

**KENYATTA UNIVERSITY SEVENTH-DAY
ADVENTIST CHURCH (KUSDA)**



**THE CONSTITUTION OF KENYATTA UNIVERSITY SEVENTH DAY
ADVENTIST CHURCH (KUSDA)**

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ARRANGEMENT OF ARTICLES

CHAPTER ONE	7
2. Mission Statement.....	7
3. Vision Statement.....	7
4. Objectives	7
CHAPTER TWO	8
5. Membership	8
6. Rights and obligations of the members.....	8
CHAPTER THREE	9
7. Fundamental Beliefs	9
CHAPTER FOUR.....	14
8. Church Officers.....	14
a) KUSDA Chaplain	14
9. Patron/Matron	16
10. Elders	17
KUSDA shall have a strategic planning and budgeting committee council to help the church run with well-defined plans and a proper organization.	19
12. Worship Committee	21
14. Office of the Church Clerk.....	23
15. Office of the Treasurer.....	24
16. Deaconry Office.....	25
18. Music Department.....	27
19. Personal Ministries Department.....	29
1) The Personal Ministries Director	29
3) Adventist Global Missions.....	30
4) Adventist Muslim Relations Coordinator	30
5) Public Campus Ministries (PCM)	31
6) Adventist Men Organization (AMO) Coordinator.....	32
7) Adventist Ladies Organization (ALO) Coordinator	32
8) Community Services Director.....	33
9) Family Ministries Coordinator.....	33

10)	Small Groups Ministry.....	33
	The Duties of a Small Group Ministries Leader	34
11)	The Personal Ministries Council.....	34
12)	The Sabbath School Department.....	36
13)	Sabbath School Superintendent	36
14)	First Assistant Sabbath School Superintendent.....	36
15)	Second Assistant Sabbath School Superintendent	36
16)	Sabbath school secretary	37
17)	Sabbath School Council	37
19)	Health Ministries Department.....	38
20)	Health Ministries Coordinator	38
21)	Health Ministries Secretary.....	38
22)	Adventist Chaplaincy Ministry (ACM)	39
23)	ACM Council.....	39
24)	Adventist Chaplaincy Ministry Chairperson.....	39
25)	Prison Ministry.....	39
26)	Hospital Ministries.....	40
27)	School Ministry.....	40
28)	Children’s Homes Ministry.....	41
20.	Church Investment and Development Department	42
a)	Church Investment and Development Chairperson	42
b)	Assistant Church Investment and Development Chairperson.....	42
c)	Church Investment and Development Council	42
21.	Academic and Social Advisors	44
22.	Adventist Youth Ministry	45
23.	Children Ministry Department	46
1)	Children Ministry Coordinator.....	46
2)	Children’s Ministries Secretary	46
24.	Publishing Ministries Department	47
1)	Librarian.....	47
2)	Assistant Librarian	47
3)	Press council	47

4)	Literature Evangelism Club	48
25.	Welfare Department.....	50
1)	The Welfare Coordinator	50
2)	Welfare Secretary.....	50
3)	The Welfare Council	50
1)	Communication Director.....	51
2)	Communication Secretary.....	51
3)	Radio, TV and Posters Committee.....	51
4)	Public Address Committee.....	52
5)	Communications council.....	52
6)	Website Council.....	52
27.	Prayer Ministries Department	53
1)	Prayer Ministries Coordinator.....	53
2)	Prayer Ministries Secretary.....	53
3)	Prayer Ministries Council	53
28.	Prophecy Department.....	54
1)	Prophecy Department Chairperson	54
2)	Prophecy Department Secretary.....	54
3)	Prophecy Departmental Council	54
32.	KUSDA Representative to the KUSA	57
CHAPTER FIVE		60
37.	CHURCH FINANCES	60
1)	Sources.....	60
2)	Expenditure	60
3)	Church Budget Plan	60
4)	Administration of Funds.....	60
5)	Auditing	61
6)	Internal Auditor.....	61
CHAPTER SIX.....		63
38.	CHURCH ELECTIONS	63
CHAPTER SEVEN		64
39.	CHURCH MEETINGS.....	64

1) Worship Meetings	64
2) Choir Meetings.....	64
3) Administrative Meetings.....	64
CHAPTER EIGHT	67
40. CHURCH DISCIPLINE	67
1) Members Responsibility	67
2) REASONS FOR WHICH MEMBERS SHALL BE DISCIPLINED	67
CHAPTER NINE	69
41. AMMENDMENT TO THIS CONSTITUTION.....	69
a) Amendments by the church board	69
b) Review by committee.....	69
CHAPTER TEN.....	70
42. SUBSIDIARY LEGISLATIONS	70
APPENDIX ONE.....	71
APPENDIX TWO.....	72

Preamble

We, Kenyatta University Seventh-day Adventist Church:-

- Aware that we are part of the Worldwide Seventh-day Adventist Church, appreciate that God's divine power has given us everything we need for life and godliness through our knowledge of Him to His own glory and goodness;
- Recognize the need for unity in diversity and that of meeting together and encouraging one another (**Heb 10:25**) and carry each other's burdens, hence fulfilling the law of Christ (**Gal 6:2**);
- Take the challenge to share and proclaim the faith we possess and profess and to obey the gospel commission of our Lord (**Mat 28:18-20**);
- Acknowledge the authority of the Bible and the Spirit of Prophecy as the sole guidance of the church, the church manual, the University Act and the statutes of Kenyatta university;
- To this end, with the consent of the university, we adopt, enact and give this constitution to KUSDA Church and her future generations, and with regard to the aforementioned, we hereby on the **28th day of January, 2017** promulgate this revised constitution to govern, rule and bind the functioning of the said Adventist church;

This constitution shall be used alongside the SDA church manual, the Bible and the Spirit of Prophecy;

This constitution repeals the earlier constitution of **12th March 2011**.

CHAPTER ONE

1. Name and Purpose

- a) The name of the church shall be “**KENYATTA UNIVERSITY SEVENTH-DAY ADVENTIST.**”
- b) The Seventh-day Adventist Church Kenyatta University shall, for all purposes, be abbreviated as **KUSDA** and herein referred to as ‘**KUSDA Church**’.

2. Mission Statement

KUSDA exists to prepare faithful, committed, sacrificial army of Christ’s disciples, who, knowing the times like the sons of Issachar are ready for the second coming of Christ and are actively involved in preparing others for the impending and imminent return of Jesus in glory.

3. Vision Statement

The vision of KUSDA church is to be a transformative, dynamic, disciple-making church, raising Christ-centered servant leaders.

4. Objectives

The aims and objectives of KUSDA church shall be:-

- a) To provide opportunity for Christian fellowship.
- b) To strengthen the faith commitment of church members to Seventh-Day Adventist beliefs and mission;
- c) To prepare church members to deal with challenges that arise in a secular environment;
- d) To participate in the activities that are geared towards holistic development;
- e) To provide guidance and counseling services;
- f) To encourage members to participate in University activities that require their services and presence as individuals or groups as guided by our core beliefs;
- g) To network with the KUSDA associates for support, encouragement and guidance.

CHAPTER TWO

5. Membership

There shall be membership of the church and shall apply to-

- a) Baptized members of the Seventh-day Adventist Church, who are in good and regular standing in KUSDA church, who live, study and/or work in Kenyatta University and its environs;
- b) Members who are baptized and welcomed into the KUSDA church;
- c) Non- baptized members of the Seventh-day Adventist Church or others who have willingly accepted God's message and have consistently identified with the church. *Such members shall not be elected as officers of the church;*
- d) Those who have **WILLINGLY** transferred their names from their various local churches to the KUSDA church.

6. Rights and obligations of the members

The members of the church shall:-

- a) Have the right to participate in all functions of the church to the extent that this constitution allow;
- b) Have the obligation of supporting the church activities by participation, contributions and any other way as is provided for by this constitution;
- c) Have the obligation to abide by the letter, the idea, and the spirit of this constitution and give unreserved loyalty and service to God;
- d) Be expected to uphold Biblical doctrines, order of the Seventh-day Adventist Church, and legal, ethical and social order of the University and the Republic of Kenya in so far as the provisions of the latter two do not conflict with the beliefs and doctrines of the worldwide Seventh-day Adventist Church;

CHAPTER THREE

7. Fundamental Beliefs

In line with the belief of the Seventh-day Adventist, KUSDA church, accept the Bible as their only creed and hold certain fundamental beliefs to be the teaching of the Holy Scriptures. These beliefs, as set forth here, constitute a summary of worldwide Seventh-day Adventist Church's understanding and expression of the teaching of scripture:-

1) The Holy Scriptures

The Holy scriptures, old and New Testaments, are the written word of God, given by divine inspiration through holy men of God who spoke and wrote as they were moved by the Holy Spirit. (2nd Peter 1:20, 21; 2 Tim. 3:16, 17; Ps.119:105 ;)

2) The Godhead

There is one God: Father, Son, and Holy Spirit, a unity of co-external persons. God is immortal, all powerful, all knowing, above all, and ever present. He is infinite and beyond human comprehension, yet known through His self-revelation. He is forever worthy of worship, adoration, and service by whole creation (Deut 6:4; Matt.28:19; 2Cor.13:14; Eph. 4:4-6)

3) The Father

God the eternal father is creator, sustainer and sovereign of all creation. (Gen. 1:1; Rev.4:11; 1Cor.15:28; John 4:8; 1Tim 1:17; Ex.34:6, 7.)

4) The Son

God the eternal Son became incarnation in Jesus Christ. Through Him all things were created, the character of God is revealed, the salvation of humanity is accomplished and the world is judged, (John1:1-3, 14; Col 1:15-19; John 10:30; Rom.6:23; 2Cor.5:17-19)

5) The Holy Spirit.

God the eternal spirit was active with the father and the son in creation, incarnation and redemption. He inspired the writers of the scriptures. He filled Christ life with power. (Gen 1:1-2; Luke 1:35, 4:18; Acts 10:38; 2Peter 1:21; 2Cor3:18)

6) The Creation

God is the creator of all things and has revealed in scriptures the authentic account of his creativity. (Gen 1:2; Ex.20:8-11; Ps 19:1-6; 33:6, 9; Heb 11:3).

