



THE EGERTON UNIVERSITY SEVENTH-DAY ADVENTIST GROUP CONSTITUTION.

EDITION.

THE 2021

This is the published constitution of the Egerton University Seventh Day Adventist Group revised in October 2021.

This EUSDA Church Constitution applies the principle of representation to the operations of the local congregation of the Egerton University Seventh-Day Adventist

Church, which recognizes that authority rests in the membership and is expressed through duly elected representatives at each level of organization, with executive responsibility delegated to representative bodies and officers for the governing of the EUSDA Church at each separate level.

The work of the EUSDA Church in its administration of order and discipline is an ecclesiastical function that in no sense has to do with civil or legal procedure.

5TH EDITION 2021

Adopted by the Church Business Meeting on **6TH NOVEMBER 2021.**

Reviewed and confirmed by:

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Date_____

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Date_____

SHEM MAGERO (VICE CHAIRPERSON)

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PREAMBLE

We the Seventh-Day Adventist students in Egerton University;
Being part of the world wide Seventh Day Adventist (SDA) Church, constrained by the love
of Jesus Christ (2 Corinthians 5:14) recognize and appreciate the need to line up our
calling
as a chosen race, the King's priests, the Holy Nation, God's own chosen people,
chosen to
proclaim the wonderful acts of God (1 Peter 2:9), and to proclaim the everlasting
Gospel
(Revelation 14:6-11) within and without the said University.

AND,

Realizing the need to be in habit of meeting together and encouraging one another
(Hebrews 10:25) and thereby striving to hold together all brethren within the fold, and
with
other Adventist groups.

AND,

Noting the importance of sharing with others the same faith we profess in and
around the
world, by keeping in touch with them whenever possible.

AND, finally,

To further the cause of the Gospel and the entire Church's Commission (Matthew
28:18-20)
by rendering all talents thereto.

We do the therefore take the challenge to share and proclaim the faith we profess
and
possess and to obey the Gospel Commission of our Lord.

To this end,

We solemnly establish this Constitution alongside the SDA Manual and The Bible to
govern, rule and bind the functioning of the said group.

ARTICLE 1

NAME

The name of this group shall be;

“THE EGERTON UNIVERSITY SEVENTH DAY ADVENTIST GROUP NJORO”

Hereinafter referred to as EUSDA.

The group profile shall be as thus:



UNIVERSITY

DAY

SEVENTH-

ADVENTIST

CHURCH

A Place To Be

ARTICLE 2

AIMS AND OBJECTIVES

1. To promote and sponsor activities which encourage fidelity, diligence and excellence in spiritual, academic and extra-curricular activities.
2. To meet in common fellowship and worship as thus.

Day	Time	
Service		
Sunday	8pm-9pm	Music
Vespers		
Wednesday	8pm-9pm	Midweek Vespers
(VOP/MM)		
Friday	8pm-9pm	Sabbath
Vespers		
Saturday	8am-5.30pm	Sabbath
Service		

3. To meet in common prayer meetings, trainings and practices as thus:

Day	Time	Program
Sunday – Saturday	5.30 am – 6 am	Morning
Devotion		
Monday – Wednesday	7 pm – 8 pm	Prayer Band

Meeting		
Monday	8 pm – 9 pm	VOP
Meeting		
Tuesday	8pm - 9pm	Family
Meeting		
Thursday	1 pm – 2 pm	Prayer and
Fasting		
Thursday	5 pm – 6 pm	Prayer and
Fasting		
Thursday	8pm - 9pm	Bible Study
Friday	6 pm – 8 pm	Class
Meetings		
Sunday	10 pm – 12 pm	Master Guide
Training		
Sunday	3 pm – 5 pm	Church Choir
Training		
Sunday	6 pm – 7 pm	MM
Training		
Sunday	7 pm – 8 pm	AMR
Training		

4. To help and assist students learn how to prepare and present bible studies, sermons, seminars, workshops and to generally prepare them for active participation in church activities.

5. To seek and to reach others who have wandered away from the faith and those who have

not

heard the Adventist message through public evangelistic rallies, the Medical Missionary Campaigns, the Voice of Prophecy (VOP) correspondence courses and other such methods.

6. To provide guidance and counseling services to individuals and groups of members.

7. To encourage the members to practice healthful living and temperance as an aid to physical,

spiritual and mental well-being.

8. To nurture and promote the spirit of togetherness and mutual understanding and concern among members and with the University community and the SDA church at large.

9. To generally do all such other lawful things that are consistent with the doctrines and beliefs of the SDA church and legal and ethical order of the University and State, and which may appear

incidental or necessary for the attainment of the above stated aims and objectives or any of them.

Purpose of Services and Meetings

The purpose of all services and meetings is to worship God for His creative work and for the benefits of His salvation; to understand His Word, His teachings, and His purposes; to fellowship in faith and love; to witness about our personal faith in Christ's atoning sacrifice at the cross; and to learn how to fulfill the gospel commission of making disciples in all the world (Matt. 28:19, 20).

ARTICLE 3 **EUSDA MEMBERSHIP**

Section A: Full Membership

Full members shall register at the beginning of each semester within the first two weeks of the semester. Full membership shall be open to students duly admitted to Egerton University who are;

1. Baptized members of the Seventh Day Adventist Church who are in good and regular standings in the church.
2. Non –baptized members of the Seventh Day Adventist Church who are in good and regular standings in the church.
3. Others who have willingly accepted the Adventist message and have constantly identified themselves with EUSDA.

Section B: Associate Membership

Associate members can register at any time within a given year. Associate membership shall be open to;

1. Past (full) members of EUSDA.
2. Willing members of staff of the University and their families.
3. Any other member who has professed the Adventist faith.

Section C: Rights and Obligations

The following rights and obligations shall apply to full and associate members:

1. Any member shall have the right to participate in all activities of EUSDA to the extent that this constitution allows.
2. All members have the obligation to abide by the letter and spirit of this constitution and given unreserved loyalty and service to God.
3. Members are always expected to uphold the biblical doctrinal order of the Seventh Day Adventists wherever they are. Also uphold the church, and the legal, ethical and social order of the University and the State.

Provided that where the Biblical and doctrinal order of the Church on one hand, and the legal, ethical and social order of the University and State on the other hand, are in conflict, it is not only appropriate but imperative that the former, not the latter, prevail (Acts 5:29).

Section D: Termination of Membership.

Termination of Membership shall not operate as termination of worship with EUSDA. A person shall cease to be a full member or associate member of EUSDA on the event of one or more of the following:

1. Failure to heed to the voice of the church, and efforts to reclamation his/her reclamation thereby necessitating removal from Membership.
2. In the case of full membership, on completion of their course or termination of their studies at the University for whatever reason.
3. Resignation for whatever reason. (Staff members)
4. Death.

Section E: Removal from Membership

Removing individuals from membership in the church, the body of Christ, is the ultimate discipline that the church can administer.

1. Only after the instruction given in the church manual has been followed, after counsel from the pastor or the conference when the pastor is unavailable, and after all possible efforts have been made to win and restore them to right paths, should an individual be removed from membership.

2. Such a decision would require a majority of the registered EUSDA members.

Section F: Transfer of Membership

Baptized members of the Seventh Day Adventist, being full members can transfer their membership to EUSDA as per the guidelines in the SDA Church Manual.

ARTICLE 4

EUSDA OFFICES AND OFFICERS

Section A: Leadership Structure

The EUSDA church shall be organized as follows:

1. The basic organization of EUSDA group shall comprise of the outlined church officers led by the Chairperson. Each department shall have a departmental council led by the departmental head, director or coordinator.
2. The supplementary organization of EUSDA group shall comprise of the office of Patron and the Chaplain.

Section B: Formation and Dissolution of Offices

The following procedure shall be followed in formation of an office under EUSDA Church:

An agenda shall be sent to the Church board through writing, stating the reasons for formation of the office and the roles of the officer in charge. Upon approval, the letter shall then be sent to the Church Business meeting for further discussion.

The same procedure shall be followed in dissolution of an office.

Section C: Offices and Officers

The following are the offices and officers in EUSDA.

