coordinator:**

- a) Shall supervise music-related responsibilities outside the main music ministry.
- b) Shall collaborate with the Technical and Media Ministry for the recording and production of music content.
- c) Shall be in charge of conducting singing auditions to nurture and train talents for the ministry.

**ii. Music Outreach and Production Coordinators:**

- a) He or she shall be the principal assistant to the Music Outreach and Production Coordinator.
- b) He or shall be the custodian of all the Music Outreach and Production Ministry records.

## **3.4 Prayer Committee**

### **1. Mandate:**

To mobilize and lead the Christian Union in consistent, fervent, and effective prayer.

### **2. Committee Composition:**

- i. Prayer Coordinator (Chairperson),
- ii. Secretary/Treasurer
- iii. Prayer Coordinators for each year of study
- iv. Two Members

### **3. Roles of the Committee Office Bearers:**

#### **A. Chairperson (Prayer Coordinator):**

- i. Shall provide overall spiritual leadership for the prayer ministry.
- ii. Shall plan and coordinate all corporate prayer meetings, prayer weeks, and fasting programs.
- iii. Shall identify and communicate key prayer points for the CU.

#### **B. Secretary/ Treasurer:**

- i. Shall take minutes and handle all communications for the committee.
- ii. Shall be responsible for compiling and distributing prayer requests and praise reports.
- iii. Shall manage any financial resources allocated for prayer events, such as retreats or special materials.

#### **C. Year's Fellowship Prayer Coordinators:**

- i. Shall be the prayer champions and mobilizers within their respective year groups:
  - a) Anza FYT
  - b) Endelea one
  - c) Endelea Two
  - d) VUKA FiT.
- ii. Shall organize and lead prayer sessions during their year's fellowship meetings.
- iii. Shall gather prayer requests from their peers and forward them to the committee secretary.

## 3.5 Missions and Evangelism Committee

### 1. Mandate:

To equip and mobilize the CU to faithfully proclaim the gospel in word and deed, both on campus and beyond, ensuring that every member is engaged in the Great Commission.

### 2. Committee Composition:

- i. Missions and Evangelism Coordinator (Chairperson)
- ii. Secretary/Treasurer.
- iii. Sub-Ministry Coordinators

### Roles of the Committee Office Bearers:

#### A. Chairperson (Missions and Evangelism Coordinator):

- i. Provides overarching strategic leadership for all CU outreach activities, ensuring they are aligned with the Union's vision.
- ii. Oversees the planning and execution of the annual mission and major evangelistic events in collaboration with the sub-committees.
- iii. Ensures all outreach teams are doctrinally sound, well-trained in evangelism, and mission work.
- iv. Mentors the leaders of the Evangelism, Hope, and Integral Ministry sub-committees.

#### B. Secretary/ Treasurer:

- i. Handles all high-level correspondence for the committee, including writing official letters for mission ground requests, partnerships, and visit permissions.
- ii. Maintains a central record of all outreach activities, including statistics on new converts for consolidated follow-up strategies.
- iii. Manages the overall finances for all missions and evangelism activities, including central fundraising, budget allocation to sub-committees, and ensuring accountability for all disbursed funds.

### 3. Sub-Committees and Leadership Roles:

#### A. Evangelism Sub-Committee

##### i. Mandate:

To spearhead all on-campus and off-campus evangelistic efforts, creating a pervasive culture of sharing the gospel within the university community and beyond.

##### ii. Composition:

- a. Evangelism Ministry Leader,
- b. Assistant Evangelism Ministry Leader

- c. Anza Fyt Evangelism Leader
- d. Endelea one Evangelism Leader
- e. Endelea two Evangelism Leader
- f. Vuka FiT Evangelism Leader

**iii. Leadership Roles:**

- a. **Evangelism Ministry Leader:** Leads the sub-committee, plans campus-wide evangelistic activities, events and trains members in various methods of personal and corporate evangelism.
- b. **Assistant Evangelism Ministry Leader:** Supports the leader in all duties and may oversee specific projects or teams.
- c. **Anza FYT Evangelism Leader:** Focuses specifically on evangelism and outreach to first-year students, organizing targeted events and mobilizing first years to share their faith.
- d. **Endelea Evangelism Leader:** Focuses on continuing the evangelistic momentum among second and third-year students.
- e. **Vuka FiT Evangelism Leader:** Dedicated to evangelism among the finalists, addressing relevant topics and mobilizing them for campus outreach.

**B. Hope Ministry Sub-Committee**

**i. Mandate:**

To demonstrate the compassion of Christ by ministering to marginalized and vulnerable groups in the surrounding community.

**ii. Composition:**

- a. Hope Ministry Leader
- b. Assistant Hope Ministry Leader
- c. Three Members (At least one representative from the Anza FYT committee)

**iii. Leadership Roles:**

- a. **Hope Ministry Leader:** Plans, coordinates, and leads regular outreach visits to hospitals, prisons, children's homes, and rescue centres, focusing on sharing the hope of the gospel.
- b. **Assistant Hope Ministry Leader:** Assists the leader with logistics, communication with institutions, and pre-visit preparations.
- c. **Members:** Actively participate in planning and mobilizing members for visits playing a key role in engaging their peers in compassionate outreach.