7) The Nature of Man

Man and woman were made in the image of God with individuality, the power and the freedom to do so. Though created free beings each is an indivisible unity of body mind and spirit, dependent upon God for life and breath and all else.(Gen1:26-28;2:7 ;Ps 8:4-8; Acts 17:24-28; Gen 3;Ps 51:5; Rom 5:12-17)

8) The Great Controversy

All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law, and His sovereignty over the universe (Rev. 12:4-9; Isa. 14:12-14; Eze. 28:12-18; Gen. 3; 2 Pet 3:6; Heb 1:14)

9) The Life Death and Resurrection of Christ

In Christ's life of perfect obedience to God's will, His suffering, death, and resurrection, God provided the only means of atonement for human sin, so that those who by faith accept this atonement may have eternal life, and the whole creation may better understand the infinite and holy love of the Creator. (John 3:16; Isa. 53; 1 Peter 2:21, 22; 1Cor.15:3-4)

10) The Experience of Salvation

In infinite love and mercy God made Christ, who knew no sin, to be sin for us, so that in Him we might be made the righteousness of God. Led by the Holy spirit we sense our need, acknowledge our sinfulness, repent of our transgressions, and exercise faith in Jesus as Lord and Christ, as substitute and example. (2 Cor. 5:17-21; Gal. 1:4; 4:4-7 John 3:16; Rom. 8:14-17 ;)

11) Growing in Christ

By his death on the cross Jesus triumphed over the forces of evil. He who subjugated the demonic spirits during his earthly ministry has broken their power and made certain their ultimate doom. (Ps 1:1, 2; 23:4; 77:11-12; Col 1:13-14; Gal 5:22-25; Rom 5:38, 39; Heb 10:25)

12) The Church

The church is the community of believers who confess Jesus Christ as Lord and Saviour (Gen. 12:3; Acts 7:38; Eph. 4:11-15; 3:8-11; Matt 28:19, 20; 16:13-20; 18:18; Col 1:17-18).

13) The Remnant and Its Mission

The universal church is composed of all who truly believe in Christ, but in last days, a time of widespread apostasy, a remnant has been called out to keep the commandments of God and the faith of Jesus. (Rev. 12:17; 14:6-12; 18:1-4; 2 Cor. 5:10; Jude 3, 14; 1 Peter 1:16-19)

14) Unity in the Body of Christ

The church is one body with many members, called from every kindred, tongue, and people. (Rom. 12:4, 5; 1 Cor. 12:12-14, Matt. 28:19, 20; John 17:20-23)

15) Baptism

By baptism we confess our faith in the death and resurrection of Jesus Christ, and testify of our death to sin and of our purpose to walk in newness of life. (Rom. 6:1-6; Col. 2:12, 13; Acts. 16:30-33.)

16) The Lord's Supper

The Lord's Supper is a participation in the emblems of the body and blood of Jesus as an expression of faith in Him, our Lord and Savior. (1 Cor. 10:16, 17; 11:23-30; Matt. 26:17-30)

17) Spiritual Gifts and Ministries

God bestows upon all members of His church in every age spiritual gifts which each member is to employ in loving ministry for the common good of the church and of humanity. (Rom. 12:4-8; 1 Cor. 12:9-11, 27, 28; Eph. 4:8, 11-16; Acts 6:1-7)

18) The Gift of Prophecy

One of the gifts of the Holy Spirit is prophecy. This gift is an identifying mark of the remnant church and was manifested in the ministry of Ellen G. White. (Joel 2:28, 29; Acts. 2:14-31; Heb. 1:1-3; Rev 12:17; 19:10)

19) The Law of God

The great principles of God's law are embodied in Ten Commandments and exemplified in life of Christ. (Ex. 20:1-17; Ps. 40:7, 8; Matt. 22:36-40; Deut 28: 1- 14; Matt. 5:17-20; Heb. 8:8-10; Ps 19:7-14)

20) The Sabbath

The beneficent Creator, after the six days creation, rested on the seventh day and instituted the Sabbath for all people as a memorable of creation. (Gen. 2:1-3, Ex.20:8-11; Luke4:16; Isa.56:5,6;58:13,14; Matt. 12:1-12; Ex. 31:13-17; Eze.20:12,20; Deut5:12-15; Heb. 4:1-11; Lev23:32; Mark 1:32).

21) Stewardship

We are God's stewards, entrusted by Him with time and opportunities, abilities and possessions, and the blessings of the earth and its resources. We are responsible to Him for their proper use.(Gen.1:26-28;2:15; 1Chron. 29:14; Haggai 1:3-11;Mal 3:8-12;1cor 9:9-14; Rom 15:26-27)

22) Christian Behavior

We are called to be a godly people who think, feel and act in harmony with the principles of heaven. (Rom 12:1, 1 John 2:6; 10:31; Lev. 11:1-47; 3 John 2).

23) Marriage and the family

Marriage was divinely established in Eden and affirmed by Jesus to be a lifelong union between a man and a woman in loving companionship. (Gen. 2:18-25; Matt 19:3-9; John 2:1-11; 2 Cor 6:14; Eph. 5; 21-33)

24) Christ's Ministry in Heavenly Sanctuary

There is a sanctuary in heaven, the true tabernacle, which the lord set up, and not man. (Heb. 21-5; 4:14-16; 9:11-28; 10:19-22; Dan 7:9-27; 8:13; Ez 4:6;)

25) The Second Coming of Jesus Christ

The second coming of Jesus Christ is the blessed hope in the church, the grand climax of the gospel. (Titus 2:13; Heb.9:11-28; John 14:1-4; 2Thess.1:7-10; Rev 14:14-20; 19:11-21)

26) Death and Resurrection

The wages of sin is death. But God, who alone is immortal, will grant eternal life to His redeemed. Until that day death is an unconscious state for all people. (Rom.6:23; 1Tim 6:15, 16; Ecc. 9:5, 6; John 11:11-14; Col. 3:4; 1Cor.15:51-54; 1Thess.4:13-17; John 5:28-29; Rev 20:1-10)

27) The Millennium and the End of Sin

The millennium is the thousand –year reign of Christ with His saints in heaven between the first and second resurrections. (Rev20; 1Cor. 6:2, 3; Jer.4:23-26; Eze. 28:18-19; Mal 4:1)

28) The New Earth

On the new earth, in which righteousness dwells, God will provide an eternal home for the redeemed and a perfect environment for everlasting life, love ,joy, and learning in His presence.(2Peter 3:13;Isa.35;65:17-25; Matt. 5:5;Rev.21:1-7;22:1-5;11:15)

CHAPTER FOUR

8. Church Officers

The following shall be the offices and the officials of the church. The officials shall be elected into offices according to the provisions of this constitution and the Worldwide Seventh-day Adventist church manual;

a) KUSDA Chaplain

There shall be a chaplain for the church who shall be appointed by Kenyatta University according to the laid down regulations for the appointment of the Seventh Day Adventist chaplain, in consultation with the local union of Seventh - day Adventist and shall be the pastor of the Seventh-Day Adventist Church Kenyatta University;

There shall be an associate chaplain, who shall be seconded to KUSDA by the Central Kenya Conference of Seventh-Day Adventists; who shall serve under and in concert with the KUSDA chaplain.

Essential Duties and Tasks:

1. Guide KUSDA in the Discovery and Fulfillment of her Calling and Mission:

- a) Discern, articulate, and cast the vision of where God is leading KUSDA;
- b) Model and encourage personal spiritual development;
- c) Lead the congregation to view herself and act as ministers with a calling;
- d) Expand the congregation's participation in mission activities.

2. Strengthen and oversee the faith life of KUSDA:

- a) Create an inviting, welcoming community of faith;
- b) Mobilize, equip, empower KUSDA leadership;
- c) Supervise weekly KUSDA staff meetings;
- d) Coordinate Worship Services;
- e) Attend KUSDA Church Board and Business Meetings;
- f) Design and implement plan to educate and involve new members in ministry;
- g) Create an administrative structure to support the work of KUSDA's ministry groups;
- h) Work with the Treasurer and Stewardship Ministry Group to oversee financial management of KUSDA;
- i) Create plan for growing stewardship in KUSDA.

3. Provide outreach and improve KUSDA's visibility in the area:

- a) Make KUSDA available for weddings, funerals, other community events. Be available to officiate in Christian weddings and funeral services of KUSDA members upon request;
- b) Work with congregational members to bring in prospective members through outreach;
- c) Analyze, interpret the demographics of the KU area and apply them to outreach plan;
- d) Look for ways to get free positive publicity for KUSDA;
- e) Develop a consistent plan for prospect follow-up;
- f) Ensure that KUSDA website is engaging, current and helpful to visitors.

4. Coordinate the preaching and teaching ministry of KUSDA:

- a) Coordinate the delivery of mid-week and Friday vespers, and Sabbath worship services;
- b) In liaison with the church board, prepare long-range preaching schedules and themes to facilitate worship planning;
- c) Oversee Sabbath school programs and operations.

5. Expand KUSDA's missions' witness:

- a) Represent KUSDA in the faith community and in the community at large;
- b) Look for ways to involve KUSDA in local mission activities.

6. Provide Pastoral Care for KUSDA:

- a) Visit the sick in hospital, shut-ins in their homes and the bereaved;
- b) Be available for counseling as needed at the office during designated times.

7. Attend official denominational church meetings.

8. Oversee all publications-- newsletter, orders of worship, letters.

10. Other duties as assigned by University Management.

9. Patron/Matron

There shall be one patron/matron for each of the KUSDA Church/Sabbath Schools who shall:-

- (a) Be appointed from among the members of academic or administrative staff of Kenyatta University;
- (b) Together with the chaplain be the formal link between the university authorities and the church;
- (c) Assist, whenever possible, the chaplain in his duties;
- (d) Together with the chaplains offer assistance whenever the church wants to use a university facility
- (e) Be an ex-officio member of the nominating committee.
- (f) Be a mandatory signatory of the church accounts.
- (g) Champion for religious liberty on behalf of KUSDA Students, in collaboration with the chaplains and the KUSDA representative to KUSA
- (h) Be a member of the church strategic planning and church building and investment committee.
- (i) Coordinate the welfare and academic affairs of the students in concert with the chaplains.
- (j) Solicit funds for church activities, initiatives and projects.

10. Elders

The call to be an elder is a sacred call and requires a consecrated life. Elders must be recognized by the church as strong spiritual leaders and must have good reputations both in the church and community. In the absence of a pastor, elders are the spiritual leaders of the church and by precept and example must seek to lead the church into a deeper and fuller Christian experience.

Elders should model, by their devotional life, Christian personality and spiritual interest, a higher ideal for each member to reach. They should reflect the fruits of the Spirit in their relationship with others: love, joy, peace, longsuffering, kindness, goodness, faithfulness, gentleness and self-control.

KUSDA shall have **SEVEN to NINE (7-9)** elders who will serve in the pastoral ministry together with the chaplain and the associate chaplain. Six elders will be drawn from the student members of the church while two will be members of the community.

Duties and Roles of Elders

- a) Under the chaplain, or in the absence of the chaplain, an elder is responsible for the services of the church and must either conduct them or arrange for someone to do so.
- b) As spiritual leaders, elders should encourage the church members to develop a personal relationship with Jesus and by strengthening their inner life of devotion.
- c) Foster tithing by public presentation of the scriptural privilege and responsibility of stewardship and by personal labor with members in a tactful and helpful manner.
- d) Under and in cooperation with the chaplains, elders are spiritual leaders of the church and are responsible for fostering all departments and activities of the work. Elders should maintain a mutually helpful relationship with other officers.
- e) Nurture and develop a horizontal relationship with the church members through visitations and bible studies and encourage the church members to do so.
- f) In liaison with the chaplain, the elders will be responsible for the preparation of baptismal candidates and ensure that the baptismal class is up and running.
- g) Officiation of Holy Communion services.
- h) They shall be members of the Strategic Planning and Budgeting Committee.
- i) Elders will foster world mission work by carefully studying the mission emphasis of the World Church and encourage members to personally support missions.
- j) An elder is a member of the church board and attends on a regular basis in order to provide input and counsel regarding church issues.