OFFICE	OFFICERS
1 Elder's Council Elder)	Chairperson (First Elder) Vice Chairperson (Second Church Elder(s)
2 Secretary's Office	Clerk & Ass. Clerk(s)
3 Class Sabbath School Class Reps.	First Year Male & Female Second Year Male & Female
Class Reps.	Third Year Male & Female
Class Reps.	Fourth Year Male & Female
Class Reps.	Special Class Male & Female
Class Reps.	
4 Treasury Department clerks	Treasurer, 2 Ass. Treasurer(s) & 6 Treasury
5 Deaconry Department Deaconess	Head Deacon & Head Ass. Head Deacon & Ass. Head
Deaconess	Deacon(s) &
Deaconess(es)	Auditor & Ass. Auditor(s)
6 Audit Department	Head Superintendent &
7 Sabbath School Department	

Superintendent(s)

8 Personal Ministry Coordinator	Secretary Coordinator & Ass.
9 Children Ministry Coordinator	Secretary Coordinator & Ass.
10 Public Campus Ministries Coordinator	Coordinator & Ass.
11 Interest coordination Coordinator	Coordinator & Ass.
12 Church Development Committee Chairperson	Chairperson & Vice
13 Stewardship Department	Director & Ass. Director
14 Social, Health & Temperance Department	Director & Ass. Director
15 Publishing Department Publishing Director	Publishing Director & Ass.
16 Music Department Director(s)	Music Director & Ass. Music
Chorister	Head Pianist & Head
17 Transport & Public Address Department	Pianist(s) & Chorister(s)
18 Communication & Publicity Department	Director & Ass. Director(s)
19 Prayer and Fellowship Department	Director & Ass. Director
20 Master Guide Department	Director & Ass. Director(s)
21 Medical Missionary Department	Director & Ass. Director
22 Voice of Prophecy Department	Director & Ass. Director
23 Charity Department	Director & Ass. Director
24 Adventist Muslim Relations Department	Director & Ass. Director
25 Adventist Ladies Organization	Director & Ass. Director
26 Adventist Men Organization	Director & Ass. Director
27 EUSDA Chaplaincy Office	Patron(s)
	Chaplain(s)

Section D: Officers Duties

1.1 Chairperson

The **chairperson** shall;

- i) Be the Executive Head of EUSDA and the Executive Committee and the official student representative of EUSDA in the University.
- ii) Be the overall coordinator of the programs, operations, and activities of EUSDA, and shall report to the Chaplain/Patron relevant to their duties.
- iii) Chair all meetings of the Elder's Council, Executive Committee, the Board of EUSDA and the Church Business unless prevented to do so by illness or other sufficient reasons.

iv) Be the spiritual leader in conjunction with the Chaplain and shall particularly plan for and coordinate the Sabbath Divine Service and be responsible, jointly with the Chaplain for the preparation of candidates for baptism into the Seventh Day Adventist Church.

v) Have powers to delegate duties to any member or officer of EUSDA in consultation with the

Board of EUSDA.

1.2 Vice Chairperson

The **Vice Chairperson** shall;

i) Deputize and assist the chairperson in all matters generally pertaining to the group.

ii) Be responsible and in charge of all programs and activities in conjunction with other departments.

iii) Arrange, secure and confirm venues for regular and special meetings of EUSDA and the EUSDA Church Board meeting in consultation with Communication and Publicity department.

1.3 Elders

The **Elders** shall;

i) Be religious leaders of the church who must seek to lead the church by precept and example

into a deeper and fuller Christian experience.

ii) Be able to conduct the services of the church, minister in both word and doctrine and make

all announcements.

iii) Cooperate with the conference officers and departmental directors in carrying out approved plans of the Church.

iv) Foster and encourage members to return tithes faithfully and give offerings.

v) Foster Bible Study, Prayer, and a Relationship with Jesus to all members.

vi) Foster, maintain and coordinate all departments in achieving their objectives and activities.

vii) Foster world mission of the Seventh Day Adventist Church and encourage members to personally support mission work.

2.0 Secretary

The **Clerk** shall;

i) Be the custodian of all church records.

ii) Handle all matters of correspondence pertaining to EUSDA in conjunction with other

departments.

- iii) Serve as the Secretary of the Board of EUSDA, the Business Meeting and to this draft and circulate the agendas, prepare minutes and keep records.
- iv) Keep and update membership list of EUSDA, the registration details of members and the baptismal records.
- v) Timely transfer names upon request by members as per the SDA Church Manual.
- vi) Keep statistics and give overview and progress as well as reports to the Board and the Church.
- vii) Send out notices of Board and General Meetings of EUSDA.
- viii) Be responsible for keeping documents of registered Supporting Ministries and Singing groups.
- ix) Prepare letters, recommendation to members and produce the semester's program as well a church directory in the bulletins.

The Assistant Clerk shall deputize and assist in the performance of duties and functions of the Clerk.

3.0 Treasurer

The **Treasurer** shall;

- i) Be the custodian of all local and trust funds and financial records of EUSDA
- ii) Receive and disburse the fund of EUSDA subject to the approval and direction of the Board and the Executive Committee of EUSDA.
- iii) Prepare and present a financial report indicating the financial status of EUSDA to the group whenever required and preserve the financial documents.
- iv) Keep records of all church accounts and receipts of all church transactions where necessary.
- v) Ensure proper method for payment of money through tithe and offering envelopes and receipts are issued to members and preserve financial documents

The Assistant Treasurer(s) shall deputize and assist in the performance of duties and functions of the Treasurer.

The Treasury Clerks shall assist in writing member receipts.

4.0 Auditor

The **Auditor** shall;

- i) Be the custodian of the EUSDA constitution.
- ii) Ensure full implementation of the EUSDA Constitution and actively participate in its review.

- iii) Audit all group accounts and other materials including those of supporting ministries.
 - iv) Approve all transactions done/made in EUSDA.
 - v) Safeguard the purpose of group funds and ensure church policies are adhered to.
 - vi) Be involved in clearance of the leavers in terms of debts, property lost and certificates.
- The Assistant Auditor shall deputize and assist in the performance of duties and functions of the Auditor.

5.0 Head Deacon and Deacons.

The **Deacons** under the guidance of the **Head Deacon** shall;

- i) Be responsible for collection of tithe and offering and account for the same to the Treasurer of the group.
- ii) Be responsible for cleaning, preparation and arrangement of venues for worship and other scheduled meetings.
- iii) Be responsible for the care and welfare of church members and speakers/guests.
- iv) Be responsible for the distribution and collection of items for worship such as flowers, hymn books etc.
- v) Ensure adequate and prompt preparation are made for the Holy Communion and Baptism.
- vi) Usher and welcome members and visitors for worship and other scheduled meetings of the group.
- vii) Care for and maintain the group property.

5.1 Head Deaconess and Deaconesses.

The **Deaconesses** under the guidance of the **Head Deaconess** shall;

- i) Cooperate with the Head Deacon and Deacons in performance of the respective duties.
- ii) Assist at meetings, communion service and other services.

6.0 Head Superintendent

The **Head Superintendent** shall;

- i) Be responsible for and coordinate the planning, organization and execution of the Sabbath School programs.
- ii) Be responsible for securing and distribution of the Sabbath School Lesson Guides and

Mission

report.

iii) Manage, maintain and coordinate the lesson discussion in classes during each and every Sabbath.

iv) Encourage members to obtain and study their lesson quarters.

v) Identify, train and coordinate lesson teachers to facilitate the lesson discussion.

The **Ass. Superintendent(s)** shall deputize and assist in the performance of duties and functions of the Head Superintendent.

The **Sabbath School Secretary** shall be responsible for the compilation and safe keeping of Sabbath School reports.

7.0 Publishing Director

The **Publishing Director** shall;

i) Be the custodian and maintain updated records of the books, CDs, DVDs and general literature of EUSDA.

ii) Be responsible for the smooth running of the borrowing and returning system of the library of EUSDA.

iii) Endeavour to stock the library by securing new books, publications and other materials.

iv) Endeavour to sensitize and to promote the library materials available.

v) Prepare and submit a report of the books, publications, CDs, DVDs and other materials of the group to the members at the end of every semester.

vi) Provide leadership in literature evangelism activities.

vii) Make arrangement to acquire Bibles, Hymn books, Lesson guides and other spiritual books on behalf of the members.

The **Assistant Publishing Director** shall deputize and assist in the performance of duties and functions of the Publishing Director.

8.0 Music Director

The **Music Director** shall;

i) Be the director of EUSDA choir.

ii) Endeavour to keep and maintain the singing and music in praise of God at very high standards.

iii) Encourage the formation of singing groups and coordinating them.

∴ It is necessary that all singing group members be part of EUSDA Church choir

and their respective class choirs.

iv) Be custodian of all Music instruments e.g. the keyboard and have a record on EUSDA CDs/DVDs for sale.

The **Assistant Music Director** shall deputize and assist in the performance of duties and functions of the Music Director.

The **Choristers**, under the guidance of the **Head Chorister**, shall coordinate the congregational

singing and presentation in all services, activities and functions.

The **Pianists**, under the guidance of the **Head Pianist**, shall play, in harmony and in spirit, the musical instruments e.g. the keyboard in all services, activities and functions.