### C. Integral Ministry

#### i. Mandate:

To extend the mission of the CU to specific strategic groups, such as high schools and children, integrating faith with practical action.

#### ii. Composition:

- a. Integral Ministry Leader
- b. Assistant Integral Ministry Leader.

#### iii. Leadership Roles:

- a. **Integral Ministry Leader:** Leads mission-focused outreach to local high school Christian Unions and partners with local churches to support their Sunday school programs. Also coordinates CSR as a form of street evangelism with societal transformation.
- b. **Assistant Integral Ministry Leader:** Supports the leader in all activities, often taking charge of either the high school or children's ministry.

## 3.6 Creative Arts Ministry Committee

### 1. Mandate:

To use diverse artistic gifts to glorify God, edify the church, and communicate the gospel in a compelling way.

### 2. Committee Composition:

- a. Creative Arts Ministry Coordinator (Chairperson)
- b. Secretary/Treasurer
- c. Sub-Ministry Coordinators

### 3. Roles of the Committee Office Bearers:

#### A. Chairperson (Creative Arts Ministry Coordinator):

- i. Serves as the overall artistic and spiritual director for the creative arts ministry.
- ii. Coordinates major creative events like Creative Night and ensures all presentations are excellent and biblically sound.
- iii. Mentors and provides guidance to the leaders of the creative sub-ministries.
- iv. Shall coordinate and oversee Transformation and Advocacy campaigns in the Christian Union.

#### B. Secretary/ Treasurer:

- i. Handles all administrative tasks, including minutes, communication, and maintaining a database of ministry members.
- ii. She is responsible of asset management in the ministry.
- iii. Manages the committee's budget, including funds for costumes, props, and production expenses.

### 4. Sub-Ministries and Leadership Roles:

#### A. Drama Ministry Coordinator:

##### i. Drama Ministry Coordinator:

- a. Leads the drama team, directs plays, oversees scriptwriting, and develops the acting skills of members.
- b. Shall coordinate the drama team's activities and trainings.
- c. Shall be the link between the drama ministry and the Creative Arts Ministry Committee.

##### ii. Assistant Drama Ministry Coordinator:

- a. He or she shall be the principal assistant to the Drama Ministry Leader.
- b. He or she shall be in charge of all drama ministry records and assets.

**B. Dance Ministry:**

**i. Dance Ministry Coordinator:**

- a. Leads and choreographs for the dance team ensuring all music and movements are appropriate for worship and minister to the congregation.
- b. Shall be the link between the dance ministry and the Creative Arts Ministry Committee.

**ii. Assistant Dance Ministry Coordinator:**

- a. Shall be the principal assistant to the dance ministry coordinator.
- b. Shall be responsible for keeping of all the ministerial records.

**C. SPARCS (Spoken Word, Poetry, Arts & Creative Skits) Ministry:**

**i. SPARCS Ministry Coordinator:**

- a) Coordinates all spoken word, poetry, and fine arts presentations.
- b) Mentors members in creative writing and ministrations.
- c) Shall be the link between the SPARCS ministry and the Creative Arts Ministry Committee.

**ii. Assistant SPARCS Ministry Coordinator:**

- a) Shall be the principal assistant to the SPARCS ministry coordinator.
- b) Shall be responsible for keeping of all the ministerial records.

**D. Models Ministry:**

**i. Mr. & Miss MUTCU:**

- a) Shall Serve as the official leaders and coordinators of the Models Ministry.
- b) They act as ambassadors for the CU, promoting Christian character and values through fashion and creative ministrations.
- c) Shall spearhead and organize for Social Action and Transformation campaigns and activities within and beyond the institution in partnership with FOCUS.

## 3.7 Technical and Media Ministry Committee

### 1. Mandate:

To provide excellent and seamless technical and media support for all CU activities and to manage the Union's digital presence effectively.

### 2. Committee Composition:

- i. Technical & Media Ministry Coordinator (Chairperson)
- ii. Secretary/Treasurer
- iii. Sub-ministry Leaders

### 3. Roles of the Committee Office Bearers:

#### A. Chairperson (Technical & Media Ministry Coordinator):

- i. Oversees all technical and media operations, ensuring a high standard of quality.
- ii. Ensures all equipment is well-maintained and that all technical operators are well-trained.
- iii. Develops the long-term technical strategy for the CU.

#### B. Secretary/treasurer:

- i. Handles committee administration, including creating volunteer schedules, managing equipment inventory, and taking minutes.
- ii. Manages the budget for equipment purchases, repairs, software subscriptions, and publicity materials.
- iii. Shall be the principal assistant of the chairperson.