There shall be a Head Elder who shall be nominated by the nominating committee and shall work with the chaplains and the patron/matron in administrative matters.

Elders Council

There shall be an elders' council that comprises of;

- (i) The Chaplain
- (ii) All the elders

Roles of the Elders' Council

- (i) They report to the church board
- (ii) They make proposals to the church board
- (iii) They do not act for or instead of the church board

The Chaplain is the chairperson whereas the Head Elder is the secretary to the Elders' Council.

11. KUSDA Strategic Planning and Budgeting Committee

KUSDA shall have a strategic planning and budgeting committee council to help the church run with well-defined plans and a proper organization.

The Strategic Planning approach to leadership at KUSDA will:

- a) Prompt the church to be proactive not reactive- to be aggressive not passive
- b) Force the church to think about and focus on such deep biblical-theological issues as core purpose, mission, values, vision and strategy.
- c) Help the church discover its strengths, weaknesses, opportunities and threats.
- d) Help the church face the reality of chaotic change and make tough decisions.
- e) Help the church become positive and not negative, in its approach to ministry by envisioning what it can do.
- f) Invite the church to discover the trends driving both the secular world and the church and their positive or negative effect on the ministry.
- g) Get everyone on the same page so that the entire church team has a common context for decision making and problem solving.
- h) Assist improvement of performance
- i) Identify and solve major church organizational problems
- j) Assist the church to thrive and prosper with less available resources
- k) Develop team work and increase skills.
- l) Apply the best managerial practices in use.

Composition of the Strategic Planning and Budgeting Committee

- a) The Strategic Planning and Budgeting Committee shall work as a sub-committee of the Church Board.
- b) The committee will be composed of chaplains, Patron/matron, Elders, Church Clerk, Church Treasurers, Personal Ministries Director, Church Development and Investment Chairperson, Children's Ministry Coordinator and Five (5) church members elected from the church for their insights and expertise in planning.
- c) The Committee will be chaired by the Chaplain or his designee and the Secretary elected by the nominating committee on the basis of expertise.
- d) Committee members should be dedicated to fulfilling the mission of the church, conversant with financial management and strategic planning, willing to devote time and effort, have influence among the church members and be faithful stewards.

Duties of the Planning Committee

1. *Fact-finding.* The committee will gather facts about the existing programs and current needs in the church and the community. This includes church growth statistics, surveys of church members and neighborhood residents, demographic data and input from departmental program leaders.
 2. *Prayer.* The committee will seek to find God's will for His church, and spend significant time in seasons of prayer. A concert of prayer throughout the congregation, interceding on behalf of the planning committee and pleading for church renewal, is a vital part of the planning process.
 3. *Study.* The committee will undertake a careful study of the mission of the Adventist church as presented in scripture, the Spirit of Prophecy and the official Strategic Plans of the higher church organizations. It will spend time reviewing the unique mission of KUSDA.
 4. *Written plans.* The committee will produce a strategic plan.
 5. *Budgeting.* The strategic planning document will be combined with the corresponding budget. Church members will be given the opportunity of voting on a total package thus creating ownership.
 6. *Report.* The document developed by the planning committee is not official until it has been voted by the church board and consequently the church business meeting. The committee will present its report to the church board. Copies should be circulated to all church members.
1. *Meetings.* The Committee should meet once a month for the purpose of planning, reporting, and evaluation. It should also give a comprehensive progress report to the church board at designated times.
 2. *Approach to Planning:* The committee will embrace the most relevant approach to church strategic planning process- Departmental Ministry Goals Planning.

12. Worship Committee

Worship is the central action of the Church's life. Christian worship is the primary way in which we give praise to God, and better understand the meaning of God's Word for our lives. Worship also draws us closer as we support, encourage and nurture one another. All else that the church does, both in its life together and in its ministry in the world – is rooted in the worship of God.

The goal of the Worship Committee is to ensure that every mid-week prayer, Friday Vespers, Sabbath School, Divine Service and Sabbath Afternoon services are carefully planned and conducted to provide meaningful, creative and thoughtful worship experiences that invite our members forward on their spiritual journeys. In seeking to enhance the worship experience, the committee will continually think about, imagine, and evaluate how our congregation praises God.

Composition

- a) There shall be a worship committee composed of: Worship Coordinator, Chaplains, Elders, Sabbath School Superintendent, and a representative from the Deaconry, Music Council Coordinator, Children's Ministries Coordinator, special needs and the Communication Director.
- b) The worship committee shall be chaired by the Worship Coordinator who is a member of the Church Board.
- c) The Secretary of the committee shall be appointed by the members.

Duties of the Worship Committee

- a) The Worship Committee shall meet on the last Sabbath afternoon of each month to evaluate worship over the past month, and discuss worship themes, music, order of worship, and any special happenings anticipated for the coming month.
- b) The Worship Committee forums are open to anyone interested in the planning of KUSDA worship services to ensure it represents a broad spectrum of the perspectives from the congregation.
- c) In consultation with the Chaplains, the committee will prepare the worship schedule for mid-week prayers, Friday vespers and Sabbath worship services.
- d) The other responsibilities of the worship committee included:
 - i. Selecting music for the worship service and assisting as needed in the development of the choir program.
 - ii. Coordinating maintenance of the church's musical instruments.
 - iii. Planning for special services like weddings, baptisms, Holy Communion and funerals.
 - iv. Sanctuary preparation including banners, decorations and flowers in collaboration with the Communication and Deaconry Departments.

- v. Exploring worship themes that are relevant to the 21st century are in accordance with the Three Angel's message and researching new ideas for worship.
- vi. Facilitating the discovery and use of varied spiritual gifts to enhance the worship experience.
- vii. Testing new styles and approaches as a way to ensure vitality and relevance in worship.
- viii. Evaluation and auditing of all aspects of worship for relevance and effectiveness, explore God-honoring ways of maximizing the worship experience.

13. Worship Coordinator

There shall be a Worship Coordinator who shall:-

1. Be a member of the Church Board
2. Be a female student member
3. Be the chairperson of the Worship Committee.

14. Office of the Church Clerk

There is established an office of the church clerk. This office shall consist of:-

- a) The Church Clerk;
- b) Three Assistant Church Clerks;

a) The Church Clerk

The church clerk shall:-

- (a) Serve as the secretary of the church board and church business meetings;
- (b) Handle all correspondence pertaining to the church;
- (c) In consultation with the chaplain and the head elder notify members of meetings and prepare and communicate the agenda of the meetings;
- (d) Be the custodian of the church records and documents;
- (e) Maintain an updated membership register;
- (f) Coordinate the preparation and issuance of child dedication, baptismal and church workers certificates;

b) Assistant Church Clerks

There shall be *three* assistant Church Clerks who:-

- (a) One shall be from the community and the other two shall be students;
- (b) Deputize and assist the Church Clerk in performance of his or her duties and responsibilities;

15. Office of the Treasurer

The Treasury Office shall comprise:-

- (a) The Church treasurer;
- (b) Three assistant treasurers;

a) The Treasurer

The Treasurer shall:-

- (a) Be a student member of the church with Accounting and financial knowledge;
- (b) Be the custodian of all trust funds: local church funds, conference funds, and funds belonging to auxiliary organizations of the local church.
- (c) Safeguard the purpose of funds; respect the wishes of the giver by ensuring that the funds are utilized for the purpose given.
- (d) Advocate for the use of tithes and offering envelopes to receive money from the members;
- (e) Promptly issue receipts for all money received from the members;
- (f) Ensure prescribed guidelines are followed in remitting trust funds to the conference;
- (g) Maintain and preserve the financial documents of the church;
- (h) Disburse the funds of the church subject to the approval and direction of the church Board;
- (i) Be a mandatory signatory of the church accounts;
- (j) Prepare and present the church financial report during the church business meetings;
- (k) Maintain strict confidentiality pertaining to the contributions of the members.

b) Assistant Treasurers

There shall be three assistant treasurers who:-

- (a) One shall be from the non-student body and the other two from the student body of the church;
- (b) The assistant from the non-student body of the church shall be the treasurer of the Institution Based Program (IBP students);
- (c) Deputize and assist the treasurer in the performance of the duties and functions of the treasury;

16. Deaconry Office

The deaconry shall comprise:

- (a) Ten deacons;
- (b) Ten deaconesses;
- (c) Ten Ushers;

The deaconry council shall have the following leaders;

- a) Head deacon
- b) Head deaconess

Duties of the deacons and deaconesses

The deacons and deaconesses who are ordained shall perform the following functions:

- a) Carry out visitations for the church members.
- b) Assist in baptismal and Holy Communion services
- c) Be responsible for the collection and counting of tithes and offerings in liaison with the treasury.
- d) Care and maintenance of church property.
- e) Caring for the church through preparation of social lunches together with the ushers.

The deaconry council

Shall comprise of:-

- (a) The head deacon who shall chair the council;
- (b) The head deaconess as the secretary of the council;
- (c) Other deacons and deaconesses;
- (d) An elder in charge of the deaconry department;

17. Ushers

The ministry of the ushers is one of the most important aspects that happen in any congregation. It is crucial in the church because it is one of the most visible. An usher is equipped for his or her ministry by the gifts of the Holy Spirit.

There shall be ten ushers

The office of the ushers will be independent in function, role, and execution of duties from the deaconry department

Duties of the Ushers

- a) Greet worshippers, making every attempt to help them feel welcome and at ease.
- b) Escort members and guests to their seats.
- c) Distribute materials related to the service/meeting such as bulletins, hymnals, handouts, etc.
- d) Receive certain offerings, delivering them promptly to the treasury department of the church
- e) Maintain alertness for any emergency that may arise, relieving the need or contacting the person(s) needed to provide the proper assistance.
- f) Direct individuals out of the service/meeting in an orderly fashion (in most instances row by row), leaving the auditorium or room ready for the next service or meetings.
- g) Assist in the preparation of meals for church fellowships.