9.0 Prayer and Fellowship Director

The **Prayer and Fellowship Director** shall;

- i) Organize and coordinate all the vespers (Sunday, Mid-week, Sabbath).
- ii) Organize and coordinate all morning devotions.
- iii) Be responsible for and coordinate the prayer band meetings.
- iv) Plan and conduct night prayer vigils.
- v) Foster the spirit of prayer and fasting among members.

The **Assistant Prayer and Fellowship Director** shall deputize and assist in performance of duties and functions of the Prayer and Fellowship Director.

10.0 Master Guide Director

The **Master Guide Director** shall;

- i) Be a qualified Master Guide who should have completed or taking Pathfinder Basic Training Course.
- ii) Plan, Foster and implement the activities and programs of the club such as inductions, investiture, campouts, teaching, aiding and class 7 modules.
- iii) Conduct master guide trainings and classes, thereby certify those who successfully graduate.

The **Assistant Master Guide Director** shall deputize and assist in performance of duties and functions of the Master Guide Director.

11.0 Stewardship Director

The **Stewardship Director** shall;

- i) Be knowledgeable concerning the overall plans of the church, and assist in helping to harness funding resources to achieve the local church growth strategy.
- ii) Play a key role in planning and budgeting, either as general coordinator or an active participant.
- iii) Give practical advice based on the knowledge about the congregation and can help to integrate the giving, spending and total stewardship of money in the congregation.
- iv) Regularly conduct education program and classes to church members on stewardship principles including tithes and offerings.

The **Assistant Stewardship Director** shall deputize and assist in performance of duties and functions of the Stewardship Director.

12.0 Medical Missionary Director

The **Medical Missionary Director** shall;

- i) Be health-oriented, and interested in and lead out in developing a schedule of health and healthful living among church members.
- ii) Assist in cooperative soul saving activities through a viable program of health and temperance and spiritual emphasis programs and activities such as stop-smoking plans, cooking schools, health classes, stress-control programs, and related endeavors.
- iii) Minister to those who are ill, extending to the prevention of disease through effective health education and leadership in promoting optimum health, free of tobacco, alcohol, other drugs, and unclean foods.
- iv) Educate and encourage members to follow a primarily vegetarian diet, where possible.
- v) Promoting the standards in healthful living among members and preserve human dignity by promoting optimal levels of physical, mental, and spiritual health.
- vi) Be able to screen programs and information that are representative of the ideals and philosophy of the SDA Church and to integrate them into an effective spiritual and physical witness.

The **Assistant Medical Missionary Director** shall deputize and assist in performance of duties and functions of the Medical Missionary Director.

13.0 Charity Director

The **Charity Director** shall;

- i) Plan and conduct a collection of material and financial support to aid in the charity work.
- ii) Identify and provide spiritual, financial and material support to the needy cases in and outside EUSDA.
- iii) Conduct and support visitations to the needy in children homes, prisons, street children and the sick in hospitals.
- iv) Conduct visitation to members, care of the sick and aiding the poor and unfortunate in collaboration with the deaconry department.

The **Assistant Charity Director** shall deputize and assist in performance of duties and functions of the Charity Director.

14.0 Transport and Publicity Address Director

The **Transport and Public Address** Director shall;

- i) Be responsible for organizing and making transport arrangements for EUSDA church property and members.
- ii) Be the custodian of the PA and its accessories, who will safeguard, successfully set-up, properly handle and operate the Public Address System.
- iii) Avail the PA system and maintain a good and quality sound projection during church fellowships, events and functions.
- iv) Ensure proper handling, service and maintenance of the Public Address System.
- v) Conduct the PA training for new members joining the department.

The **Assistant Transport and Public Address Director** shall deputize and assistant in performance of duties and functions of the Transport and Public Address Director.

15.0 Communication and Publicity Director

The **Communication and Publicity Director** shall;

- i) Be responsible for designing, distributing and putting up notices publicizing the meetings of EUSDA in and around the University.
- ii) Be responsible for booking, arranging and communicating the venues for church fellowships, events and other scheduled functions.
- iii) Make and provide arrangements of projecting presentations and hymns/songs/announcements during church fellowships, events and functions.
- iv) Manage and govern the online communication platforms including EUSDA website, Twitter handle, Facebook page, WhatsApp group, Telegram group etc.
- v) Promotes the use of a sound program of public relations and all contemporary communication techniques, sustainable technologies, and media in the promulgation of the gospel.

The Assistant Communication and Publicity Director shall deputize and assistant in performance of duties and functions of the Communication and Publicity Director.

16.0 Voice of Prophecy Director

The **Voice Of Prophecy Director** shall;

- i) Promote the reading of God's word and vividly impress the prophetic truth revealed in the bible amongst members of the Church.
- ii) Foster, encourage and conduct prophetic studies in order to interpret and understand the present truth revealed in the Scriptures.
- iii) Conduct an outreach to Non-Adventists through correspondence in order to teach them the gospel of Jesus Christ and to bring them into His membership, equip them for His service and life mission.
- iv) Glorify God's name by shielding members from error that will come into God's church in the last days through a deeper study of the revelations in the bible.

The **Assistant Voice Of Prophecy Director** shall deputize and assistant in performance of duties and functions of the Voice Of Prophecy Director.

17.0 Social Health and Temperance Director

The **Social Health and Temperance Director** shall;

- i) Organize and coordinate social activities of EUSDA including social Sunday, sports and games aimed at securing physical fitness to members of EUSDA.
- ii) Organize and coordinate seminars, discussions and other activities on healthful living for the members of EUSDA and the University community at large.
- iii) Foster strong collaboration with ALO Director, AMO Director, PM Director, MM director, PF Director among other leaders for the spiritual nourishment of the church.

The **Assistant Social Health and Temperance Director** shall deputize and assist in performance of duties and functions of the Social Health and Temperance Director.

18.0 Adventist Ladies Organization Director

The **Adventist Ladies Organization Director** shall;

- i) Coordinate activities pertaining to Adventist Ladies organization.
- ii) Foster coherence and cooperation among ladies through seminars, open forums, visitations etc.
- iii) Address and cater for social and physical issues pertaining to the ladies.
- iv) Foster strong collaboration with SHT Director, PM Coordinator, MM director, PF Director among other leaders for the spiritual nourishment of the ladies.

The Assistant Adventist Ladies Organization Director shall deputize and assist in performance of duties and functions of the Adventist Ladies Organization Director.

19.0 Adventist Men Organization Director

The **Adventist Men Organization Director** shall;

- i) Coordinate activities pertaining to the Adventist Men Organization.
- ii) Foster coherence and cooperation among men through seminars, open forums, visitations etc.
- iii) Address and cater for social and physical issues pertaining to the men.
- iv) Foster strong collaboration with SHT Director, PM Coordinator, MM director, PF Director among other leaders for the spiritual nourishment of the men.

The Assistant Adventist Men Organization Director shall deputize and assist in performance of duties and functions of the Adventist Men Organization Director.

20.0 Adventist Muslim Relations Director

The **Adventist Muslim Relations Director** shall;

- i) Assist and train members in effective outreach methods to Muslims.
- ii) Educate members on the need for some cultural sensitivity and various ways to approach Muslims.
- iii) Prepare members to have good relations and for the standard objections that Muslims have against Christian teachings and the Bible and hence equip them for the outreach to Muslims
- iv) Strive to establish common grounds with our Muslim friends that will enhance redemptive relationship for the endeavor to share the truth as it is in the Bible with great humility and respect of other people's cultural practices and beliefs.

The **Assistant Adventist Muslim Relations Director** shall deputize and assist in performance of duties and functions of the Adventist Muslim Relations Director.

21.0 Personal Ministries Coordinator

The **Personal Ministries Coordinator** shall;

- i) Be responsible for in-reach and out-reach programs of EUSDA including visitations to hospitals, school, surrounding communities, halls of residence.
- ii) Coordinate programs such as the Bible correspondence school, Bible evangelism,

literature

distribution, Ingathering (or equivalent appeals), small group ministries, member training, and

other soul-winning programs.

iii) Coordinate all evangelistic teams and supporting ministries in the soul winning programs.

iv) Coordinate Sabbath Worship Service, prepare and print bulletins.

v) Reports in the monthly church outreach (missionary) Sabbath service and business meetings

about total outreach (missionary) activities of the congregation.

vi) Foster strong collaboration with ALO Director, AMO Director, SHT Director, MM director, PF

Director among other leaders for the spiritual nourishment of the church.

The **Assistant Personal Ministries Coordinator** shall deputize and assist in performance of duties and functions of the Personal Ministries Coordinator.

The **Personal Ministry Secretary** shall be responsible for the compilation and safe keeping of

Personal Ministry reports and records.

22.0 Public Campus Ministry Coordinator

The **Public Campus Ministry Coordinator** shall;

i) Be the intervarsity coordinator for EUSDA.

ii) Foster linkage between EUSDA and other Seventh Day Adventist groups in other universities

with respect to activities which require joint planning e.g. Inter-varsity rallies, annual retreats and conferences.