### 4. Sub-Ministries and Leadership Roles:

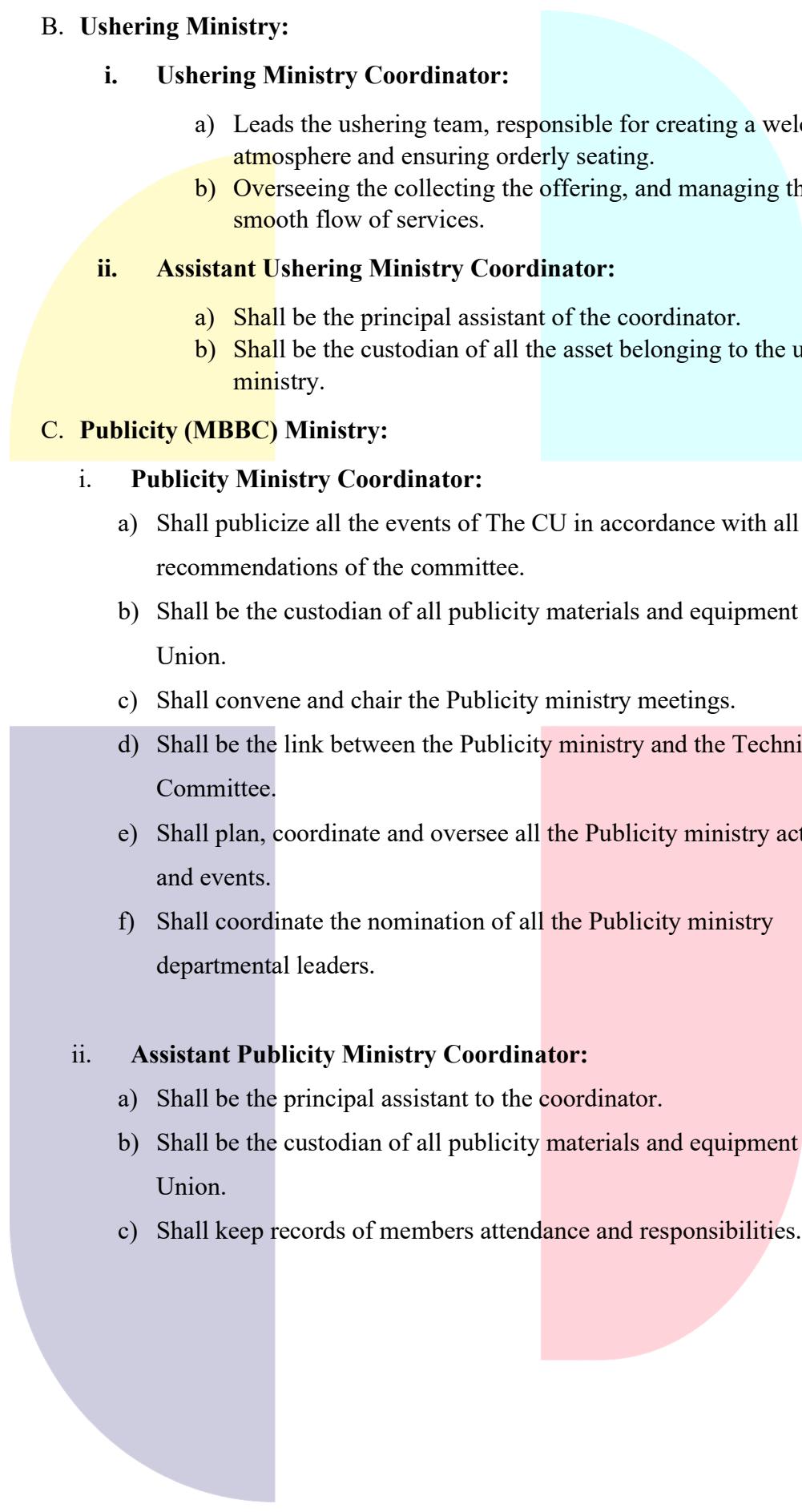
#### A. Sound Ministry:

##### i. Sound Ministry Coordinator:

Responsible for all aspects of sound reinforcement, including equipment setup, sound engineering during services, recording of sermons, and training of sound technicians.

##### ii. Assistant Sound Ministry Coordinator:

Shall be the principal assistant of the sound coordinator and manage all asset inventory.



## **B. Ushering Ministry:**

### **i. Ushering Ministry Coordinator:**

- a) Leads the ushering team, responsible for creating a welcoming atmosphere and ensuring orderly seating.
- b) Overseeing the collecting the offering, and managing the smooth flow of services.

### **ii. Assistant Ushering Ministry Coordinator:**

- a) Shall be the principal assistant of the coordinator.
- b) Shall be the custodian of all the asset belonging to the ushering ministry.

## **C. Publicity (MBBC) Ministry:**

### **i. Publicity Ministry Coordinator:**

- a) Shall publicize all the events of The CU in accordance with all the recommendations of the committee.
- b) Shall be the custodian of all publicity materials and equipment of The Union.
- c) Shall convene and chair the Publicity ministry meetings.
- d) Shall be the link between the Publicity ministry and the Technical Committee.
- e) Shall plan, coordinate and oversee all the Publicity ministry activities and events.
- f) Shall coordinate the nomination of all the Publicity ministry departmental leaders.

