

**2018**

**SEVENTH-DAY**  
**ADVENTIST CHURCH**  
**KENYATTA UNIVERSITY**

KUSDA MUSIC POLICY

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Guiding key verse in this policy making in *Matthew 28:18-20*

## **1.0 MEMBERSHIP**

- (a) Members of all the ministries shall preferably be members of the church choir (article 35 (c) of the KUSDA Church Constitution).
- (b) They shall be of regular standing and members of KUSDA by either registration or baptism or both.
- (c) All the members of the church choir and kusda ministries shall be baptized members of the worldwide Seventh Day Adventist church and of regular standing [KUSDA Church Constitution, article 33 (d)]
- (d) A subscription fee of 50/= shall be paid and commitment form shall be filled by all members of church choir and kusda ministries to confirm their membership.
- (e) Membership shall follow guidelines as stipulated in the church manual 18<sup>th</sup> Ed, chapter 8 pg 92.
- (e) Registration of church choir members ceases on the 1<sup>st</sup> Sabbath of the 2<sup>nd</sup> month of the semester.
- (f) Registration to singing ministries is open at any time of the semester.

## **2.0 CODE OF CONDUCT**

### **I. DRESSING CODE**

- (a) Each singer **SHALL** be modest in his or her way of dressing always. They should therefore portray a Christian and preacher's image in their personal appearance and manner of dressing not only in their choirs and/or ministries but also in daily activities (MYP Chapter 119. Pg 351 Proper Dress)

(b) All members **MUST** avoid clothes that expose their bodies, wearing of ornaments, fancy hairstyles, dying hair and wearing of trousers by ladies. This shall be maintained always. (1 Tim 2:9-10, 1 Peter 3:3, Deut 22:5 and Article 33 (a) of KUSDA Church Constitution). Church Manual Chapter 12, Pg 140-141 Dress)

(c) All officials and choristers **SHALL** lead by example.

## **II. PERSONAL DISPOSITION**

### **A. PURITY**

(a) In light of Ephesians 5:3, let not **ANY FORM** of sexual immorality and cases of cohabitation exist among choir members. In case of such the chaplain, elder in charge and the coordinator should address the choir in question.

### **1. TIME MANAGEMENT**

(a) Time belongs to God and as such we must be accountable for time as stewards. (COL Chapter 25 Pg 342.1)

## **3.0 CONGREGATIONAL SINGING**

- a) Congregational singing **SHALL** play a major role in worship.
- b) Musical instruments **SHALL** be played skillfully.
- c) Time allotted for the congregational singing **SHALL** be appropriate and sufficient.
- d) There **SHALL** be congregational training of at least one hymn from the SDA hymnal every Sabbath if possible during the congregational singing. (MYP, Chapter 96, Uses Of Music).

## **4.0 CHORISTERS AND CHORISTERING**

(a) There **SHALL** be a guiding programme for the choristers at the beginning of every semester. First assistant of the music director is mandated with the responsibility of informing the choristers on duty in time.

(b) The choristers **SHOULD** have the ability and skill to conduct singing, be of good moral standing, presentable in dress and character.

(c) The church **SHALL** organize for choristers training within the 1<sup>st</sup> month of the semester.

(d) There **SHALL** be a minimum of two choristers and a maximum of five in the occasion of any congregational singing. Ministries shall be in charge of choristering during Friday vespers and church choir during Wednesday.

(e) There **SHALL** be leading chorister giving guidance to the assisting choristers to ensure harmony.

(f) Choristers **SHALL** always select songs to be sung that are in accordance with the theme of the Sabbath. Selection of songs should be done earlier before the Sabbath begins. (Church Manual Chapter 2, Pg 92, Voice in Speech and Sound, Chapter 69, Pg 434.1,2 and Evangelism 508).

(g) Choristers on duty **SHOULD** give the right key by making use of the keyboard.

## **5.0 TRAINING**

(1) a) Training hours for the church choir **SHALL** be different from that of the various ministries.

(b) Songs for the church choir **SHOULD** preferably be arranged songs (songs with sol-fa or staff notation)

(c) Singing ministries are not **LIMITED** to the format of music but care should be taken to distinguish their music and that of the world.