The Assistant Public Campus Ministry Coordinator shall deputize and assist in performance of

duties and functions of the Public Campus Ministry Coordinator.

23.0 Children Ministry Coordinator

The **Children Ministry Coordinator** shall;

i) Have leadership ability as well as experience and passion for working with children.

ii) Ensure that children and young parents are reached out and ministered unto.

iii) Develops and nurture the faith of children leading them into union with the Church.

iv) Seek to provide multiple ministries that will lead children to Jesus and disciple them in their

daily walk with Him.

v) Cooperates with the Sabbath School and other departments to provide religious education to

children and fulfill its mission by developing a variety of grace-oriented ministries for children

that are inclusive, service-oriented, leadership-building, safe, and evangelistic.

vi) Identify and train children teachers that will facilitate the children ministration.

The **Assistant Children Ministry Coordinator** shall deputize and assist in performance of duties and functions of the Children Ministry Coordinator.

24.0 Interest Coordinator.

The **Interest Coordinator** shall;

- i) Care for and keep an organized list of all interests received by the church.
- ii) Assisting the pastor and Coordinator of the personal ministries council in enlisting and recruiting qualified members for follow-up service.
- iii) Presenting to the board a monthly report on the number of interests received and followed up.

When an interest is sufficiently developed, it should be shared with the pastor

The **Assistant Interest Coordinator** shall deputize and assist in performance of duties and functions of the Interest Coordinator.

25.0 Church Development Committee Chairperson

The **Church Development Committee Chairperson** shall;

- i) Seek, consult and obtain funding for church programs and projects for both short-term and long-term financial goals and needs of the church.
- ii) Explore, conceptualize, plan and oversee the execution of appropriate and effective fundraising programs and activities for the church.
- iii) Identify, develop, plan and support new church projects and needs for the growth and transformation of the church and oversee them to their completion.
- iv) Develop, provide and review guidelines and policies for church development that will promote accountability and regularly update a plan of action for church development.
- v) Oversight and manage the Gate To Heaven (GTH) church building program.

The **Church Development Committee Vice Chairperson** shall deputize and assist in performance of duties and functions of the Church Development Committee Chairperson.

26.0 Class Representative

The **Class Representative** shall;

- i) Be the head of the Class Council and the Sabbath School and represent the class in the board and other meetings
- ii) Provide a link between the church leadership and the class members.
- iii) Plan and conduct the class activities, projects and calendar programs of the class Sabbath.
- iv) Implement and coordinate the program of the class meeting.
- v) Plan and accomplish the projects and activities of the class including class outreach, visitations, social Sunday, get-together.
- vi) Motivate the members to support the church in various scheduled programs and activities including meals preparation, church cleaning etc.
- vii) Guide, support the welfare, foster unity and encourage cooperation and participation among the class members.

27.0 Patron

The **Patron** shall;

- i) Be a member of the academic and administrative staff of the University.
- ii) Be the formal link between the University administration and EUSDA.
- iii) Endeavour to provide academic counsel and guidance to members of EUSDA.
- iv) Be proposed by the Nominating Committee and approved by members of EUSDA when

the need arises.

28.0 EUSDA Chaplain.

The **Chaplain** shall;

- i) Be the pastor of EUSDA.
- ii) Be chosen by the Central Rift Valley Conference.
- iii) Endeavour to provide spiritual guidance and counseling to members of EUSDA.
- iv) Be a formal link between EUSDA and the Central Rift Valley Conference and shall to this end keep the latter informed of the programs, activities and the needs of the group.

Section E: Department Council

Composition;

- i) It shall be formed by the departmental head and approved by the Church Board.
- ii) The number and representation shall be decided upon by the departmental head, assistant departmental head and elder attached to that department.

Duties: The Department Council shall;

- i) Be the executive committee that will make decisions on behalf of the department.
- ii) Formulate a plan, a program and activities to be accomplished.
- iii) Coordinate the department's agenda and activities.
- iv) Meet regularly to assess the progress and development of all duties and functions of the department.

Section F: Church Board

Composition: The **Board of EUSDA** shall consist of;

1. The Chairperson.
2. The Secretary (Clerk).
3. All Elders.
4. All class representatives.
5. All Coordinators of Departments.
6. All Directors of Departments.
7. The Treasurer.
8. The Auditor.
9. The Sabbath School Superintendent.
10. The Head Deacon and Head Deaconess.
11. The Chairman of the Church Development Committee.
12. Representatives of listed Supporting Ministries and Singing Groups.
13. Chaplain and Patron. These may be informed of the board meetings and will only attend as ex-official members.

Meetings

- i) The Chairperson shall be the chair and the coordinator of the Board. In the absence of the chair, the responsibility may be delegated to the Vice Chairperson by the Chair.
- ii) The Clerk shall serve as the secretary of the board and is responsible for recording, presenting, and preserving the minutes of the meetings.
- iii) Absence: In the absence of the Church Board member, he/she shall delegate his/her attendance to the Church Board to his/her assistant.

iv) Frequency: Because the work of the board is vital to the life, health, and growth of the church, it is recommended that it meets at least once each month, more frequently if needed. It is well to fix the monthly meeting time for the same week and the same day each month. Impromptu board meetings shall be arranged as per the necessity.

v) **Announcement:** The board meeting shall be announced during a regular Sabbath worship service, and all board members are urged to attend. The Church Board sitting shall not rely on a quorum but rather on the scheduled starting time.

Duties: The **Church Board** shall;

- i) Deliberate on all issues affecting the group.
- ii) Draw an active discipleship plan, organize and conduct evangelism on all its phases as well.
- iii) Ensure maintenance of doctrinal purity and upholding of Christian standards as well as focus on spiritual nurturing and mentoring of members.
- iv) Approve departmental council members and coordinate church departments.
- v) Approve the listing of supporting ministries and monitor their activities.
- vi) Exercise an oversight role on church finances.
- vii) Programme the semester's events.
- viii) Protect and care for church property.
- ix) Receive and review regular reports from sub-committees.
- x) Recommend changes in church membership and discipline of members.

Limitation: The board's authority is limited to making recommendations to the church.
Committees of the Board:

- i) The board should permit no other business to interfere with planning for evangelism.
- ii) Should other business be too time-consuming, the board should appoint committees to care for specific areas of church business, such as finance or church building projects etc.
- iii) The committees shall be approved by the church in a business meeting.
- iv) The committees shall give a progress report to the board at least once per month. Such committees will then finally prepare a detailed report with recommendations to the board.
- v) The committees shall be dissolved once their mandate is over.

Section F: Executive

Composition: The executive shall consist of;

- 1. The Chairperson.
- 2. The Vice Chairperson.
- 3. The Secretary.
- 4. The Treasurer.

Duties: The **Executive** shall;

- i) Deliberate on urgent issues of the group that may arise.
- ii) Propose agendas to the Board.

Section G: Church Business

Composition

It shall comprise of all the members of the church being present in the sitting. Members in regular standing are encouraged to attend and are entitled to vote.

Authority: The church business meeting shall form the highest authority of the EUSDA Church. The business meeting shall have authority over the board and may delegate responsibilities to the board in addition to those already assigned by the SDA Church Manual

and this Constitution.

Meetings:

- i) Major items should be decided at a scheduled (regular) or a specially called business meeting.
- ii) Every member should vote in the decisions. If need be, voting is by majority vote of those present. All the members shall have an equal vote and/or voice.

Announcement: A regular business meeting shall be announced a week or two in advance at the regular Sabbath worship service, with detail as to time and place.

Calling: The **First Elder** in consultation with and support of the board, shall call the meeting. It shall be chaired by the **First Elder** with the **Clerk** serving as the secretary. In the absence of the chair, the responsibility may be delegated to the Vice Chairperson by the Chair.

Agenda: The business meeting agenda should include reports about the work of the church. At least once a year the agenda should include reports covering church activities. Based on those reports, a proposed plan of action for the next year, including an annual budget, should be presented for approval. When possible, reports and plans for the next year should be presented in writing.

Duties: The **Church Business** shall;

- i) Approve the recommendations of the Church board, sub-committees of the Church Board and the departmental councils.
- ii) Approve the transfer of names.
- iii) Decide on any matter and/or business concerning EUSDA.
- iv) Approve the semester's program.

ARTICLE 5 ELECTION OF EUSDA OFFICERS

Section A: When

The election of EUSDA officers will begin in the second last month of the academic year. The First Elder shall bring the matter to the attention of the church.

Section B: Term of Office

The following conditions shall be adhered to in decision on who should hold an office in EUSDA.