### **ii. Assistant Publicity Ministry Coordinator:**

- a) Shall be the principal assistant to the coordinator.
- b) Shall be the custodian of all publicity materials and equipment of The Union.
- c) Shall keep records of members attendance and responsibilities.

**D. Digital Ministry:**

i. **Digital Ministry coordinator:**

- a) Shall manage the CU's website, all social media platforms, livestreaming operations, and the creation of digital content (videos, graphics).
- b) Shall oversee the training of members in the relevant skills for the ministry.
- c) Shall ensure the Digital Ministry policies are upheld as per the policy framework.

ii. **Assistant Digital Ministry coordinator:**

- a) Shall be the principal assistant to the coordinator.
- b) Shall be the custodian of all Digital ministry asset of The Union.
- c) Shall keep records of members attendance and responsibilities.

## 3.8 Welfare Committee

### 1. Mandate:

To demonstrate Christ's love by providing practical, emotional, and spiritual support to members in need.

### 2. Committee Composition:

- i. Welfare Coordinator
- ii. First Vice-Chairperson (Female)
- iii. Second Vice-Chairperson (Male)
- iv. The CU Treasurer
- v. Secretary/ Treasurer
- vi. Guidance & Counselling coordinators
- vii. Ladies' Sub-committee
- viii. Gents' Sub-committee
- ix. Anza FyT chairperson

### 3. Roles of the Committee Office Bearers:

#### A. Chairperson (Welfare Coordinator):

- i. Provides overall leadership to the committee and confidentially oversees all welfare cases.
- ii. Convenes meetings to review requests for support and make decisions based on established policies.

#### B. Secretary/ treasurer:

- i. Confidentially handles and documents all welfare cases, ensuring privacy and proper record-keeping.
- ii. Manages all committee records and communications.
- iii. Manages the welfare fund, tracks donations, and disburses support as approved by the committee.
- iv. Coordinates fundraising efforts specifically for members in need.

**4. Sub-Committee Leadership Roles:**

**A. Christian Union Treasurer**

Shall advise the Welfare Committee on the financial position of The Union relative to the welfare account.

**B. Guidance & Counselling Coordinators:** Leads the counselling team, provides confidential pastoral care and biblical guidance, and refers complex cases to the university Guidance & Counselling department.

**C. Ladies' Sub-committee Lead (First Vice-Chairperson):**

Leads a team of female leaders in planning and executing programs (talks, mentorship, events) that cater specifically to the spiritual and social needs of ladies.

**D. Gents' Sub-committee Lead (Second Vice-Chairperson):**

Leads a team of male leaders in planning and executing programs (fellowships, gents forums) that build up men in their faith, character, and leadership.

## 3.9 Bible Study and Training Committee

### 1. Mandate:

To facilitate the systematic spiritual growth of members through the in-depth study of God's Word in small groups and structured self-training programs.

### 2. Committee Composition:

- i. The Bible Study and Training Coordinator (Chairperson)
- ii. The Secretary/Treasurer
- iii. The Bible Study Coordinator
- iv. The Assistant Bible Study Coordinator
- v. The BEST-P Coordinator
- vi. The Assistant BEST-P Coordinator
- vii. Consistent Bible Reading Coordinator
- viii. Assistant Bible Reading Coordinator

### 3. Roles of the Committee Office Bearers:

#### A. Chairperson (Bible Study & Training Coordinator):

- a. Performs all duties as outlined in Part 2.10 of this manual.

#### B. Secretary/Treasurer:

- a. He/she takes minutes during the ministry's meeting and avails them for reading and confirmation in every meeting.
- b. He/she is the custodian of all committee funds, documents and assets.
- c. He/she is in charge of special activities within the committee.
- d. Shall be the financial advisor to the committee.

#### C. The Bible Study Coordinator:

- a. Coordinating the committee members to ensure they follow up Bible study leaders for effective running of the small Bible Study groups.
- b. Issuing of the Bible study guides and collecting monies.
- c. Oversee the coordination of the Bible study review on Mondays at 4:00 p.m.
- d. He/she oversees special activities of the committee e.g Bereans.

#### D. The Assistant Bible Study Coordinator:

- a. He/she shall collect, record and store data on small Bible study group meetings every Monday.

- b. He/she is the principal assistant.

**E. Duties of the Bible Study Sub-Committee:**

- a. Shall assign different Bible study leaders to different Bible study groups.
- b. In charge of Bible study leaders training.
- c. Shall form and dissolve Bible study groups upon completion.

**F. The BEST-P Coordinator:**

- a. He/she ensure that the BEST-P classes are on-going well.
- b. He/she selects facilitators of various BEST-P topics.
- c. He/she plans and coordinates the BEST-P graduation.

**G. The Assistant BEST-P Coordinator:**

- a. He/she plans and coordinates the formation of the BEST-P groups and assignments.
- b. He/she ensures proper record keeping and attendance.
- c. He/she is the principal assistant of the BEST-P coordinator.

**H. Consistent Bible Reading Coordinator**

- a) Develop and promote strategic plans to encourage consistent, personal Bible reading across the entire CU.
- b) May manage reading-plan groups, share devotional resources, and track engagement.