(d) Attendance to singing by members **SHALL** be at least ten sessions equivalent to ten hours a month.

(e) Attendance register **SHALL** be marked at every training session by the secretary.

## **6.0 CHOIR TRAINER(S)**

(1) a) There **SHALL** be a church choir trainer(s) and ministry trainers who are members of the Seventh Day Adventist Church preferably KUSDA member(s).

(b) He or she **MUST** be of regular standing.

(c) Trainer(s) **are not paid** for their services but in case they are **external trainer(s)** they shall be entitled to **motivation fee** for instance fare if need arises.

(d) Proposal of trainers **SHALL** be done by the music council and shall be forwarded to the church board for approval for the special cases of church choir, if it's the ministry the proposal done by trainers shall be directed to the officials for approval.

## **7.0 CERTIFICATES**

(1) Certificates shall be awarded to:

a) Committed church choir members, ministry members and officials at individual's cost at the end of academic year (committed choir members are those who have attended at least 87% of choir meetings).

## **8.0 CHOIR PROPERTY AND INSTRUMENTS/ UNIFORMS**

(1) a) The second assistant coordinator **SHALL** oversee all church musical instruments in coordination with communication department (council member) and advice the music council on position of the instruments and their safety from time to time.

(b) Church choir uniforms **SHALL** be used only during church functions and returned within the 1<sup>st</sup> three training sessions failure to which 20/- fine a day will be paid.

(c) In case of damage or loss of uniform or instrument the member(s) involved **SHALL** bear the cost of mending or replacing it.

(d) Ministries instruments shall be guided by PA policy and church communication policy under project coordinator.

(d) The church **SHOULD** help the church choir purchase new uniforms every three years unless received from a donor or well-wisher.

(e) The church board/ elders' council **SHALL** review requests for the use of the uniforms or properties.

## **9.0 FINANCE**

(a) All the money in the ministries **SHALL** be kept by the ministry treasurer and reports given per semester.

(b) **INCASE** a ministry is handling heavy finances of their projects, ministry officials can agree to keep the finances in the church through the church treasury and they will be required to write an official letter the church board or if its urgent through elders council.

(b) **CLEAR** financial records **SHALL** be kept/maintained by the treasurer and submitted to the auditor for auditing purposes.

(c) Financial statements **MUST** be done semesterly by leaders.

## **10.0 MUSIC SABBATH**

(1) a) Music council **SHALL** appoint a Music Sabbath organizing committee at the end of every semester to commence work for the following semester. The members appointed **SHALL** at least represent each ministry.

(b) The instituted committee **SHALL** perform the following tasks:

- i. Propose speakers.
- ii. Make programme.
- iii. Propose choirs to be invited.

iv. Draw a budget

v. Propose method of accommodation of guests (if guests must spend in campus).

(c) All the recommendations of the committee **SHALL** be forwarded to the Church Board or Elders Council for approval.

(d) The purpose of the Music Sabbath is to be an avenue for worship and preaching through songs.

(e) **NO** choir will be allowed to go out in such an event. Kusda ministries **SHOULD** be given an upper hand for presentation on such a Sabbath.

(e) There **SHALL** be at least one Music Sabbath each semester.

### **11.0 MINISTRIES**

Our kusda ministries include;

Great hope

Heralds

Christ ambassadors

Macheo

White doves

Present truth

Gospel melodies

(a) All ministries **MUST** have their constitutions and a copy **SHALL** be submitted to the music council for recognition as a ministry in KUSDA.

(b) The constitution review **SHALL** be done after every academic year if necessary but **SHALL** be read to members each time before election of new officials.

- (c) The ministries training hours **MUST NOT** clash with those of church choir and church programs such as vespers.
- (d) All ministries **SHALL** have commitment forms filled and signed by all members. The form shall have the same content as that of church choir but where words church choir appear shall be replaced by the word ministry and ministry on top of the form.
- (e) List of members of each ministry **SHALL** be submitted to the music council at the beginning of each semester after subscription.
- (f) At least ten members of a ministry must sign a commitment form every semester to be part of church choir for a ministry to be announced active by music council for duties, including but not limited to; coordinators, choir trainers and other officials.
- (g) There shall be at least one kusda sports day for competitions in ku fields for purpose of knowing each other, interacting to enhance unity.