1. The elected church officers shall perform their duties prayerfully, seriously, and competently.
2. The person to be elected **MUST** be a confirmed baptized member of the SDA Church. This confirmation will be in any of the following ways;
 - i) A presentation of a baptismal certificate as a proof of baptism.
 - ii) Confirmation from the local Church of the individual through duly filled forms, offered by the EUSDA group secretary to be signed by the local Church elder or pastor.
3. An officer shall not be elected in the same post or office more than two times save **deacons and deaconesses, members** of the TPA Dept.
4. An officer will be elected to serve in only **ONE** office in any academic year.
5. An officer shall hold office for a period not exceeding one academic year, and in any event

until the
new officers are elected.

6. In the event of any office falling vacant for whatever reason the board of EUSDA in consultation with the patron assumes the office and/or nominates an officer and submit the nomination to the church for approval.

7. If need be, the church board shall have the mandate to nominate additional officers to serve in a given post or office and the nomination shall be approved by the Church business.

8. The election of first years will be that they will ONLY serve as EUSDA officers in the deaconry department as Deacons and Deaconesses; also they can participate in other group duties such as in sub-committees and council members.

Section C: Procedure

Shall be conducted in a prayerful, orderly, and serious manner.

Special Committee

1. On a First Sabbath of the Second last month of the academic year, a special committee will be nominated (verbally from the floor) from members, who are registered of EUSDA. The special committee shall comprise of seven baptized members. No member may nominate more than one person. Every effort shall be made to ensure fair representation in the composition of the organizing committee
2. The members nominated will elect their own Chairperson and Secretary. The EUSDA group Chairperson will sit in the special and nominating committees as an ex-official.
3. The special committee recommends names, which will comprise of thirteen members, to the church for the **nominating committee**, with a recommendation for Chairperson and secretary.
4. Criteria being that a member is a baptized EUSDA member of regular standing, good judgment and having the welfare and prosperity of the church at heart. Every effort should be made to ensure fair representation in the composition of the nominating committee.
5. By vote, the church shall approve the nominating committee. Thereafter the special committee shall be dissolved.

Nominating Committee

1. The nominating committee will begin with earnest prayer, then meet regularly from Sunday after their appointment (on Saturday) and take one week and nominate on the Friday of the week.
2. The nominating committee shall study the needs of the church and inquire into the fitness of members to serve in the different offices. Nominees must be members in regular standing of the church making the appointments.
3. In making their selections,

- i) The committee may counsel with others who are well informed.
 - ii) The committee may seek to get consent of prospective officer.
 - iii) The Committee may consider formal recommendations made by members for any officer.
4. All inquiries shall be made through the chairperson of the committee and the discussions of the committee shall be confidential.
5. Members desiring to appear before the committee to make suggestions or objections should be given opportunity to do so.
6. After they have addressed the committee and retired from the meeting, the committee should consider their comments and then make its report to the church.

Reporting

1. The nominating committee's report is presented to the church as a whole at a Sabbath service.
- The chairperson of the nominating committee should make appropriate remarks to the church.
- The report will be read aloud by the secretary of the committee.
2. The **1st reading** of the proposed EUSDA officials shall be done in the Second Sabbath of the Second last month of the academic year.
3. The **2nd and 3rd** reading shall be done on the subsequent Sabbaths.
4. Upon confirmation on the 3rd reading, by vote, the church appoints its officers for the ensuing year, then the officers are dedicated, ordained and confirmed into office as per the SDA manual.

Objections to the Report

1. Members may object to the nominating committee's report and should present their objections in person or through writing to the committee before the second reading of the report by making an appointment through the chairperson or the pastor.
2. The chairperson should announce when and where the committee will meet to hear objections.
- At that time members making objections, or any other member who desires to do so, should appear before the committee.
3. After giving due consideration to the objections presented, the committee will exercise its judgment as to whether or not any change is warranted in the committee's recommendation to the church business meeting. When the report is again presented, the church proceeds to vote on the report of the committee.

Section D: Termination of an Office/Duty

A person ceases to be an officer in EUSDA under the following circumstances.

- i) Any officer who ceases to be a member of EUSDA shall automatically cease to be an officer.
- ii) If the officer backslides.
- iii) If a member has been conclusively subjected to discipline and verdict of discipline considered appropriate.
- iv) If the officer tenders his or her resignation for whatever reason.

ARTICLE 6

EUSDA FINANCES.

Section A: EUSDA Group Fund

There shall be created a fund for EUSDA.

Section B: Sourcing

EUSDA shall derive its funds from any of the following sources;

- i) Subscription from members, payable on a semester to semester basis.

- ii) Grants and donations to EUSDA by well-wishers and friends.
- iii) EUSDA projects and investments.
- iv) Any other legitimate and acceptable source of income or funds for EUSDA.

Section C: Expenditure

The funds of EUSDA shall be used for;

- i) General administration including correspondence, welfare etc
- ii) Organizing legitimately sanctioned programs and activities.
- iii) Any other purpose consistent with the aims and objectives of EUSDA.

Section D: Administration of Funds.

The administration of EUSDA funds shall be as follows:

1. Separate church bank account, church development account and associates account shall be opened in a bank chosen by the members of the EUSDA in a business meeting.
2. The financial records of EUSDA shall be kept by the Treasurer and all relevant accounts shall be rendered to the treasurer from the departments.
3. The books of accounts shall be, furthermore shall be open for inspection of perusal by the Chairperson and Auditor at any time when such need arises.
4. The signatories of the bank accounts shall be chosen by the Board of EUSDA; criteria being that the person be a member of EUSDA of good standing and trustworthy.
 - i) The signatories of the church account shall be:
 1. The Group Patron (Must signatory)
 2. The Group Chairman
 3. The Church Treasurer
 4. The Church Clerk
 - ii) The signatories of the church development account and/or associates account shall be:
 1. The Group Patron (Must signatory)
 2. The Group Vice-Chairman
 3. The Church Treasurer
 4. The CDC Chairman
 5. Withdrawals can be made by at least two of the five signatories that would have been chosen.

Section E: Planning and Budgeting

- i) All budget proposals for activities and items shall be forwarded by the respective department to the treasury council in collaboration with the Stewardship director for planning, allocation and disbursement of the appropriate funds.
- ii) This process shall be subject to approval by the auditor prior to the intended orders and purchases.
- iii) The receipts for orders and purchases made shall be remitted to the auditor for confirmation and verification of the transactions.

Section F: Purchases

Purchase in EUSDA shall be carefully made following the planning and budgeting policies of EUSDA Church.

Section G: Tendering Services

All EUSDA activities and items that require (or deemed appropriate for) regular supplies e.g. printing of bulletins shall be tendered to the best supplier by either one of the following:

- i) The Elders' council.
 - ii) A Procurement committee formed by the church board.
- The criteria and conditions for procurement and awarding the tender shall be based on the best choice for an equivalent value of money.

Section H: Finance Committee

A **Finance committee** comprised of the following active members:

1. The Treasurer.
2. The Stewardship Director.
3. The Auditor.
4. The First Elder
5. The Chairperson to the Church Development Committee.

The **finance committee** shall;

- i) Conduct a mission-driven, broadly-based consultative financial planning and budgeting process.
- ii) Give a detailed review to the ongoing financial planning and budgeting.
- iii) Review the budget requests, the annual operating budget and the financial position of the church as reflected in the financial statements.

ARTICLE 7

EUSDA PROPERTY.

Section A: Care of Property

The care of property of EUSDA shall be on the basis of the concerned department. Each department in EUSDA shall ensure a proper list or inventory of all the property within their custody and subject to be audited by the Auditor at any time.

Section B: Responsibility for Property

All officials shall be required to keep safe the group property and if any problem encountered, they should report to the Church Board.

Section C: Church Store

The operations, accessibility and safety of the church store shall follow and comply with the EUSDA Policies.

Section D: Church Records

The EUSDA Church records shall kept, maintained and updated by the Clerk. Also, back-up of ALL records shall be kept securely by the Clerk.

Section E: Church Library

The borrowing and returning of books from EUSDA library shall be done in accordance with the EUSDA Policies.

Section F: Hire of Property

- i) The Church Board is vested with all the rights to approve any hiring of the property of the group.
- ii) The duration of hire and the amount charged on hiring of property shall be determined by the board.

Section G: Disposal of Property

The disposal of unmaintainable, damaged, irreparable, obsolete and/or such property shall be done through a disposal committee formed by the Church Board. Such disposal shall be made in consideration of the value of property and in order to recover funds where possible.

ARTICLE 8 **DISCIPLINE AND DISPUTES.**

Section A: Discipline

Criteria

- i) All baptized members of EUSDA are subject to discipline as a matter of concern contrary to the teachings and norms of Biblical conduct and this Constitution.
- ii) Disciplining of members shall be by the proposition from the Church Board and voted by the whole EUSDA members.