**I. Assistant Consistent Bible Reading Coordinator**

- a. He/she plans and coordinates the formation of the CBR groups and assignments.
- b. He/she ensures proper record keeping and attendance.

## 3.10 Discipleship Committee

### 1. Mandate:

To intentionally guide members at every stage of their faith journey, from their first decision (nurturing) to relational growth (fellowships) and personal discipleship.

### 2. Committee Composition:

- i. The Discipleship Coordinator (Chairperson)
- ii. The Secretary/Treasurer
- iii. The Nurturing Coordinator
- iv. The Assistant Nurturing Coordinator
- v. The Years Fellowship Coordinator
- vi. The Assistant Years Fellowship Coordinator
- vii. The Accountability Coordinator
- viii. The Assistant Accountability Coordinator
- ix. Discipleship class coordinator
- x. Assistant Discipleship Coordinator

### 3. Roles of the Committee Office Bearers:

#### A. Chairperson (Discipleship Coordinator):

- i. Performs all duties as outlined in Part 2.11 of this manual.

#### B. Secretary/Treasurer:

- i. He/she takes minutes during the ministry's meeting and avails them for reading and confirmation in every meeting.
- ii. He/she is the custodian of all committee funds, documents and assets.
- iii. He/she is in charge of special activities within the committee.
- iv. Shall be the financial advisor to the committee.

#### C. The Nurturing Coordinator:

- i. He/she is in charge of the new believers nurturing class.
- ii. He/she chairs the Nurturing sub-committee's meeting.
- iii. He/she ensures proper follow up of the new believers assigned to various disciple makers.
- iv. He/she oversee special activities of the committee i.e baptism.

#### D. The Nurturing Coordinator:

- i. Shall be the principal assistant to the nurturing coordinator.

- ii. Shall be the custodian of all assets and records.

**E. Duties of the Nurturing Sub-Committee:**

- i. In charge of coming up with topics and facilitators of nurturing classes.
- ii. Shall allocate new believers to various disciple makers.
- iii. Shall organize for both baptism and training of members being baptized.

**F. The Years Fellowship Coordinator:**

- i. He/she ensures that all year fellowships are running effectively.
- ii. He/she ensures that all the year fellowships are coordinated.
- iii. He/she ensures that every year's fellowship leaders come with topics and the facilitators each spiritual year.
- iv. He/she coordinates special activities within the yearly fellowships.
- v. He/she ensures all the year's fellowship leaders work together in oneness and cooperation.

**G. The Assistant Years Fellowship Coordinator:**

- i. He/she is the principal assistant of the year's fellowship coordinator.
- ii. He/she ensures proper record keeping and attendance.

**H. Duties of the Years Fellowship Sub-Committee:**

- i. Coordinates of weekly fellowships.
- ii. Come up with topics and facilitators for every spiritual year fellowships.

**I. Accountability Coordinator**

- i. Champion the importance of personal accountability for spiritual growth and purity.
- ii. Develop resources and systems to help members form healthy accountability groups.
- iii. May organize and provide training to accountability group leaders.

**J. Assistant Accountability Coordinator**

- i. Shall be the principal assistant to the accountability coordinator.
- ii. Shall be the custodian of all assets and records.

**J. Discipleship Class Coordinator**

- i. Organize and run structured discipleship classes on foundational Christian doctrines, spiritual disciplines, and practical Christian living.
- ii. Select curriculum and recruit mature facilitators for these classes, distinct from nurturing.

**K. Assistant Discipleship Coordinator**

- i. Shall be the principal assistant to the discipleship class coordinator.
- ii. Shall be the custodian of all assets and records.

# Part 3: General Committees & Ministries

## Roles

### 3.1 Treasury Committee

#### 1. Mandate:

To ensure financial integrity, accountability, and proper management of all CU funds in support of the CU Treasurer.

#### 2. Committee Composition:

- i. The CU Treasurer (Chairperson)
- ii. Treasurers from all other General Committees.
- iii. Asset Manager

#### 3. General Duties of the Committee:

- i. Shall harmonize all of The Christian Union's ministerial budgets.
- ii. Shall be responsible for the counting and banking of all Christian Union monies.
- iii. Shall provide training and guidance to all committee treasurers on financial procedures, budgeting, and reporting.
- iv. Shall ensure the proper management of CU assets.

#### 4. Roles of the Committee Office Bearers:

##### i. Chairperson (CU Treasurer):

Performs all duties as outlined in Part 2.6 of this manual. Convenes and chairs all Treasury Committee meetings.

##### ii. Committee Treasurers (Members):

- a) Shall prepare, propose, and manage the budget for their respective committees.
- b) Shall be responsible for all financial record-keeping within their committee.
- c) Shall ensure all financial requests from their committee adhere to the CU's financial policies.

## 3.2 Hospitality Committee

### 1. Mandate:

To model the love of Christ by creating a welcoming environment, caring for guests and members, and managing CU office resources.