18. Music Department

The music department shall have the following offices:-

- (a) The music coordinator;
- (b) The first assistant music coordinator;
- (c) The second assistant music coordinator;
- (d) Two Instrumentalists
- (e) The music council;

The music department shall address the following areas:

- (a) Congregational singing
- (b) The Church choir
- (c) Singing Ministries
- (d) Church music instruments
- (e) The Church choir uniforms or gowns;

a) The Music Coordinator

The music coordinator shall:

- (a) Be the head of the music department;
- (b) Be the director of the church choir;
- (c) Provide appropriate and uplifting music for all church worship services and meetings;
- (d) Ensure that the activities of the church singing ministries are in tandem with the guidelines and programs of the church.
- (e) Be the chairperson of the music council;
- (f) Ensure that any collected finances from the department's activities are remitted to the church treasurer immediately and a receipt issued;

b) The First Assistant music Coordinator

The First Assistant Music Coordinator shall:-

- (a) Be a member of the church choir;
- (b) Deputize and assist the music coordinator in the performance of duties and responsibilities;
- (c) Be in charge of the congregational singing by preparing a list of choristers for Sabbath worship services;

- (d) Be the secretary of the music council;
- (e) Encourage the church members to buy hymn books;
- (f) Be in charge of the choir membership register, arrange for visitation to choir members in need; and endeavor to propagate the spirit of unity amongst the choir members;

c) The Second Assistant Music Coordinator

The Second Assistant Music Coordinator shall:-

- (a) Be a member of church choir;
- (b) Be in charge of the church choir uniforms;
- (c) In consultation with the Music Coordinator and the First Assistant Music coordinator, Train the church choir or propose to the church board someone to train the church choir;
- (d) Keep copies of the constitution of the ministries;

d) Instrumentalists

- a) Be in charge of Musical Instruments
- b) Advocate for the proper use and handling of the church musical instruments;
- c) Organize for training sessions for the church members interested in playing the musical instruments;
- d) Take care of the church hymn books
- e) Come up with a duty roster of instrumentalists on duty every vespers and Sabbath worship i.e. (pianists)

e) The Music Council

The music council shall comprise:-

- (a) The Music Coordinator;
- (b) The first Assistant Music Coordinator;
- (c) The second Assistant Music Coordinator;
- (d) The Instrumentalists
- (e) The ministries' coordinators;
- (f) A representative from the Sabbath school department;
- (g) A representative from the prayer and fellowship department;

In case the composition of the council is even, then the instrumentalist is incorporated as a council member with voting rights:

The music council shall perform any other duties outlined in the music policy;

19. Personal Ministries Department

The primary focus of the Personal Ministries department is evangelism. Its goal is to help in the preparation of men and women for the kingdom of glory. The department works closely with other departments to assist in their soul-winning initiatives.

The KUSDA Personal Ministries department shall consist of the following sub-departments:

- a) Global Missions
- b) Community services
- c) AMO
- d) ALO
- e) AMR
- f) PCM
- g) Chaplaincy
- h) Small Groups Ministries
- i) **KUCASA Representative**

1) The Personal Ministries Director

The Personal Ministries Director shall:-

- (a) Be the chair of the department and coordinator of the activities of the sub-departments;
- (b) Be the chairperson of the Personal Ministries council;
- (c) Identify the needs of the department;
- (d) Organize for training of church members on evangelism.
- (e) Direct the church members in outreach services;
- (f) Report to the church board and the church business meetings about the soul-winning activities of the church.
- (g) In liaison with the communication department, ensure that speakers are allocated to KUFM and KUTV;

2) The Personal Ministries Secretary

There will be a Personal Ministries Secretary who shall:-

- (a) Deputize for the Personal ministries leader in the performance of the duties and functions of the Personal Ministries leader;
- (b) Be the secretary of the Personal Ministries council;

3) Adventist Global Missions

The aim of Adventist Global Mission initiative is to identify areas with little or no Adventist presence in Kenya, recruit and train volunteer lay evangelists, coordinate evangelistic campaigns, plant churches and coordinate follow-up initiatives.

Duties of the Adventist Global Missions Coordinator

- a) In cooperation with the Personal Ministries director assess and organize for global outreaches to prepare people for the Kingdom of glory;
- b) Provide opportunities to KUSDA to become involved in active witnessing by building a network of members with a burden for soul-winning;
- c) The leader should organize for training of volunteers and equip them with relevant literature to help them in the soul-winning endeavors;
- d) Initiate virtual Bible schools to reach many across Kenya and beyond for whom personal visits are not possible;
- e) Train and equip KUSDA members to conduct Daniel and Revelation seminars;
- f) Explore the best evangelistic strategies to help penetrate Kenya's socio-economic landscape with the gospel.

4) Adventist Muslim Relations Coordinator

Adventist-Muslim Relations is a service of the Seventh-day Adventist Church whose purpose is to help Adventists know their Muslim neighbors and Muslims to know who we as are as Adventists so we can be good Spiritual friends as we prepare for the Second Coming of Jesus together. It is a service involved in enhancing Adventist-Muslim friendships; and exists to helping others relate and share their faith with Muslims who are so committed to God like we are.

Qualification

- 1. Have to be a Church member in good and regular standing.
- 2. Ought to have demonstrated a high interest in reaching out to Muslims.
- 3. Must have received basic knowledge about Islam and reaching out to Muslims.
- 4. Should have been a Church member for at least three years.
- 5. Have a good interpersonal relationship.
- 6. Be duty-bound to work well with Church leadership.
- 7. Need to possess excellent Coordination skills.
- 8. Must be conversant with the Seventh-day Adventists fundamental beliefs.

Duties of the AMR Coordinator

1. Serves as the AMR Local Church Committee Chairperson.
2. Promotes mutual relationship between the Church and the Muslim Community within the locality.
3. Promotes and coordinates AMR activities in the local Church.
4. Carries out a survey of Muslim Population within the territory to plan for effective outreach.
5. Carries out any other duty assigned by the AMR Conference Coordinator or the Chaplain.

5) Public Campus Ministries (PCM)

The PCM exist to prepare an army of KUSDA members who are actively involved in sharing their faith with their friends and neighbors in Kenyatta University and its environs thus preparing them for the second advent of Christ.

Duties of the Public Campus Ministries Coordinator

1. Explore effective ways of grounding KUSDA members in the gospel to inculcate and develop a Christocentric world-view
2. Develop avenues of equipping members with appropriate spiritual leadership skills to enable them become influential opinion leaders and transforming change agents within KU and beyond.
3. Assist members identify their spiritual gifts and develop creative outreach approaches to meet the spiritual needs of the KU Fraternity engendering of a soul-winning and disciple-making mindset from the onset. Some of these approaches could include but not be limited to Friendship evangelism, Health evangelism, Self-Reliance workshops, Biblical Financial Management Seminars, Spiritual Leadership seminars, Family Life Workshops, Welfare ministry, Substance abuse counseling, Executive Outreach, Discover Bible School etc.
4. Develop strategies for identifying, recruiting and equipping volunteer members, who have a burden and passion for PCM, with appropriate materials and training.
5. Keep abreast with the developments and initiatives of the PCM in the higher church organizations and make appropriate recommendations to the church for action and implementation.

6) Adventist Men Organization (AMO) Coordinator

The AMO coordinator fills an important role in the church, in that he works to encourage, lead, and nurture men who serve as brothers, husbands, fathers, and ministry leaders. The men in KUSDA need to come out of the AMO gatherings better equipped to serve the church, their families, and each other.

Duties of the AMO Coordinator

1. Develop and conduct on a periodic basis a wide variety of programs and activities that will meet the various contemporary needs of a diverse male constituency.
2. Encourage and facilitate meaningful spiritual, mental, and emotional growth among the men of the church.
3. Work with a small administrative committee to make plans and policies.
4. Communicate with the church secretary and pastor when scheduling programs.
5. Serve as a communicator of news of interest to men that are disseminated from the division, union, and conference men's ministries programs.
6. Develop a mentoring program where older, mature men mentor the younger men on what being a spiritual Christian man entails.
7. Report to the family ministry committee and is a member of the Personal Ministries Council.

7) Adventist Ladies Organization (ALO) Coordinator

The Christian woman is called to live her life in terms of the great potential for the development and use of her abilities. ALO involves encouraging women to discover and use their gifts. The ALO coordinator should exhibit a sensitive, caring nature and a clear spiritual understanding of God's design for women.

Duties of the ALO Coordinator

- a) Shall be the chairperson of the ladies' meetings.
- b) Encourage group cohesion among the ladies through programs like personal sharing, prayer and fellowship.
- c) Establish an ALO committee that would work with the church board and the personal ministries council to address the concerns of the ladies.
- d) Periodically survey and identify the needs of the ladies within the church and the community and organize for seminars and sessions in which the needs are addressed.
- e) Seeks to provide a spiritual climate for growth, encourages productivity and rewards efforts and initiatives.
- f) Be a member of the church board.

8) Community Services Director

The church should follow Christ's pattern that He set for community ministry. The church was created for service. It serves the Lord in praise, serves one another in love, and serves the world in humility. "For we are his workmanship, created in Christ Jesus for good works" (Eph. 2:10)

Duties of the Community Services Director:

- a) Carry out a needs assessment of the community regularly by talking with police, mental health professionals, and welfare authorities; and by reviewing the news media and conducting surveys.
- b) Help KUSDA to identify the immediate and urgent social concerns to which it feels free to respond to.
- c) Act in liaison and synergy with other organizations such as Kenyatta University Community Outreach Extension Program to ensure the effectiveness of the services offered.
- d) Communicate to the church community outreach plans, and recruit and train volunteers for effective engagement with the community.
- e) Shall be a member of the church board.

9) Family Ministries Coordinator

The strength of the church is based on the spiritual life of its members and families. God expects families to have mutually satisfying relationships (Mal. 4:6). When the church ministers to the needs of families as Christ did, they are restored to wholeness.

Duties of the Family Ministries Coordinator

- a) Work with the pastor to survey the needs of the church; couples, single persons, single parents, children, teens, young adults, mature adults, etc., finding which topics are of interest to them.
- b) Works in cooperation with other church leaders to develop and implement relevant family life programs.
- c) Serves as the chairperson of the family ministries committee;
- d) Represents the needs and concerns of family life in the church board;

10) Small Groups Ministry

The habit of meeting in small groups was the secret behind the spiritual strength of the apostolic church. It was in a small group meeting, during Pentecost, that the disciples were all baptized by the Holy Spirit (Acts 2:1), where in answer to believers' prayers "*the place where they were meeting was shaken. And they were all filled with the Holy Spirit and spoke the word of God*"

boldly” (Acts 4:31), and were so transformed that their fellowship became saturated with unfathomable altruistic concern for others.

The Duties of a Small Group Ministries Leader

- a) Facilitate seminars to disseminate detailed information about the divine rationale and the *modus operandi* of small group ministries.
- b) Recruit willing participants of the small group ministries and then collect residential details of the members.
- c) Form small groups of 8 members comprising members living in the same neighborhood or in close proximity.
- d) Encourage the Small Group Members to choose the group leader from among them.
- e) Coordinate training for Small Group Ministry leaders on the rudiments of running small group ministry.
- f) Ensure the following guidelines are followed to maintain a robust vibrant small group ministry through earnest prayer, constant monitoring, adequate training and persevering effort:
 - I. The Small Groups must meet once a week at certain specified time. The members should plan their schedules in a manner that does not interfere with that time.
 - II. Keep the groups small. When the group reaches 16 members it should be subdivided into two groups.
 - III. There should be regular leadership training program for new and regular members.
 - IV. Regrouping should not occur more than once a year because of bonding, outreach plans and other activities.
 - V. To keep the groups on their toes, different small groups should be used to run the Sabbath school programs.
 - VI. Each small group should evaluate its effectiveness every quarter to ensure that they are on course.
 - VII. A bi-annual forum should be organized whereby the whole church meets to evaluate the success of the program.
 - VIII. Every small group should organize a monthly potluck.