Reasons for Discipline of Members

The reasons for which members shall be subject to discipline are:

1. Denial of faith in the fundamentals of the gospel and in the fundamental beliefs of the SDA Church or teaching doctrines contrary to the same.
2. Violation of the law of God, such as worship of idols, murder, stealing, profanity, gambling, Sabbath breaking, and willful and habitual falsehood.
3. Adultery and Fornication, which includes among other issues, promiscuity, homosexual activity, incest, sodomy, and bestiality.
4. The production, use, or distribution of pornographic material.
5. Remarriage of a divorced person, except the spouse who has remained faithful to the marriage vow in a divorce for adultery or for sexual perversions.
6. Physical violence, including violence within the family.
7. Fraud or willful misrepresentation in business.
8. Disorderly conduct which brings reproach upon the EUSDA church.
9. Adherence to or taking part in a divisive or disloyal movement or organization.
10. Persistent refusal to recognize properly constituted church authority or to submit to the order and discipline of the EUSDA church.
11. The use, manufacture, or sale of alcoholic beverages.
12. The use, manufacture, or sale of tobacco in any of its forms for human consumption.
13. The use or manufacture of illicit drugs or the use, misuse, or sale of narcotics or drugs without appropriate medical cause and license.

Process of Discipline

Ways – When grievous sins are involved, the church has two ways in which disciplinary measures must be taken:

1. Censorship – By a vote of censure.
2. Dis-fellowship – By a vote to remove from membership.

This is as laid down by the SDA Church Manual.

Timeliness of Discipline – Care must be taken to ensure that the disciplinary process takes a

reasonable time and then communicate its decisions with kindness and promptness.

Fundamental Rights of the Members—Members have a fundamental right to prior notification of the disciplinary meeting and the right to be heard in their own defense, introduce evidence, and produce witnesses.

Section B: Disputes.

- i) In the event of a dispute between members of the EUSDA, the dispute shall in the first instance be that the arbitrator (chosen by the Church Board) to hear and determine the dispute. Subject to the right of appeal as hereinafter provided, the arbitrator's decision shall be final.
- ii) In the event any party to the dispute is not satisfied with the determination of the Arbitrator, such a party may appeal to the Chaplain/Patron sitting jointly. Subject to the right of appeal as hereinafter provided, such determination shall be final.

iii) In the event any party to a dispute is not satisfied with the determination of the

Patron/Chaplain, such may appeal to the Central Rift Valley Conference of the Seventh Day Adventist whose determination shall be final.

iv) In the event of a dispute between the members and the Leaders, or part thereof, or between

members of the Executive Committee, such dispute will first place be referred to the Chaplain/Patron as arbitrators. Subject to the right of appeal as hereinafter provided, such

determination shall be final.

v) In the event that any party is not satisfied with the determination of the Arbitrators under (iv) above, such party may appeal finally to the Central Rift Valley Conference.

vi) In the event of a dispute between EUSDA and anyone not affiliated with EUSDA, the Patron will have an upper hand as the arbitrator between EUSDA and the other party.

ARTICLE 9

SABBATH SCHOOLS

Section A: Structure

The following five (5) classes shall be considered the Sabbath school: First year class; Second year class; Third year class; Fourth year class and Special class.

Section B: Class Council

The class members shall elect able members that will constitute the class council. Whenever the members deem fit to reconstitute the class council, they will seek to do so in consultation with the class representative and the elder attached.

Section C: Class Meetings

The class meetings shall be conducted weekly on Fridays from 6 – 8 pm. The class meetings shall be conducted in a spiritual and prayerful manner following the program in Article 11 Section C.

Section D: Class Visitations

When

The class visitations shall be done after Sabbath as per the need that shall arise.

Conditions

The following are the conditions that shall provide the need for a visitation:

1. A class member who has backslidden.
2. A class member who has been sick.
3. A class member who has been bereaved.
4. A class member who has requested for a visitation.
5. Any other visitation recommended by the class council.

Section E: Class Activities

They shall include Class Sabbath, Presentations, Collections, Social events, Sports day, Outreach, In reach, Missions, Get together, Meal preparation, Church cleaning, Community service and Any other activity recommended by the class and approved by the Church board and/or Elders Council.

Section F: Class Operations

1. The class shall have up to two outreach on a Sabbath day per semester and this shall be upon approval by the Elders Council and/or Church Board.
2. There shall be no singing group which shall conduct its activities during the class and/or church meeting.
3. The language that shall be used during class meetings will be English and/or Kiswahili.
4. The class representative and class council shall ensure that there is inclusivity, gender balance and fair selection of members in all class activities and meetings to avoid monotony.

ARTICLE 10

SUPPORTING MINISTRIES AND SINGING GROUPS

Section A: Standards

The standards for supporting ministries affiliated with and registered under EUSDA is that:

1. In harmony with the EUSDA Constitution and the Church Manual, supporting ministries shall be listed with well-defined activities and/or operations that support EUSDA Church.
2. The power to approve the listing of a supporting ministry is vested to the Board of EUSDA.

Section B: Defining Criteria

The EUSDA Church defines as Supporting Ministries, organizations that comply with the following criteria:

1. The leaders, representatives of supporting ministries shall be loyal members of the EUSDA Church in good standing and in session.
2. The theological positions of the supporting ministries and the emphasis placed upon them shall be in harmony with the fundamental beliefs of the SDA Church. In supporting these beliefs, the context of both the biblical text and writings of Ellen G White will be faithfully used. Theological positions not addressed in the fundamental beliefs shall not be promoted.
3. The leaders and representatives of supporting ministries shall support and co-operate with the goals and purposes of the SDA in their words, actions, and publications. Their work shall positively supplement that of the Church in carrying out the gospel commission. Their activities shall not interfere with the church's operations.
4. Supporting ministries and their personnel shall clearly and explicitly state in their documentation and in their dealings with third parties that they support the spiritual mission of the Church but are independent supporting ministries.
5. Supporting ministries shall not accept tithe from SDA members as well as funding but shall encourage their supporters to be faithful in returning tithe and appropriate offerings through the authorized channels of the SDA Church.

Section C: Requirements for Listing

Complete application requirements for a supporting ministry shall include the following:

1. Completed application form (with reason(s) for seeking listing).
2. Membership list (**with fair representation of members across all the classes**)
3. Constitution that clearly stating the ministry's:
 - i) Mission statement, Purpose and Objectives.
 - ii) Conditions and Criteria for Membership.
 - iii) Leadership Structure and Elections (**include post of ministry auditor**).
 - iv) Sub-ministries or sub-groups and their activities/roles.
 - v) Roles and Responsibilities of members and leaders.
 - vi) Funding statement:
 - ∴Sourcing (Bank account and Treasurer Book recommended)
 - ∴Management of funds (Treasurer report submitted annually to Church auditor)

vii) Rules and regulations governing the supporting ministry.

4. Statistics—number of leaders and members.

5. Report of activities.

6. Other necessary information as required by the EUSDA Church Board

Failure to comply with this documentation policy may jeopardize the continuation of such listing.

Section D: Procedure for Listing

Supporting ministries that comply with the criteria defined, may apply for listing as a supporting

ministry to the EUSDA Auditor. The supporting ministry seeking listing shall:

1. Complete application requirements as indicated in the EUSDA Constitution.
2. Submit application documents to the EUSDA Church Board through the Auditor for examination.

3. Obtain a compliance statement from the Auditor attesting that the supporting ministry complies with the criteria defining Supporting Ministries.

If non-compliance is proved, then the Church Board will terminate the process of listing through a

notification having reasons for the termination.

4. Receive (in a period not exceeding one month after obtaining a compliance statement) a detailed report regarding consideration and approval or otherwise decline for listing from the EUSDA Church board.

5. When the documentation presented and reviewed deems satisfactorily, then the listing process

may continue. In effect, an interim registration shall be approved. Otherwise, it is declined.

6. Consequently, the supporting ministry shall be given a certificate of recognition, listed as an

affiliated supporting ministry in the EUSDA Church and their documentation preserved by the Church Clerk. In effect, full registration is granted.

Section E: Responsibility

The supporting ministries shall be attached to an Elder who will serve as their ex-official.

Supporting ministries welfare shall be a sole responsibility of the following church departments:

1. The Audit Department.

2. The Secretary's Office.

3. The Personal Ministries Department.

Section F: Administration

The criteria for their management including that:

1. The supporting ministries shall provide an update of their documentation including membership, reports of activities etc. annually and/or whenever necessary.

2. The Church Clerk shall be responsible for the maintenance and accuracy of the listing and documentation of supporting ministries.