### 2. General Duties of the Committee:

- i. Shall be in charge of all Hospitality Ministry activities.
- ii. Shall register and induct new members into the hospitality ministry.
- iii. Shall prepare all hospitality ministry budgets.
- iv. Oversee the working of all hospitality programs and visitor care ministries.
- v. Be alert to the needs of The CU membership and ways to serve those needs.

## 3.3 Music Committee

### 1. Mandate:

To lead the congregation in authentic, biblical, and excellent worship through music.

### 2. General Duties of the Committee:

- i. Be in charge of organizing events that pertain to the Music ministry.
- ii. Organize training sessions for members of the music ministries.
- iii. Plan proper practicing schedules for the various ministries in the committee.

## 3.4 Prayer Committee

### 1. Mandate:

To mobilize and lead the Christian Union in consistent, fervent, and effective prayer.

### 2. General Duties of the Committee:

- i. Shall organize all prayer meetings for The CU members (e.g., prayer weeks, fasts).
- ii. Shall identify and communicate key prayer points for the CU.
- iii. Shall encourage all members in the church to build a culture of prayer.

## 3.5 Missions and Evangelism Committee

### 1. Mandate: To equip and mobilize the CU to faithfully proclaim the gospel in word and deed, both on campus and beyond.

### 2. General Duties of the Committee:

- i. Be responsible for all of The Union's outreaches (missions, rallies, open-air meetings, etc.).
- ii. Organize training sessions on evangelism and missions for members.

## 3.6 Creative Arts Ministry Committee

### 1. Mandate:

To use diverse artistic gifts to glorify God, edify the church, and communicate the gospel in a compelling way.

### 2. General Duties of the Committee:

- i. Shall organize creative events such as Creative Night.
- ii. Organize training sessions for the various ministries under it.
- iii. Ensure all ministrations are biblically sound and edifying.

## 3.7 Technical and Media Ministry Committee

### 1. Mandate:

To provide excellent technical and media support for all CU activities and manage the Union's digital presence.

### 2. General Duties of the Committee:

- i. Oversee all media and technical activities in the church.
- ii. Do all The CU's decorations and publicize all activities.
- iii. Shall be custodians of the instruments and technical assets.
- iv. Organize training sessions for technical teams.

## 3.8 Welfare Committee

### 1. Mandate:

To demonstrate Christ's love by providing practical, emotional, and spiritual support to members in need.

### 2. General Duties of the Committee:

- i. Shall liaise with The Union members to identify those in need and assist them.
- ii. Shall approve and issue support to needy members based on established policies.
- iii. Shall be in charge of preparing the Welfare Committee budgets.
- iv. Shall provide pastoral care and counselling to members.

## 3.9 Bible Study and Training Committee

### 1. Mandate:

To facilitate the systematic spiritual growth of members through the in-depth study of God's Word in small groups and structured self-training programs.

### 2. General Duties of the Committee:

- i. Shall select suitable and relevant Bible study guides.

- ii. Shall assign leaders to Bible study groups.
- iii. Shall be in charge of training Bible study leaders.
- iv. Shall oversee the administration of the BEST-P program.
- v. Shall organize the BEST-P graduation.

## 3.10 Discipleship Committee

### 1. Mandate:

To intentionally guide members at every stage of their faith journey, from their first decision (nurturing) to relational growth (fellowships) and personal discipleship.

### 2. General Duties of the Committee:

- i. Shall organize for both baptism and training of new believers.
- ii. Shall oversee the Nurturing classes for new converts.
- iii. Shall allocate new believers to disciple-makers for follow-up.
- iv. Shall train Years' Fellowship leaders.
- v. Shall oversee the election and running of all Years' Fellowships.

# Part 4: Special Committees: Mandate, Composition & Roles

This section provides a detailed breakdown of the Special Committees, which are appointed by the Executive Council to serve specific governance, oversight, and strategic functions, as outlined in the Constitution.

## 4.1 The Advisory Board

### 1. Mandate:

To assist and advise the leadership, providing wisdom, counsel, and an external perspective to ensure accountability and healthy governance. The Board may engage in events, functions, or activities that further the aims of the CU.

### 2. Composition:

- i. **The Patron** (Chairperson and Convener)
- ii. **The Assistant Patron** (Vice Chairperson)
- iii. **The Christian Union Chairperson** (Secretary)
- iv. **Two Associates** of The Christian Union (formerly Alumni)
- v. **FOCUS Staff** (Assigned to MUTCU)
- vi. **One Member** (Who ascribes to the Christian faith, upholds the doctrinal basis, and is not a student).

### 3. Term of Service:

The Board shall be appointed by the Executive Council (ideally within three weeks of taking office) and shall serve for one spiritual year. Members may be re-appointed.