11) The Personal Ministries Council

The Personal Ministries Council shall comprise-

- (a) Personal Ministry Director;
- (b) Secretary;
- (c) Sabbath School Superintendent;
- (d) Small Groups Ministries Director;
- (e) PCM Director;
- (f) Adventist Global Missions Director;

- (g) Community Services Director;
- (h) AMO Coordinator;
- (i) ALO Coordinator;
- (j) Family Life Ministries Coordinator;
- (k) Communication director;
- (l) Health Ministries Coordinator;
- (m) Chaplaincy Ministries Chairperson;
- (n) The Publishing Ministries Director;
- (o) Children Ministries Coordinator.
- (p) KUCASA Representative

12) The Sabbath School Department

The Sabbath-school department shall have the following members:-

- (a) Sabbath-school superintendent;
- (b) Assistant Sabbath school superintendents;
- (c) Sabbath school Secretary;
- (d) Sabbath school council;

13) Sabbath School Superintendent

The Sabbath school superintendent shall:-

- (a) Serve the church as the administrator of all divisions of the Sabbath school;
- (b) Study and follow the counsel and the guidelines found in Counsels on Sabbath School Work by Ellen G. White and the Sabbath School Handbook;
- (c) Care for needs of the department including recommendations dealing with the office and lesson teachers' vacancies.
- (d) Receive from division leaders all agenda items pertaining to the operations and the finances of the Sabbath school and present them to the Sabbath school council;
- (e) Oversee the implementation of the decision of the Sabbath school council;
- (f) Chair the lesson teachers' meeting and the formation of the Sabbath school classes;

14) First Assistant Sabbath School Superintendent

The first assistant Sabbath school superintendent shall:-

- (a) Deputize for and assist the Sabbath school superintendent in the performance of duties and functions of the office;
- (b) Promote Sabbath school evangelism and world missions;
- (c) Coordinate weekly missions' emphasis and plans, and promote offering goals;
- (d) In liaison with the relevant departments foster and coordinate the evangelistic outreach plans and activities in the communities;

15) Second Assistant Sabbath School Superintendent

The second assistant Sabbath school superintendent shall:-

- (a) Care for membership by checking Sabbath school records with the church membership records and then making and implementing plans to increase the Sabbath school attendance and membership. Such plans are to encourage individuals and class outreach to contact non-attending and new members;
- (b) Deputize the Sabbath school superintendent;

16) Sabbath school secretary

The Sabbath school secretary shall:-

- (a) Be the secretary of the Sabbath school and in this regard be responsible for the compilation and safe guarding Sabbath school report;
- (b) Compile a complete and accurate quarterly and monthly report for Sabbath school;
- (c) Shall keep records and reports of Sabbath school;
- (d) Distribute supplies to the teachers and gather class records and offerings from each division/class;
- (e) Preserve a receipt from the church treasurer for all Sabbath school offering;

17) Sabbath School Council

The Sabbath school council is the administrative body of the Sabbath school. It consists of the following:-

- (a) Sabbath school superintendent (*to serve as the Chairperson*);
- (b) Assistant Sabbath school superintendents;
- (c) Sabbath School Secretary;
- (d) Personal Ministry;
- (e) Chaplain;
- (f) Children Ministries Coordinator;
- (g) A representative from the music department;
- (h) Sabbath School Division leaders;

18) Sabbath School Teachers

The Sabbath School council chooses and the church board approves Sabbath School teachers. They should have an aptitude for teaching and be willing to study ways to improve their teaching abilities. They should be diligent in preparation, regular and punctual in attendance and examples in the daily study of the Sabbath School Bible study guide.

The council should make special effort to select teachers for children and youth who have an interest in those age levels and ability to meet their needs. Everyone involved in work with the children's divisions must meet Church and legal standards and requirements, such as background checks or certification.

19) Health Ministries Department

The office of Health Ministries department shall comprise:-

- a) Health Ministries Coordinator;
- b) Health Ministries Secretary;

20) Health Ministries Coordinator

The Health Ministries Coordinator shall:-

- (a) Organize and co-ordinate, on a regular basis, social activities for the church aimed at obtaining optimal levels of physical, mental and spiritual health for members of the church;
- (b) In conjunction with the deaconry organize and coordinate social lunches for the church;
- (c) Serve as a resource for information and counsel on health affairs.
- (d) Advise the church, and its departments and related agencies, in the development and administration of health programs.
- (e) Promote, through the use of literature, programs and Sabbath services, a healthy lifestyle among church members.
- (f) Provide through publications, services, and programs, an ongoing witness to the world concerning the physical, mental and soul-destroying effects of tobacco, alcohol and other harmful substances.
- (g) Encourage involvement in the evangelistic thrust of the Church by developing and using health programs and media that will gain the trust and confidence of people, thereby leading them to a spiritual commitment.
- (h) Promote health seminars and workshops.
- (i) Be a member of the Church Board.

21) Health Ministries Secretary

There shall be a Health Ministries Secretary who shall:-

- (a) Deputize and assist in the coordinator's responsibilities.
- (b) Be the custodian of the departmental records;
- (c) Be of a different academic year to the coordinator of the department;

22) Adventist Chaplaincy Ministry (ACM)

To accomplish her global mission, the Adventist church has established specialized ministries that recognize and respond to the needs of persons within their unique institutional and organizational settings, The Adventist Chaplaincy Ministry in KUSDA comprise; prisons, hospitals, schools and children homes.

23) ACM Council

The council shall comprise;

- a) The Adventist Chaplaincy Ministry Chairperson.
- b) The Prison Ministry Coordinator.
- c) The Hospital Ministry Coordinator.
- d) The School Ministry Coordinator.
- e) The Children Homes Ministry Coordinator.

24) Adventist Chaplaincy Ministry Chairperson

The ACM Chairperson shall;

- a) Organize for and Chair the ACM council meetings.
- b) Guide the council in choosing the council secretary from among the Coordinators.
- c) Coordinate the activities of the four ministries of the ACM.
- d) Be a member of the church board.

25) Prison Ministry

The KUSDA Prison Ministry focuses on sharing the transforming love and forgiveness of Jesus Christ to impact the hearts and lives of Prison staff and incarcerated persons as well as their families. The ministry involves provision of Bible Studies, material needs, social support and encouragement.

The prison ministry Coordinator shall:-

- a) In concert with the Adventist Chaplaincy Director at Magereza House (Prison Headquarters) survey and identify the prisons that KUSDA will minister to.
- b) Liaise with the authorities in the identified correction centers to organize for ministry functions.
- c) Assess the needs of the prisoners and recruit volunteer church members into the ministry.
- d) Organize for seminars and workshops to train the church members on prison ministry.

- e) Organize for support to families whose members have been incarcerated and design a follow-up program to support prisoners after being released.

26) Hospital Ministries

Affirming the biblical emphasis on the well-being of the whole person, we make the preservation of health and the healing of the sick a priority and through our Ministry to the poor and oppressed, cooperate with the Creator in His compassionate work of restoration. KUSDA extends Christ's healing ministry by Ministering to patients and staff in healthcare centers.

The ministry Coordinator shall;

- a) Conduct a survey of the hospitals available in the community;
- b) Recruit church members into hospital ministry;
- c) Train volunteer church members on the rudiments of effective hospital ministry.
- d) Liaise with the management of the hospital and the church to organize for visitations to patients.

27) School Ministry

There shall be an established and vibrant School ministry in KUSDA. The ministry will be tasked with carrying out evangelistic activities to students and staff in learning institutions. The mission of this ministry is to them to develop life-changing relationships with Jesus that would inspire them to reach out to the world.

The Ministry Coordinator shall perform the following duties and responsibilities:

- a) Identify schools in the environs of KU whose learners need spiritual mentoring and nurture and seek for permission to carry out discipleship activities in those learning institutions.
- b) Organize for programs to recruit and train volunteers on school ministry.
- c) Coordinate visits to various learning institutions and ensure that there is a continuous flow in the ministry activities. A volunteer must be present every Sabbath in the learning institution assigned.
- d) Organize for holistic activities for the students such as career, relationship talks, and substance abuse among others as need arises.

28) Children's Homes Ministry

Many must eke out a living on their own, begging on the streets, scavenging through trash as street urchins, or working in sweatshops. The Children's Home Ministry seeks to extend Christ's love to these children by reaching out to those who are in children homes.

The ministry coordinator shall be tasked with the following duties and responsibilities;

- a) Conduct a survey of the children's homes and care centers available in the community.
- b) Liaise with the relevant authorities in these centers to organize for outreach activities.
- c) Encourage the church to be actively involved in the ministry through contributions, participation and prayers.
- d) Recruit to and train church members on the ministry.

20. Church Investment and Development Department

The church Investment and Development department shall comprise:-

- (a) The Chairperson;
- (b) Assistant Chairperson
- (c) Church Investment and Development Council;
- (d) Tuck-shop committee;

a) Church Investment and Development Chairperson

The Chairperson of the Church Investment and Development shall have the following responsibilities:-

- (a) Organize and coordinate the development agenda of the church;
- (b) Encourage the church to contribute wholeheartedly in support of the church projects;
- (c) Shall develop a promotion and fundraising plan for the identified projects and programs.
Such plans so designed shall be presented to the church board for discussion;
- (d) In conjunction with the chaplain follow up pledges for grants and donations from well-wishers;
- (e) Upon approval by church board, move forward to implement the approved projects;
- (f) Keep records of all church property updating it at the beginning of the semester and at the end of the semester;
- (g) Update the church board on the state of church property at least twice a semester. This shall include details such as broken, lost, and any need for additions or active replacements of church property;
- (h) Shall chair all meetings of the departmental committee;
- (i) Shall coordinate the development and execution of Income Generating Activities;

b) Assistant Church Investment and Development Chairperson

The Assistant Investment and Development shall:-

- (a) Deputize the leader in all the functions of the office;
- (b) Act as the secretary of any committee formed by the department;

c) Church Investment and Development Council

The Church Investment and Development Council shall comprise of:-

- (a) Church Investment and Development Chairperson;
- (b) Assistant Church Investment and Development Chairperson;
- (c) **KUSDA** representative to the **KUSA** Congress;
- (d) The Chaplains;

- (e) Head Elder;
- (f) Church Clerk;
- (g) Church Treasurer;
- (h) Year representatives;
- (i) Patron/Matron;
- (j) Tuck-shop committee Chairperson

21. Academic and Social Advisors

There shall be two academic and social advisors for the church of whom:-

- (a) One shall be a male and the other a female;
- (b) The advisors shall handle matters mainly pertaining to their respective gender especially on social issues, however, they will work hand in hand and handle matters of general concern to both gender as shall be appropriate;
- (c) Shall be a Seventh-Day Adventists of good and regular standing within the church and a non-student;
- (d) Must show a deep interest in the church, particularly the plight of the students;
- (e) Must demonstrate a deep understanding of the needs of the church members and especially the student fraternity;
- (f) Must demonstrate ability and skills in counseling;
- (g) Be members of the church board;

Duties and Responsibilities

The academic and social advisor shall:-

- (a) Advise the students on academic and social issues with the view of providing proper guidelines to the students as per their needs;
- (b) Help members with academic and or social difficulties by endeavoring to guide them into understanding their problems and so realizing the solution to such problems;
- (c) Guide students in course selection and provide information and guidance to those in need.
- (d) In conjunction with the relevant departments, organize talks, seminars, conferences, and any other program that would help the members academically and socially;
- (e) In conjunction with the relevant departments, organize for and coordinate the first years' induction ceremony;
- (f) Be a member of the church board;
- (g) Guide and counsel the members on social issues;
- (h)** In collaboration with the chaplain and university support services coordinate peer-counseling programs for the church;

22. Adventist Youth Ministry

There shall be an Adventist Youth ministry within KUSDA church as stipulated in the church manual.