3. Supporting ministries providing services outside the EUSDA Church program (including invitations) shall consult with, and secure approval from the Elders' council, the executive or the Church board regarding the nature, extent and duration of services.

a) In case such requests are declined, reasons for the decision made based on the convenience of the EUSDA Church shall be given.

b) Contrary to the directions given, shall lead to the consideration of revoking their listing.

4. The EUSDA Church shall not directly engage in dealings with third parties (including

associates)

of supporting ministries.

5. All Supporting ministries shall be given equal and fair opportunity wherever possible by the EUSDA Church, based on their request through the Elder attached.

6. The EUSDA Church has direct relation only to the EUSDA church members affiliated to any supporting ministry.

Issues pertaining registration shall be handled by the Church Clerk and the Auditor in consultation with the representative from the ministry involved.

Section G: Auditing

The guidelines for audit of supporting ministries shall be that:

1. All the operations, activities or responsibility for any supporting ministry listed and affiliated with EUSDA Church shall be subject to audit by EUSDA Church as per the EUSDA Constitution.
2. Upon request, they shall provide copies of their audited reports and audit financial statements to the Church Auditor.
3. The auditing process shall be facilitated and linked through the supporting ministry's auditor (must be include in the application documents).
4. They shall submit semester's report of their activities, operations and progress to the Church Board through the Personal Ministries Director.
5. They shall submit annual report of their activities, operations and progress to the Church Board through the Church Auditor.

Section H: Revoking Listing

The conditions for revoking and terminating the listing of supporting ministries are:

1. Failure to comply and/or lack of harmony with the SDA Church Manual and/or EUSDA Church constitution upon annual re-assessment.
 2. Failure to prove their existence, activeness and support to the EUSDA church in Any given annual calendar.
 3. Failure to submit either annual report to the Church board.
 4. Biasness and discrimination in the representation of their members.
 5. Conflicts and/or inconveniences to the EUSDA Church arising from their existence.
 6. Failure to continually uphold and meet ALL the standards, criteria and requirements for supporting ministries as outlined by this constitution.
- Failure for a supporting ministry to comply with the conditions above, the violation shall be accordingly be discussed by the Church Board and shall necessitate their removal from the listing of supporting ministries.

Section I: Singing Groups

1. Any group considering itself a singing group shall follow the guidelines of seeking listing as a supporting ministry that is centered in singing (or simply listed as singing ministry).
2. Alternatively, it can seek recognition under a listed supporting ministry (or simply as a sub-ministry in a listed supporting ministry). But, it has to meet the defining criteria of supporting ministries and the requirements for listing.

3. There shall be a maximum of three singing groups listed under EUSDA in a given Academic Year.

All choir members associated with singing groups shall be registered and active in singing in their respective class choirs and the EUSDA Church choir.

Any singing group that is not recognized in EUSDA Church through listing shall not be allowed to sing in EUSDA services and events.

ARTICLE 11 PROGRAMS SCHEDULE

Section A: Sabbath Worship

Timeline	Duration	Program	Services
7.30-8.00 am	30 min.	MM Training	
8.00-8.15 am	15 min.	Song service	
8.15-8.30 am	15 min.	Morning devotion	
	30 min.	Sabbath school	Welcoming Devotion Prayer Singing Session Progress Report Mission Emphasis
9.00-10.00 am	1 hr.	Lesson discussion	
10.00-10.30 am	30 min.	Song service	
10.30-10.50 am	20 min.	Announcement	
10.50-11.00 am	10 min.	Prayer	
11.00-12.45 pm	1 hr. 45 min.	Sabbath Divine	Doxology Invocation Welcoming Scripture Opening song Prayer Tithes and Offerings Children Sermon Special Song Sermon Closing Song Benediction
12.45-2.00 pm	1 hr. 15 min.	Lunch break	
2.00-5.30 pm	3 hrs. 30 min.	Sabbath Afternoon	Welcoming Devotion Singing Session Lesson Introduction Bible Study Vote of Thanks Announcements

Section B: Vespers Fellowship

Music Vespers (Sunday 8-9PM)		Midweek Vespers Wednesday 8-9PM)		Sabbath Vespers (Friday 8-9PM)	
Opening prayer	-	Opening prayer	-	Opening prayer	-
Congregational singing	18 min	Singing session	10 min	Singing session	10 min
Song training	9min				
Announcements	8 min	Prayer coordinator	5 min	Prayer coordinator	5 min
Special song	5 min	Announcements	10 min	Announcements	10 min
Devotional presentation & general prayers	20 min	Special song	5 min	Special song	5 min
Closing prayer	-	Devotional presentation	30 min	Devotional presentation	30 min
		Closing prayer		Closing prayer	-

Section C: Class Meetings

a) The first three consecutive class meetings of the month shall follow the following program:

Timeline	Duration	Activity	Facilitator
6.00 – 6.40 pm	40 min	Choir practice	Choir trainer
6.40 – 6.45 pm	5 min	Prayer	Prayer coordinator
6.45 – 6.55 pm	10 min	Singing	Class chorister
6.55 – 7.05 pm	10 min	Devotion	Class council appointee
7.05 – 7.50 pm	45 min	Class discussion	Class rep.

b) The subsequent fourth class meeting of the month shall follow the following program:

Time	Duration	Activity	Facilitator
6.00 – 6.20 pm	20 min	Choir practice	Choir trainer

6.20 – 6.25 pm	5 min	Prayer	Prayer coordinator
6.25 – 6.45 pm	20 min	Testimonies	Class rep.
6.45 – 7.45 pm	60 min	Social Life Study	ALO/AMO
7.45 – 7.50 pm	5 min	Announcements	Class rep.

ARTICLE 12 POLICIES AND PRACTICES

Section A: Treasury Policies

The treasury policies shall govern and manage the expenditures and disbursements for regular activities and welfare practices in the EUSDA Church.

Section B: Charity Policies

The charity policies shall govern and manage the charity activities and support in the EUSDA Church.

Section C: Auditing Policies

During the process of auditing, the following procedure and communication channels shall be

followed (some may be skipped as per the need):

1. Letter of Understanding- This is the notification of audit informing its nature, scope and expectations.
2. Entrance meetings- inaugural meeting with departmental council to discuss the strategies to be employed.
3. Audit query, communication and response- numerous course of fieldwork, observing, interviewing until queries are clear/outstanding.
4. Exit meetings- share findings with departmental leaders and indicate outstanding issues for further explanation/documentation.
5. Departmental letter- issued and includes all unresolved audit findings and exceptions with specific response timeline.
6. Draft audit report- issued to address issues unsatisfactorily addressed.
7. Final audit report- issued to show overall audit opinion and pinpoint arising key issues.
8. Reporting to elders council- submitted for review and recommending appropriate actions.
9. Deliberations to elders' reports- incorporated to report.
10. Reporting to Elders/Church Board/Church Briefing- submitted for review, discussion, recommending appropriate actions and implementation.

11. Follow up of implementation of recommendations- subsequent to confirm and deliberate. Submission Deadline: Property reports, financial statements and account of all funds for audit to be submitted WITHIN one week after audit notification. Early submission is highly encouraged.

Section D: Communication Policies

There shall exist a well-established church communications under the following platforms:

1. **EUSDA telephone** – under the custody of the First Elder and/or Clerk.
2. **EUSDA website** – under the custody of the Communication and Publicity Department.
3. **EUSDA social forums** – under the custody of the Communication and Publicity Department.

Such platforms shall include Twitter, Facebook, Telegram and WhatsApp.

Section E: First Year Orientation

The registration of the first years shall follow the following program:

Timeline	Activity	Facilitation
3 Weeks to end semester	Form orientation committee executive of 10 members. The committee shall plan and prepare a brief strategic and logistic program for orientation.	Church Board (through the First elder)
Before reporting	The orientation committee shall 1. Prepare budget/activity plan. 2. Prepare registration forms. 3. Identify members to assist in the orientation exercise. 4. Identify convenient registration points and assign members at each venue.	Orientation committee
During reporting	Keep track as new members arrive Registration at all venues	1. All church leaders 2. Orientation committee executive and members
Initial meetings	Orientation and guidance to EUSDA meetings/activities/programs	Elders council
Sensitization to EUSDA departments	Departmental heads	

Choosing a class reps.	Elder(s) attached	
Organization of class choir	Elder(s) attached	
Subsequent meetings	Grouping first years under a church leader who shall serve as the group coordinator (preferably a church leader)	Clerk
Initial group meeting and choosing group leader.	Group coordinators	
Social life education and sensitization forum	ALO/AMO Directors	
Constitute of first years to BS/Family groups	PM Coordinator ALO/AMO Director	
End of semester	Submit orientation committee report Disband the orientation committee	Church board/Elders' Council
Submit group coordinator semester's report	Church board/Elders' Council	

Section F: The Semester's Program

The preparation of the semester's program shall be done following the priority and order:

- i) Special Sabbaths** - Open Sabbath, Holy Communion, Outreach Sabbath, Business Sabbath, Music Sabbath, Child dedication and Baptism
- ii) Weekly Sabbaths** - Medical missionary, Stewardship, Prayer and fasting, VOP, ALO/AMO Seminar, Internal mission, Orientation and PCM Weekend.
- iii) Class Sabbath** - First-year, Second-year, Third-year, Fourth-year, Special class, Associate.
- iv) Departmental Sabbaths** - SHT, Elders, Master guide, Supporting ministries, Publishing etc.
- v) Sabbath Collections** - Subscription, KUCASA, charity, crusade, recording, CDC fundraiser etc.
- vi) Sabbath functions** - Treasury/Clerk/Audit/Charity reporting
- vii) Upcoming Events** - First year's ceremony, Finalists' ceremony, Night vigils, Leaders training/forum/ceremony, PA training, Sports day, Social forum/seminar, Social Sunday, Master-guide training/campout etc.