### 4. Roles and Responsibilities:

#### i. General:

- a) Be available to advise, counsel, and encourage the CU leaders and members as necessary.
- b) Acquaint themselves with the organization and activities of The Union to offer relevant and effective assistance.
- c) Attend Executive Council meetings when formally requested, to provide guidance on specific matters.
- d) Assist in dispute resolution as per Article 28 of the Constitution.
- e) Provide an opinion on any proposed constitutional amendments, as per Article 23(ii).

ii. **Meetings:**

- a) The Board shall be mandated to meet at least **once** a spiritual year.
- b) It is highly recommended that at least two-thirds (2/3) of the Advisory Board members meet with the full Executive Council at least **twice** per spiritual year (once per semester) for strategic review, encouragement, and accountability.

## 4.2 The Auditing Committee

1. **Mandate:**

To independently audit and inspect all of The Christian Union's books of accounts, assets, and liabilities. Its primary purpose is to ensure financial transparency, promote accountability, and protect The Union's assets.

2. **Composition:**

- i. **Two Internal Auditors** (Appointed by the Executive Council from the general membership, must not be office-bearers).
- ii. **The Christian Union's Asset Manager** (Appointed by the Executive Council).

3. **Roles and Responsibilities of the Auditing Committee:**

- i. Audit and inspect all books of accounts, assets, and liabilities.
- ii. Prepare and present an official report on all financial information regarding The Christian Union to the EC and the AGM.
- iii. Ensure the protection of The Christian Union's assets.
- iv. Facilitate the independence of the External Auditor (as per Art 21).
- v. Consider all significant matters raised during the audit process and advise the Executive Council on best practices and corrective actions.

4. **Roles and Responsibilities of the Asset Manager:**

- i. Be in charge of all of The Union's assets.
- ii. Keep and diligently update the CU's official asset register, including details of purchase, condition, and location.
- iii. In consultation with the Executive Council, oversee the purchase and disposal of The Union's assets.
- iv. Authorize and maintain a record of any CU assets that are leased, rented, or lent out, ensuring adherence to CU policy.
- v. Handle any loss of or damage to assets, providing a report to the Executive Council.
- vi. Formulate and update regulations and procedures governing the use, lease, or lending of The Union's assets, subject to ratification by the Executive Council.

## 4.3 Resource Mobilization Committee (RMC)

### 1. Mandate:

To plan, coordinate, implement, and oversee strategies for generating financial and material resources to support the vision and activities of The Christian Union.

### 2. Composition:

- i. **Chairperson:** A dedicated member appointed by the EC.
- ii. **Secretary:** A member appointed by the EC.
- iii. **Treasurer:** A member appointed by the EC.
- iv. **The Christian Union's Treasurer (Ex-officio member)**
- v. **Associates Representative:** A member from the Associates Committee.
- vi. **Three to Five (3-5) General Members:** Full members known for integrity and innovative thinking.

### 3. Roles and Responsibilities:

- i. **Strategic Planning:** Formulate an annual resource mobilization plan in consultation with the Executive Council, outlining targets, activities, and timelines.
- ii. **Fundraising:** Plan, coordinate, and execute all official fundraising events, campaigns, and activities for The Christian Union.
- iii. **Donor Engagement:** Identify and cultivate relationships with potential and existing partners, including Associates, church partners, and other well-wishers.
- iv. **Proposal Writing:** Draft compelling proposals for specific projects (e.g., missions, asset acquisition) to be presented to potential sponsors.
- v. **Collaboration:** Work closely with the CU Treasurer to ensure all generated funds are properly documented and channeled, and with other committees to understand their financial needs.
- vi. **Reporting:** Provide regular, detailed reports on all fundraising activities to the Executive Council and a summary report for the Annual General Meeting (AGM).
- vii. **Stewardship:** Promote a culture of stewardship, generosity, and financial accountability within The Christian Union.

## 4.4 The Associates Committee (Alumni)

### 1. Mandate:

To keep and maintain a strong, active, and mutually beneficial link between the Christian Union and its Associates (Alumni) community.

### 2. Composition:

- i. The Chairperson
- ii. The Secretary
- iii. The Treasurer
- iv. The Male Vice Chairperson of The Christian Union

### 3. Roles and Responsibilities:

- i. Maintain and regularly update the Associates (Alumni) database.
- ii. Act as the primary communication link between the CU and its Associates.
- iii. Plan, coordinate, and execute the "Associates' Weekend" or any other alumni-focused events.
- iv. The executive appointees (Chair, Secretary, Treasurer) shall be responsible for the regular activities of the Committee.
- v. The Male Vice Chairperson shall represent the interests of the current Executive Council to the committee.