## **12.0 FORMATION OF MINISTRIES**

- (1) For a ministry to be formed, it **MUST** meet the following requirements as per the KUSDA Church Constitution, Article 35.
- a) Send the following together with the application letter for registration
    - i. A copy of the group's constitution which **SHALL NOT** deviate from the guidelines given in the church manual and constitution.
    - ii. A list of members, and the leaders chosen and their positions in accordance to the ministry constitution.
  - b) The ministry **SHALL** be considered existing only if the church board approves their application.
  - c) A ministry **SHALL** be led by coordinator who will then become a music council member.
  - d) Ministries **coordinators** and their **deputies, secretaries and treasures SHALL** be voted in as church officials during the third reading of the church officials.

- e) **Church elders, clerks, treasurers and heads of departments SHALL NOT** be officials in any ministry.
- f) **NO** ministry will be formed within four years to the formation of the last one. In case there are new members within that period they will be distributed to ministries who request, for purpose of strengthening the existing ones more so the last ones.

### **13.0 OTHER SMALL MINISTRIES**

KUSDA being a growing church we encourage the growth of small ministries for evangelism purposes.

The following guidelines shall govern any small ministry formed in KUSDA;

- a) All small ministries are required to register in kusda then be recognized by kusda as their mother church. They shall formally present their constitution and application letter to the church board for approval through the music council.
- b) The recognized Small groups shall go out to minister upon notifying the Music council and that the church to be aware of their invitations.
- c) They shall choose one leader to represent them in the music council.
- d) The Small ministries shall be in charge of sabbath school as directed to duties by music council. In case a few number of ministries will register, mother ministries will come in to assist in duties.
- e) Their meeting times should not be planned in such a way that it gets to clash with the Large ministries' programs, church choir and the church programs like vespers. And shall not abandon their large ministries, for this cause lack of harmony and disunity in the larger ministries.
- f) In case a large ministry is needed to go minister and they are not ready then the small ministry shall be given such priority to go minister.

- g) The members of these small ministry should ensure that they represent KUSDA well during their ministration.
- h) Their **SHALL** not arise more than two small groups from one ministry. It advisable to be one or none but not more than two.
- i) if a small group draws more than half, (50%) of its members from one ministry, the group will be identified to its mother ministry and the regulations above shall be followed.
- j) During kusda missions the small groups who are ready for missions shall verbally inform PM department for slotting. But the group must be registered.
- k) In case of crushing programs with main ministries, matters should be handled by group leadership then brought to elders council.

#### **14.0 JOINT ACTIVITIES**

- (a) All ministries **SHALL** participate actively in joint activities (Music Sabbath and Social Sundays, kusda sports day).
- (b) All members of the music council **SHALL** be involved in planning for the joint activities. This should be done then communicated at the end of every semester and the beginning of a new semester.

#### **15.0 RUIRU, KITUI, AND OTHER CAMPUSES MUSIC OUTREACH**

- (a) Ministries **SHALL** be appointed by music council to go for outreach(s) to Ruiru, Kitui or other campuses under KUSDA.
- b) Selected ministry **SHALL** be notified early enough before rolling out its semester's activities to avoid inconveniences.

(c) Members of the chosen ministry **SHALL** be consulted early enough, and their views taken into consideration for easy planning.

(d) The host campus **SHALL** be involved in decision making and communication will then be made by KUSDA.

(e) All ministries **SHALL** be given equal opportunities.

### **16.0 MUSIC COUNCIL MEETING**

(1) a) All ministries coordinators and members of the council **SHALL** participate actively in the council meetings, failure to which **a representative shall be sent**, i.e. secretary or assistant coordinator who should report to the coordinators what was discussed.

(b) Absenteeism **SHALL** be avoided at all cost.