Section G: EUSDA Bulletin and Announcements

- The elders will be responsible for making ALL announcements in vespers fellowship and worship service.
- Thoughtful consideration shall be given to the length and character of the announcements and departmental promotions during Sabbath services.
- There shall be a printed bulletin giving the order of service, church directory and the announcements for the week among others prepared by the personal ministry in

consultation

with other departments responsible. This shall be issued to members by the deacons and deaconesses on duty on each regular Sabbath morning.

Section H: EUSDA Welfare

There shall be a church welfare for EUSDA members under the following cases:

1. Speakers' welfare. This welfare shall cater for the speakers invited during Sabbaths, meetings and other fellowships. This will be coordinated by the First Elder in consultation with the Elders' council and Treasury Department.

2. Bereavement welfare. This welfare shall cater for the bereavement of a guardian and/or a parent of a member. This will be coordinated by the Elders' council in consultation with the respective Sabbath School.

3. Wedding welfare. This welfare shall cater for weddings of EUSDA members having sent an invitation to EUSDA Church. This will be coordinated by the ALO/AMO departments in consultation with the Elders' Council.

Section I: EUSDA Services

All EUSDA services shall employ skill, study and planning. Also, spirituality, hospitality and welcoming shall be considered in all forms of service.

1. Worship Service—The Sabbath worship service is the most important church meeting. Here

members gather weekly to unite in worshipping God in a spirit of praise and thanksgiving, to hear the Word of God, to gather strength and grace to fight the battles of life, and to learn God's

will for them in soul-winning service. Reverence, simplicity, and promptness should characterize the service.

2. Church Outreach Service—At least one Sabbath of each semester shall be the Church Outreach

Sabbath. This worship service focuses on lay evangelism and may feature plans and activities of various departments.

3. Communion Service – The communion service customarily is celebrated once per quarter. The

service includes the ordinance of foot-washing followed by the Lord's Supper. It should be a most sacred and joyous occasion to the congregation, pastor, and elders. The service usually

takes place during the worship service but may be scheduled at other times

i) Announcing the Communion Service— On the preceding Sabbath an announcement should

be made of the service calling attention to the importance of the forthcoming communion. Every Member Should Attend

ii) Who May Participate—The Church practices open communion. All who have committed their

lives to the Savior may participate. Children learn the significance of the service by observing others participating. After receiving formal instruction in baptismal classes and making their commitment to Jesus in baptism, they are thereby prepared to partake in the service themselves

4. EUSDA Visitations – There shall be visitations made to members in need of such

visitations

following the policies and under the following provisions.

- a. Elders Visitations.
- b. Class Visitations.
- c. Charity Visitations.
- d. ALO/AMO Visitations.
- e. Personal Ministry Visitations.

5. EUSDA Missions – There shall be two missions organized by EUSDA in an academic year as thus:

- i) **Main Mission:** one crusade held at the end of the second semester of the academic year by the entire EUSDA.
 - ii) **Mini-Missions:** two crusades held at the end of the first semester of the academic year by the Supporting Ministries and/or two class combinations:
 - a) 4th Years and 1st Years.
 - b) 3rd Years and 2nd Years.
- The Special Class shall join any mission of their choice.

7. EUSDA Camp meeting – The leadership shall recommend to the church the best and convenient arrangements and logistics for conducting a camp meeting. Then, they shall plan, arrange and conduct the camp meeting.

8. EUSDA Family/BS Groups – There shall be family meetings and Bible Study meetings arranged each semester for spiritual study and growth. The schedule for such meetings is outlined under article 2.

ARTICLE 13

STANDARDS OF CHRISTIAN LIVING

1. High Calling of God in Christ Jesus

Our Christian's life is not a slight modification or improvement, but a complete transformation of nature.

2. Bible Study and Prayer

Spiritual life is maintained by spiritual food. We will maintain the habit of devotional Bible study and prayer so that we attain perfect holiness.

3. Community Relationships

Wherever we shall live, as children of God we should be recognized as outstanding citizens in our Christian integrity and in working for the common good. We shall focus on maintaining unity.

4. Reverence in the Place of Worship

We will recognize that “the hour and place of prayer are sacred, because God is there.”

We will

come to the house of worship, not carelessly, but with decorum and in the spirit of meditation and

prayer, and will avoid unnecessary conversation.

5. Health and Temperance

For this reason, we live intelligently in accordance with health principles of physical exercise,

respiration, sunshine, pure air, use of water, sleep, and rest. By conviction we choose to eat

healthfully, wear suitable clothing, practice cleanliness, engage in proper recreation, and freely

choose to follow the principles of health, self-control, and wholesome diet.

6. Dress

Our religion must have a molding influence on all our activities. Customs and fashions may change,

but principles of right conduct remain the same.

7. Simplicity

Simplicity has been a fundamental feature of the Church from its beginning. We must continue to be

a people called to live a simple life.

8. Modern Media

We should carefully evaluate our mental habits for wholesome nourishment for renewal and

strengthening our inner beings need (2 Cor. 4:6). What we choose to read, hear, and watch, whether

by book or magazine, radio or television, the Internet, or other modern media shapes and impacts

our character.

9. Recreation and Entertainment

Recreation is a purposeful refreshing of the powers of body and mind.

10. Music

We shall worship in singing in spirit and understanding. “Music was made to serve a holy purpose,

to lift the thoughts to that which is pure, noble, and elevating, and to awaken in the soul devotion

and gratitude to God.

Conclusion

Standing amid the perils of the last days, bearing the responsibility of speedily carrying the last offer of salvation to the world, and facing a judgment that will culminate in the establishment of universal righteousness, let us consecrate ourselves body, soul, and spirit to God, determining to maintain the high standards of living that must characterize those who wait for the return of their Lord.

ARTICLE 14 GENERAL PROVISIONS

Section A: EUSDA Constitution

1. The power to interpret this Constitution is vested in the Board of EUSDA.
2. Amendments to this Constitution may be done by a vote of majority of registered members of EUSDA.
3. The Constitution shall be reviewed by;
 - i) A committee selected by the EUSDA Church Business meeting. The Committee may only be dissolved for good cause recognized by the East Kenya Union of the Seventh Day Adventist Church.
 - ii) The Board of EUSDA delegating the mandate of reviewing the Constitution to the church auditor. This happens when the review committee is dissolved.

Section B: EUSDA Affiliation

1. The EUSDA group is formally associated to the Kenya Universities and Colleges Adventist

Students Association (KUCASA).

2. EUSDA is affiliated to the East Kenya Union of the Seventh Day Adventist Church.

NOTES

Ass. – Assistant

Dept. – Department

SDA – Seventh-Day Adventist

EUSDA – Egerton University Seventh-Day Adventist

ALO	ADVENTIST LADIES ORGANIZATION
AMO	ADVENTIST MEN ORGANIZATION
AMR	ADVENTIST MUSLIM RELATIONS
AUD	AUDIT
CDC	CHURCH DEVELOPMENT COMMITTEE
CHA	CHARITY
CLK	CLERK'S OFFICE
CM	CHILDREN MINISTRY

CP	COMMUNICATION AND PUBLICITY
DCN	DEACONRY
ELC	ELDERS' COUNCIL
IC	INTREST CO-ORDINATOR
MG	MASTER GUIDE
MM	MEDICAL MISSIONARY
MUS	MUSIC
PCM	PUBLIC CAMPUS MINISTRY
PF	PRAYER AND FELLOWSHIP
PM	PERSONAL MINISTRY
PUB	PUBLISHING
SHT	SOCIAL, HEALTH AND TEMPERANCE
SS	SABBATH SCHOOL
STW	STEWARDSHIP
TPA	TRANSPORT AND PUBLIC ADDRESS
TRS	TREASURY
VOP	VOICE OF PROPHECY