## 4.5 The Interim Executive Council (May-August Session)

### 1. Mandate:

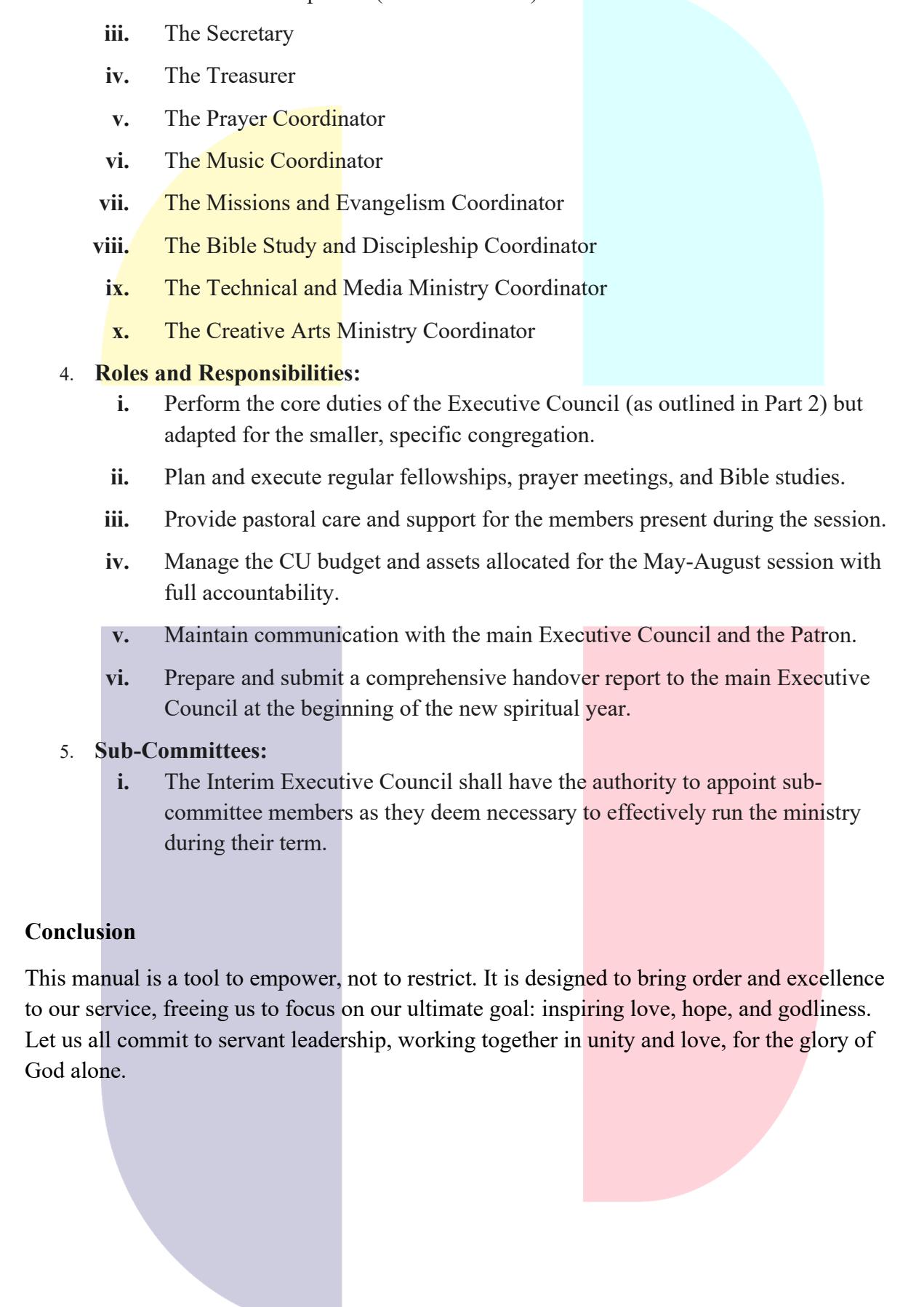
To provide spiritual leadership, governance, and ensure the continuity of ministry during the May-August semester. This council serves the members who remain on campus for tri-semester studies or are based nearby for industrial attachment.

**Note:** This committee is distinct from the "Interim Executive Council" formed by the Advisory Board in the event of a full EC dissolution (as per Art 12.7.d).

2. **Term of Service:** This council is appointed by the main Executive Council before the end of the second semester and serves from May through August.

### 3. Composition:

- i. The Chairperson

- 
- ii. The Vice Chairperson (Male or Female)
  - iii. The Secretary
  - iv. The Treasurer
  - v. The Prayer Coordinator
  - vi. The Music Coordinator
  - vii. The Missions and Evangelism Coordinator
  - viii. The Bible Study and Discipleship Coordinator
  - ix. The Technical and Media Ministry Coordinator
  - x. The Creative Arts Ministry Coordinator

4. **Roles and Responsibilities:**

- i. Perform the core duties of the Executive Council (as outlined in Part 2) but adapted for the smaller, specific congregation.
- ii. Plan and execute regular fellowships, prayer meetings, and Bible studies.
- iii. Provide pastoral care and support for the members present during the session.
- iv. Manage the CU budget and assets allocated for the May-August session with full accountability.
- v. Maintain communication with the main Executive Council and the Patron.
- vi. Prepare and submit a comprehensive handover report to the main Executive Council at the beginning of the new spiritual year.

5. **Sub-Committees:**

- i. The Interim Executive Council shall have the authority to appoint sub-committee members as they deem necessary to effectively run the ministry during their term.

## Conclusion

This manual is a tool to empower, not to restrict. It is designed to bring order and excellence to our service, freeing us to focus on our ultimate goal: inspiring love, hope, and godliness. Let us all commit to servant leadership, working together in unity and love, for the glory of God alone.