This department shall comprise:-

- (a) Adventurer club;
- (b) Pathfinder club;
- (c) Ambassador club;
- (d) Master Guide club.

The club directors and the other leaders shall operate as guided by the church manual and their respective handbooks.

23. Children Ministry Department

The responsibility of this department is to serve all the children of the church from age 0-14 years, and to be committed to making sure that all church programs include spiritual, social and mental growth for this segment of the membership of the church. The department also includes the education of the parents of this age group, while trying at the same time to impact this same group within the community.

1) Children Ministry Coordinator

The Children Ministry Coordinator shall perform the following duties and responsibilities:-

- a) Chairs the children's ministries committee, made up of children's Sabbath School division leaders, Vacation Bible School leader, children's church leader, and other leaders of ministries for children.
- b) Represents the children's ministries committee on both the Sabbath School council, personal ministry council and the church board.
- c) Works with children's leaders to develop a budget for each of their ministries, with a line item for each; presents the budget to the strategic planning and budgeting committee for inclusion.
- d) Aligns the programs of the department with the vision of the church.
- e) Organizes a special program for children's Sabbath.
- f) Oversees a permanent file of all children, with pertinent information both of church children and guests to outreach programs; shares the student files with ministry leaders who help update and maintain the record.
- g) Coordinates the ministries to children so that leaders see their ministry as part of a larger team, all working together for the good of the church's children.
- h) Recruits volunteers, such as leaders, assistant leaders, teachers, and support staff, for the various ministries.
- i) Equips volunteers by encouraging them to attend conference training events and complete their children's ministries basic certification; provides adequate resources, materials, and equipment.
- j) Mentors a promising leader into the role of children's coordinator.

2) Children's Ministries Secretary

The Children Ministries Secretary shall;-

- (a) Be nominated by the church nominating committee;
- (b) Deputize for and assist the children's ministries coordinator;
- (c) Arrange for venues for children's meeting;

24. Publishing Ministries Department

There shall be a publishing ministries department leader who shall represent affairs of the department in the church board;

The publishing Ministries department shall comprise of:-

- (a) Library council;
- (b) Website council;
- (c) Press council;
- (d) Literature evangelism club

1) Librarian

There shall be a nominated librarian for the church who shall:-

- (a) Be the custodian of books, cassettes and general literature of the church and to this maintain an updated record of all the books, cassettes and the general literature of the church;
- (b) Be responsible for the smooth running of the loaning and the returning systems of the library of the church;
- (c) Endeavour to stock the library by securing new books, publications and other materials, through all the acceptable doctrinal means;
- (d) Actively and deliberately endeavor to sensitize the members and to promote the reading and audio materials available in the library;
- (e) With the approval of the church executive/board committee formulate by-laws to help in the running of the library;
- (f) Appoint a council of not less than five members who shall be approved by the church board to help in the running of the department;
- (g) Be the chairperson of the council formed according to (f) above;

2) Assistant Librarian

The assistant librarian shall:-

- (a) Deputize the librarian in performing the functions and duties listed above;
- (b) Ensure that the literature evangelism club is in operation.
- (c) Be the secretary of the library council;

3) Press council

The press council shall comprise of:-

- (a) Editor ;
- (b) Two assistant editors;

The press council among other duties shall:-

- (a) Design and publish a KUSDA monthly newsletter which shall contain;
 - (i) Activities of previous month;
 - (ii) Sermons/summary of sermons;
 - (iii) Capture crusades and outreach activities;
 - (iv) Members' contribution/columns;
 - (v) Church events e.g. evangelistic campaigns and outreaches;
- (b) Conduct interviews for contributors;
- (c) Liaise with all the departments for information to be passed through the magazine;
- (d) Design promotions for different departments and execute the same through the magazine;
- (e) Be in charge of producing bulletins which will contain announcements and church program for the Sabbath;

The members of the press council should portray mastery of language preferably English-literature student/journalism/mass communication;

4) Literature Evangelism Club

"The very best education young men can obtain is by entering the canvassing field and working from house to house. In this work they will find opportunity to speak the words of life. Thus they will sow the seeds of truth. Let young men show that they have resting on them a burden from the Lord. The only way for them to prove that they can stand firm in God, having on the whole armor, is by doing faithfully the work God has given them to do.--Manuscript 75, 1900. {CM 32.1}"

"If there is one work more important than another it is that of getting our publications before the public, thus leading them to search the scriptures." Colporteur Ministry p 8

The LE Club leadership, who shall be chosen by the Student Literature Evangelism Club members, shall comprise of:

- i. Chairman
- ii. Secretary
- iii. Treasurer

The Purpose of the Literature Evangelism Club

- 1) Recruit students who are interested in the Colporteur Ministry.
- 2) In concert with Home Health Education Service (HHES), educate enrolled students in the art of selling books and magazines to the public and supporting their education financially.
- 3) Conduct weekly seminars during the academic year for Student Literature Evangelists.

25. Welfare Department

The welfare department shall comprise of:-

- (a) The welfare coordinator;
- (b) The welfare secretary;
- (c) The Welfare council;

1) The Welfare Coordinator

There shall be a nominated welfare leader whose responsibilities shall be to:-

- (a) Coordinate visitation of members including and especially the sick, the needy and the provision of material assistance to the poor;
- (b) Establish a welfare fund which shall be used to assist the needy including church members who are bereaved;
- (c) Look into the needs of the members with special needs e.g. blind and physically handicapped;
- (d) Set goals and strategies that meets the needs of the church members and encourage the church to participate in the same e.g. collection to the kitty;
- (e) Chair departmental meetings;

2) Welfare Secretary

The Welfare Secretary shall:-

- (a) Deputize for and assist the coordinator in the performance of duties and responsibilities of the welfare department;
- (b) Keep updated records of the department
- (c) Serve as the secretary to the welfare council;

3) The Welfare Council

The welfare council shall be composed of:-

- (a) The welfare coordinator;
- (b) The welfare secretary;
- (c) One member with disability(s)/special needs;
- (d) A representative from the community;
- (e) Year representatives;
- (f) KUSDA representative to KUSA;
- (g) Welfare leaders from the singing ministries;
- (h) The welfare council shall operate within the provisions of the department welfare policy;

26. Communications Department

The department shall comprise of:-

- (a) Communication Director;
- (a) Radio, TV and Posters Committee;
- (b) Public Address Committee;

1) Communication Director

The Communication Director shall:-

- (a) Coordinate the designing, distributing and putting up of posters in and around the University at strategic and appropriate places;
- (b) Together with the relevant departments promote the selling of the books, magazines, gospel tapes, CDs and DVDs, among others produced by the church members and groups;
- (c) Coordinate all the activities of the sub-committees within the department;
- (d) Serves as a source of information about the church for the communication media.
- (e) Tries to guide other departmental leaders and church members to internet resources which will be helpful to them.
- (f) Help with special events, giving special attention to the public relations aspects.
- (g) Make sure that the church is identified by an exterior sign appropriate to the architecture of the church.

2) Communication Secretary

The communications secretary shall:-

- (a) Deputize for the communication director in the performance of duties and functions of the office;
- (b) Keep updated records of the department;
- (c) Be the secretary to the communications council;
- (d) Be responsible for the gathering and dissemination of news.

3) Radio, TV and Posters Committee

The Radio, TV and Posters Committee shall:-

- (a) Consist of 5 members nominated by the nominating committee;
- (b) Be responsible for distributing and putting up of posters in and around the university at strategic and appropriate places;
- (c) Be responsible for putting up the banner every Sabbath;

- (d) In conjunction with personal ministries department identify and coordinate presenters for the radio and TV programs;

4) Public Address Committee

The public address committee shall:-

- (a) Consist of 5 members nominated by the nominating committee;
- (b) Be in charge of the public address system;
- (c) Ensure the public address system is put in place at the right time;
- (d) Ensure the public address system is well maintained and serviced;

5) Communications council

The communications council shall comprise of:-

- (a) Communications Director;
- (b) Communications secretary;
- (c) Two members from the radio, TV and posters committee;
- (d) Two members from the public address committee;
- (e) One member from the website committee;
- (f) One member from the press;

The members of the communications department shall undergo a basic training on how to handle the equipments;

6) Website Council

The website council shall comprise of:-

- (a) Two IT specialists;
- (b) Two representatives from the communication department;

The committee among other duties shall:-

- (a) Feed information to and update the KUSDA website;
- (b) Work hand in hand with the communication and clerks department;
- (c) Receive communication to be fed into the website from all the departments of the church;

27. Prayer Ministries Department

The Prayer ministries department shall comprise;-

- (a) Prayer Ministries Coordinator;
- (b) Prayer Ministries Secretary;
- (c) Prayer Ministries Council;

1) Prayer Ministries Coordinator

The Prayer Ministries Coordinator shall:-

- (a) Head the Prayer Ministries department;
- (b) Organize and coordinate:
 - (i) Morning devotions;
 - (ii) Weeks of prayer;
 - (iii) Monday Zonal Bible study;
 - (iv) Fasting Sabbaths and prayer nights;
 - (v) Lunch time prayer fellowships;
- (c) Encourage formation of small prayer cells, bands, groups and coordinate their harmonious existence;
- (d) Ensure that the prayer requests from the members are attended to.

2) Prayer Ministries Secretary

The Prayer Ministries secretary shall:-

- (a) Be the secretary of the Prayer Ministries department and council
- (b) Deputize and assist the Prayer Ministries coordinator in performance of duties and responsibilities;

3) Prayer Ministries Council

The Prayer Ministries council shall comprise:-

- (a) The Prayer Ministries Coordinator;
- (b) The Prayer Ministries Secretary;
- (c) Spiritual leaders from the various singing ministries;

28. Prophecy Department

The prophecy department shall comprise;-

- (a) The prophecy department chairperson;
- (b) The prophecy department secretary;
- (c) The prophecy department council;

1) Prophecy Department Chairperson

The prophecy department chairperson shall;-

- (a) Be in charge of the prophesy classes;
- (b) Coordinate the voice of prophecy (**VOP**) School programs of the church;
- (c) In conjunction with the librarian and the communication director furnish the church with relevant literature on prophecy;
- (d) Encourage members to study spirit of prophecy books and other relevant materials;
- (e) Organize and coordinate the Sabbath morning and Sunday prophecy classes;
- (f) Together with the chaplains and head elder organize and coordinate prophecy weeks of prayer.

2) Prophecy Department Secretary

The prophecy department secretary shall:-

- (a) Be the secretary of the department;
- (b) Deputize for and assist the chairperson in the performance of the duties of the office;
- (c) Keep updated records of the department;

3) Prophecy Departmental Council

There shall be a prophecy council which shall comprise;

- (i) Prophecy department chairperson;
- (ii) Prophecy department secretary;
- (iii) Two representatives of the years not represented in the leadership;
- (iv) One representative from the Adventist Muslim Relations department.

29. Stewardship Department

The Stewardship ministry encourages members of the church to respond to God's grace by dedicating all they have to Him. The department shall comprise:

- a) Coordinator
- b) Deputy Coordinator

Duties and Responsibilities

- a) Assisting the church members in their partnership with God in completing His mission through proper utilization of His gifts and resources;
- b) Equipping the church members for the work of service to the building up of the body of Christ by helping them to discover their spiritual gifts;
- c) Plan and establish a year – round, comprehensive stewardship programme;
- d) Plan and implement the annual budget drive campaign that reflects the church's mission, vision and priorities;
- e) Provide guidance and training for small groups ministry on generosity as a developmental process;

30. Year Representatives

There shall be the year representatives drawn from the students and they shall

- a) Be members of the social and welfare department of the church
- b) Maintain an updated register of their members which shall be updated from time to time with the church clerk
- c) Endeavor to see into the welfare of their members and forward the same to the welfare department or any other department concerned depending with the need
- d) Ensure participation of their members in church activities
- e) Ensure growth, stability and regular standing of their members
- f) Organize for banquets, seminars and sports days which their members shall participate in
- g) Ensure unity of their members throughout their years of study
- h) See (final year students' rep) into the transition of their members into the Adventist Campus Associates...

31. KUCASA Representative

There shall be nominated a KUSDA representative to KUCASA who:-

- (a) Shall be nominated by the church board;
- (b) Should have been at KUSDA for at least one academic year;
- (c) Shall be a member of KUSDA church of good and regular standing;
- (d) Any other qualification as may be defined by the church board;

The KUSDA representative to KUCASA shall:-

- (a) Be a member of the church board;
- (b) Link the KUSDA church with other universities;
- (c) In liaison with the PCM coordinator, organize for intervarsity fellowships;
- (d) Perform any other duty as may be determined by church board;

32. KUSDA Representative to the KUSA

There shall be a post of **KUSDA** representative to the **KUSA** governing council;

The KUSDA representative to KUSA shall:-

- (a) Meet all the election requirements as stipulated in **Article 17** of the **KUSA** constitution;
- (b) Be a student member of **KUSDA**;
- (c) Demonstrate knowledge of the Seventh-day Adventist beliefs, doctrines and teachings of the worldwide Adventist church;
- (d) Be a committed student member of KUSDA;
- (e) Have demonstrated leadership ability within the church;
- (f) Not have been involved in **ADVERSE** university politics;
- (g) Meet any other qualifications(s) as may be set by the church board;

The roles of the KUSDA representative to KUSA shall be to:-

- (a) Represent the interest of the church in the **KUSA** congress;
- (b) Advise the church on various policies of the University;
- (c) Act as a liaison between the **KUSDA** church and the University management;
- (d) Facilitate the renewal of KUSDA's registration with the University;
- (e) Liaise with social and academic advisor to organize for conferences and seminars aimed at helping the *church* members academically and socially;
- (f) Work in conjunction with the welfare department to ensure that the students with welfare needs are catered for;
- (g) Attend departmental meetings where he/she is a member;
- (h) Be a member of the church board;
- (i) Work in conjunction with the chaplain and the patron/matron to assist students who have exams, classes, CATs, trips, or any other academic programs of the University scheduled on the Sabbath (**Saturday**);

33. Elections

Upon the announcement of the KUSA elections, the Church Board shall:-

- (a) Declare the KUSDA representative to KUSA post vacant;
- (b) Announce for and receive applications from interested KUSDA members;
- (c) Shortlist the applicants and send the list to the Electoral Commission of Kenyatta University for verification;
- (d) Receive the verified list of applicants;
- (e) Communicate to the applicants the results of the verification by the electoral commission;

- (f) Set and communicate the interview date;

On the day of the interview, the Church Board shall:-

- (a) Be present in the interview room;
- (b) Come up with a set of interview questions;
- (c) Set the ground rules for the selection process;
- (d) Select the most qualified applicant;

The Church Board shall thereafter:-

- (a) Present to the church the nominated KUSDA representative to KUSA;
- (b) Forward the name to the Electoral Commission of Kenyatta University;

34.Recall

This constitution provides for recall of the **KUSDA** representative to **KUSA** when:-

- (a) The representative is faced with a disciplinary case as stipulated in this constitution;
 - (b) The representative has changed faith;
 - (c) The representative is recalled as stipulated in **article 28** of the **KUSA** constitution;
 - (d) The representative fails to perform his/her assigned duties;
- (2) In case the representative is recalled for any of the reasons in Article 95 (1) above:-
- (a) The church board through the church clerk shall notify the office of the speaker of congress and the office of the dean of students;
 - (b) The church board shall within 14 days select a new representative as outlined in article 94.

35. The Tuck Sop Committee

There shall be established a tuck – shop committee which shall comprise:

- (i) Secretary to the investment council;
- (ii) The Church Treasurer;
- (iii) 3 nominees from business field, one of whom shall chair the committee;
- (iv) Head Elder
- (v) KUSDA representative to KUSA
- (vi) The Welfare Leader

36. SATELITE CAMPUSES LEADERS

There shall be leaders for KUSDA Satellite Campuses chosen from among the Students in the respective campuses.

They shall comprise:

- a) The Chairperson,;
- b) The Deputy Chairperson;
- c) The Secretary;
- d) The treasurer;
- e) The Usher(s)

The Chairpersons shall be members of the Church Board.

CHAPTER FIVE

37. CHURCH FINANCES

1) Sources

The sources of the church finances shall be:

- (a) Semesterly subscriptions of Kshs. 100 per member towards church budget;
- (b) Promotions by the church development and the welfare departments;
- (c) Grants and donations;
- (d) Solicitation of funds from outside with special counsel and arrangements with the conference/union;
- (e) Offerings during worship services;
- (f) Church investments;

2) Expenditure

The church funds shall be used for:

- (a) Church administration;
- (b) Funding church programs;
- (c) Welfare needs;
- (d) Church infrastructural development;

3) Church Budget Plan

- 1) The church board shall appoint a strategic planning and budgeting committee which shall prepare a budget before the beginning of an academic year;
- 2) The budget should make provision for all purchases, repairs and maintenance of the church property throughout the academic year;
- 3) The budget should make provision for funding church programs;
- 4) The budget should stipulate the anticipated sources of income and expenditures;

4) Administration of Funds

The church shall open a bank account(s) in a bank to be chosen by members in a general meeting;

The signatories of the church accounts shall be:-

- a) The Chaplain

- b) The Matron/Patron- Mandatory signatory
- c) The Church Treasurer-
- d) The Church Clerk
- e) The Head Elder

Mandate: The matron/patron and any other two signatories shall carry out transactions under the guidance of the church board;

The signatories to the bank account(s) shall be changed before the handing over takes place;

5) Auditing

- a) The financial year of the church shall end on 28th February;
- b) The auditing committee shall be instituted one week before the end of the financial year;
- c) The internal auditor shall notify the departmental heads to prepare their financial statements a week prior to the end of church financial year as stipulated in (1) above;
- d) An auditing committee of five (5) members who shall be elected in a church business meeting shall audit the church finances and property.
- e) The auditing committee shall comprise the committed church members with accounting knowledge. They should not be church officials;
- f) The auditing committee shall be given up to two weeks to submit the report to the Church Board and thereafter to the church business meeting;
- g) The recommendations of the auditing committee shall be implemented under the supervision of the church board;
- h) The church accounts shall be open for inspection and perusal by the church board and the church members;
- i) The auditing committee shall perform its operations independently;

6) Internal Auditor

The internal auditor shall;

- a) Ensure compliance with established internal control procedures of the church by examining the records, reports, operating practices, and documentations of the church.
- b) Review the compliance with church policies, rules and regulations as stipulated in this constitution, the church manual and the Bible;
- c) Maintain internal control systems by updating audit programs; recommending new policies and procedures

- d) Prepare audit and control reports by monitoring the financial and operating information of the departments;
- e) Verify the church assets and liabilities by comparing the church property with their corresponding documentation;
- f) Confer with the church board about financial and regulatory matters;

The Church board shall have authority to direct the internal auditor to conduct specific audits;

CHAPTER SIX

38. CHURCH ELECTIONS

The church shall be led by officers nominated by its membership as stipulated in the Church Manual and this constitution;

The election process should be bathed with earnest prayer.

The officers of the church shall be elected according to the following procedure;

- (a) The head elder shall bring the matter to attention of the church;
- (b) The church business meeting shall nominate a special committee of **nine** members by vote. The special committee is chosen by verbal nomination from the congregation. The Special Committee will choose their chairperson and Secretary.
- (c) The special committee, within seven days, shall propose to the church the members of the nominating committee naming the chairperson and the secretary;
- (d) Only members of good and regular standing may be proposed;
- (e) The church appoints by vote the Nominating Committee and declares the special committee dissolved,;
- (f) The Chaplains, patron/matron and the outgoing head elder shall sit in the Nominating Committee as Ex-officials;
- (g) The Nominating Committee shall operate in Twenty One days; for prayer, collecting members' views and inputs, nominations and getting consent from the proposed church officers.
- (h) The nomination report is presented to the church business meeting for ratification and approval after three readings;
- (i) Where the nominees as proposed by the nominating committee are wholly or partly rejected by the church, the nominating committee shall take the report back into session for reconsideration and thereafter revert to the church for ratification and approval;
- (j) The grounds for any objections should be as stipulated in the church manual;
- (k) The nominating committee is dissolved after the ratification;
- (l) The Chaplains should dedicate and ordain the church officers as necessary;
- (m) The handing over/taking over ceremony shall be done at least four (4) weeks to the end of academic year according to the university calendar;
- (n) A leadership seminar for the incoming officers should be conducted by the chaplains and the outgoing officers before handing over ceremony;
- (o) Upon assuming office the departmental heads shall put in place councils as stipulated in the constitution.

CHAPTER SEVEN

39. CHURCH MEETINGS

1) Worship Meetings

The church shall have meetings be as follows:-

- (a) Saturday 8.00 am to 5.00 pm: Sabbath Worship Services;
- (b) Fridays and Wednesday 7.00 pm to 8.00 pm: Vespers;
- (c) Weekdays 5:20am to 6:15am, and Sunday 6.30 am to 7.15 am: Morning Devotions;
- (d) Weekdays (12 to 2pm): Afternoon prayers.
- (e) Saturdays (7:00am to 8:20am) and Sundays (12 to 2pm): Prophecy classes.
- (f) Sundays (10 to 12pm): AMR meetings;
- (g) Sundays (9am to 1pm): Health Training
- (h) Sundays (8:30am to 11:30am): Master-guides;
- (i) Sunday & Monday 7.00pm to 8.00pm: Evangelistic Training;
- (j) Thursday 6.00pm to 7.00pm: Departmental meetings;
- (k) Thursday 7.00pm to 8.00 pm: Lesson harmonization;

The church worship meetings may be changed from time to time when necessary.

2) Choir Meetings

The choir meetings shall be scheduled by the music council for the church choir and singing ministries in a such a way that they do not interfere with other church programs;

3) Administrative Meetings

The administrative meetings of the church shall include:-

- (a) Church board;
- (b) Officials meeting;
- (c) Church business meeting;

There shall be regular church board meetings at least once every month on the second Sunday of every month. An emergency church board (committee of available members) can be called as need may arise. The chaplain of the church shall chair the church board. In the event of his absence then the chair/elder shall chair. The church board shall be composed the following:-

- (i) Worship Coordinator
- (ii) Personal Ministries Director
- (iii) Global Missions Coordinator
- (iv) PCM Coordinator
- (v) Community Services Director
- (vi) AMO Coordinator
- (vii) ALO Coordinator
- (viii) Chaplains
- (ix) Patron/Matron
- (x) Elders
- (xi) Church clerk
- (xii) Treasurer
- (xiii) Head deacon
- (xiv) Head deaconess
- (xv) Singing Ministry Coordinators
- (xvi) Family Ministries Director
- (xvii) Small Groups Ministry leader
- (xviii) Health Ministries Coordinator
- (xix) Prayer Ministries Coordinator
- (xx) Music Coordinator
- (xxi) Sabbath School Superintendent
- (xxii) Adventist Chaplaincy Ministry Chairperson
- (xxiii) Church Investment and Development chairperson
- (xxiv) Academic and Social Advisors
- (xxv) Adventist Youth Ministry Chairperson
- (xxvi) Adventist Youth Club Directors
- (xxvii) Children's ministries coordinator
- (xxviii) Church Librarian
- (xxix) Welfare Coordinator
- (xxx) Communications Director
- (xxxi) Prophecy Department Chairperson
- (xxxii) KUCASA representative
- (xxxiii) KUSDA representative to KUSA
- (xxxiv) Internal auditor
- (xxxv) Chairpersons from Satellite Campuses

From time to time as need shall arise the chaplain shall convene a meeting of all church officials to discuss the state and progress of the church. There shall be at least two such meetings per semester. All elected church officers should attend this meeting;

There shall be church business meetings to give members the opportunity to participate in the running of the church by giving feedback and input. The business meetings shall be conducted at least once every semester. Members shall be notified of such a meeting at least a week before the set date.

CHAPTER EIGHT

40. CHURCH DISCIPLINE

1) Members Responsibility

- a) If a member falls into sin, sincere efforts must be made for reclamation. “if the erring one repents and submits to Christ ‘s discipline, he/she is to be given another trial .and even if he (she) does not repent ,even if he (she) attends outside the church, God’s, servants still have no work to do for him/her. They are to seek earnestly to win him/her to repentance and, however aggravated may have been his/her offence, if he/she yields to the striving of the holy spirit and by confessing and forsaking his sin, gives evidence of repentance, he is to be forgiven and welcomed to the fold again. His brethren are to encourage him in the right way, treating him as they would wish to be treated were they in his place, considering themselves lest they be tempted.” *Testimonies vol. 7 pg 263*
- b) When grievous sins are involved disciplinary measures must be taken. There are two ways by which this may be done:
- c) By a vote of censure;
- d) By a vote to remove from church membership;
- e) The procedures laid down in the worldwide SDA church manual chapter 14 shall be followed in the administration of the above mentioned ways;

2) REASONS FOR WHICH MEMBERS SHALL BE DISCIPLINED

Members or a member of the church shall be subject to discipline under the following conditions:-

- (a) Denial of faith in the fundamentals of the gospel and in the cardinal doctrines of the church or teaching doctrines contrary to the same;
- (b) Violation of the law of God, such as worship of idols, murder, stealing, profanity, gambling, Sabbath breaking, and willful and habitual falsehood;
- (c) Violation of the seventh commandment of the law of God as it relates to the marriage institution , the Christian home , and the biblical standards of moral conduct;
- (d) Such violations as fornication, promiscuity, incest, homosexual practice, sexual abuse of children and vulnerable adults, and other sexual perversions, and the remarriage of a divorced person, except of the spouse who has remained faithful to the marriage vow in a divorce for adultery or for sexual perversions;
- (e) Physical violence, including violence within the family;
- (f) Fraud or willful misrepresentation in business;
- (g) Disorderly conduct, which brings reproach upon the cause;
- (h) Adhering to or taking part in a divisive or disloyal movement or organization;

- (i) Persistent refusal to recognize properly constituted church authority or to submit to the order and discipline of the church;
- (j) The use, manufacture, or sale of alcoholic beverages;
- (k) The use, manufacture or sale of tobacco in any of its forms for human consumption;
- (l) The misuse of or trafficking in narcotics or other drugs;

The church recognizes the need of exercising great care to protect the highest spiritual interests of its members, to ensure fair treatment, and to safeguard the name of the church;

CHAPTER NINE

41. AMMENDMENT TO THIS CONSTITUTION

1) Amendment to this Constitution

A proposed amendment to this constitution shall be enacted in accordance with succeeding stipulations and approved by the church business meeting, if the amendment relates to any of the following:-

- (a) Supremacy of this constitution;
- (b) Provisions of this chapter;

The amendments can be done by the church board or by the Constitution Review Committee and must be supported by simple majority of the members voting in a church business meeting;

a) Amendments by the church board

A proposal to amend this constitution:-

- (a) may be introduced in the church board by a member of the church board;
- (b) may not address any other matter apart from the amendment;
- (c) shall have been passed by not less than 2/3 of the church board members;

The chaplain shall lead the church business to vote on the proposed amendments;

A simple majority vote is required to adopt the amendment.

b) Review by committee

A proposal to review this constitution:-

- (a) shall be initiated by the church board at expiry of every five years;
- (b) May review the whole document or part;

A committee of nine members shall be put in place by the church business meeting naming the secretary and the chair;

The committee shall review the constitution and table the report to the church board;

The church board through the chaplain shall be mandated to present the document to the church business meeting for adoption;

CHAPTER TEN

42. SUBSIDIARY LEGISLATIONS

- a) The power to interpret this constitution shall vest in the church board;
- b) This constitution shall be used alongside the latest edition of the worldwide SDA church manual. In the event that there is a clash between this constitution and the SDA Church Manual, the provisions of the latter shall take the precedence;
- c) This constitution empowers the leadership of the Institution-Based Program students (IBPs) to transact any official business on behalf of the church when they are in session;
- d) The local conference or union is free to second any pastor to the church should there be such a need. This can be done after consultation with the church board/executive committee and the University Management;
- e) Being part of the worldwide Seventh Day Adventist church, the church shall support the administrative structure of the church by working hand in hand with the worldwide church and respond to any calls by the church on any issue;
- f) Should there be any dispute among the members; a special arbitrating committee shall be formed by the church board. The chaplain shall be a member of such committee. However, should the chaplain be a party in such a dispute then the CKC shall second a pastor who shall be a member of such a committee. The church board shall determine the appropriate number of persons to be in this committee. The decision of such a committee shall remain final. In recognition of need for fairness the parties involved are free to make appeals against such decision to the local conference;
- g) The various departmental committees and councils shall come up with the guiding policies to guide the operations of the department in line with this constitution;

APPENDIX ONE

Definitions of terms

KUSDA: - Seventh-day Adventist Church Kenyatta University;

Special Committee: - this is a committee put up by the church business for the sole purpose of coming up with the nominating committee;

Nominating Committee:-this is a committee that is mandated to come up with names of the church officials;

Church Board:-the church board is composed of all the principal officer of the church as outlined in 104 (2p)

Departmental council: - this is a selection of various members of the church charged with the responsibility of developing the various policies for the respective departments;

Internal Auditing: - This is an appraisal activity established within an entity as a service to the entity. Its functions include, amongst other things to, examining, evaluating and monitoring the adequacy and effectiveness of the accounting and internal control systems. Internal audit entails independent and constant appraisal of the church's activities, operations and controls so as to safeguard the church's assets, ensure reliability of the church's records and efficiency of its operations. It acts as a watchdog over the church's entire controls although it can be regarded as one of the controls in itself.

APPENDIX TWO

Nominating committee list

1. The Nominating committee shall be mandated to nominate:-

- (a) Patron/Matron;
- (b) Elders;
- (c) Worship Coordinator;
- (d) The members of the Clerk's office i.e. Church Clerk and the three Assistants;
- (e) The members of the Treasury i.e. Church Treasurer and the three Assistants;
- (f) The members of the Deaconry office i.e. Ten Deacons, Ten Deaconesses.
- (g) The members of the Ushery office: ten Ushers;
- (h) Members of the Personal Ministries Department i.e. Personal Ministries Director, Secretary and Council members: Global Missions coordinator, PCM coordinator, AMR Coordinator, ALO Coordinator, AMO Coordinator, Community Services Director, Small Groups Ministry leader, Family Life Ministries Director;
- (i) Members of the Health Ministries Department i.e. Coordinator, Secretary and Council members;
- (j) Members of the Prayer Ministries Department; Coordinator and Secretary;
- (k) Music department Members i.e. Coordinator, and Two Assistant Coordinators; Instrumentalists
- (l) Sabbath School department members i.e. Superintendent, two Assistants, SS Secretary,
- (m) Children Ministries Department Members i.e. Coordinator and the Secretary;
- (n) Adventist Youth Ministry director; Adventurer club leader; Pathfinder club director; Ambassador club director; Master Guide club director.
- (o) Publishing Department members i.e. Leader, Librarian, Assistant Librarian, Two website Committee members, Editor and Two assistants; Members of the Press Council.
- (p) Church Investment and Development department members i.e. Coordinator, Secretary, and tuck-shop Committee Members;
- (q) Welfare department members i.e. Coordinator, Secretary, Council members;
- (r) Communication Department members i.e. Director, Secretary, Five members of Radio, TV and Posters committee, Five members of the Public Address Committee;
- (s) Prophecy Department members i.e. Coordinator, and Secretary;
- (t) Two Academic and Social Advisors;
- (u) Adventist Youth Ministry Leaders;
- (v) Internal auditor.

APPENDIX THREE

Extras

1. The Constitution will be used together with departmental policies available in KUSDA: Wedding Policy, Music Policy, Welfare Policy and any other department's policy available within the jurisdiction of KUSDA Church.
2. The Camp meeting committee shall be chosen by the church board at the end of every camp meeting. They should start planning for the next camp meeting immediately.