(c) Failure to attend 3 consecutive council meetings the member **SHALL** be summoned for an explanation and appropriate action taken thereafter.

### **17.0 GOING FOR EVANGELISTIC MISSIONS**

Each ministry is encouraged and **has an equal chance** to go for an outreach to proclaim the evangelistic gospel in the context of three angels' messages to all people.

All members of the ministries **MUST KNOW** that they are representing the church during the outreach programs. They **SHALL** therefore portray a Christian and preacher's image in their personal appearance, conduct and manner of dressing which shall be modest throughout the mission. Any misconduct and indecent behavior **SHALL** be reported to the elder in charge of the personal ministry department by the respective coordinators for necessary actions to be taken.

For purposes of order and accountability, any ministry purposing to go out will have to be permitted upon presentation of an invitation letter from the hosting institution or church. The content of an acceptable letter should have all the following:

- i) Signatures and contacts of the church clerk and the elder of the hosting church (in case it is a Sabbath out). For an evangelistic mission, the contact and signature of the hosting church or pastor.
- ii) The stamp of the hosting church or pastor.
- iii) The specific dates the ministry in question is expected to arrive at and depart from the venue of the mission.
- iv) The specific purposes of the mission.

However, the following guidelines **SHALL** be considered by the board before approving any ministry or the church choir to go out:

1) A minimum number of three choirs are to remain if all other choirs are to go out, to ensure the church choir is not affected

However, **NO** ministry or group, including the church choir, **SHALL** go out during the following functions: -

- i) Holy communion
- ii) Camp meeting
- iii) Music Sabbath.
- iv) Ordination.

On special occasions, if the choir is supposed to go out on the holy communion day, the elder in charge will confirm if the hosting church has the same program and if so, they will be allowed to go for ministry.

a) In situations where more than the recommended number of ministries have requested to go out for a mission or an invitation on the same date, priority will be given to a ministry based on the following: -

- i) First come first served basis upon the presentation of the letter to the elder in charge of music or music coordinator.
- ii) The ministry that has gone out the least number of times or one programmed to go out **SHALL** be given priority.

- iii) Upon consideration of the two factors and there is a dilemma, the church choir **SHALL** be given priority.
- iv) No ministry **SHALL** go out at the same time as the church choir unless church choir **WILL NOT** be greatly affected if advised so by music council.
- v) The members of the church choir are advised to give precedence to church choir over their respective ministries.

**All ministries** are urged to adhere to the guidelines stated above failure to which the following **PENALTIES** shall hold: -

- i) The ministry **shall** be suspended from participating in any church program as a ministry for a period of 60 days within the operational academic days. However, such a ministry **shall** first be served with **two warning letters** for two consecutively repeated defiance cases before the suspension mentioned above takes effect. Each warning expires after one academic year.
- ii) The ministry **shall** be allowed to participate in church activities other than singing. Their members shall not sing in the church choir and any other solo, duet, trio, quartet or unauthorized group within the church for the ministry shall be under probation during the suspension period.
- iii) As a leader and a member of the music council, the affected ministry coordinator **will have to** be answerable to the music council within two weeks from the day the disciplinary action is taken, failure to which he or she will be forwarded to the church board.
- iv) The penalties **shall** apply to article 16.0 only.

N/B: The penalties **are not meant** to disgrace or to demoralize the ministry members but to act as a corrective measure. The ministry that will fall a victim of the penalties is thus still under the church's regulations and are expected to take the corrective measures positively for the advancement of God's work. They should not act or behave in any manner that may suggest they are no longer members of KUSDA hence operate as an isolated ministry since it would be under close monitoring.

## **18.0 APPEALS**

- ❖ The music policy **SHALL** be handed over to the incoming officials of the music council during the handing over ceremony.
- ❖ Each ministry **MUST** have a copy of the music policy.
- ❖ This policy **SHALL** be reviewed after every two academic years starting from the date of adoption. This **SHALL** be done by a committee appointed by the church board representing all the ministries and the church choir.
- ❖ This policy **SHALL NOT** review previous events and no ministry or church choir shall be penalized for any mistakes or event before its adoption.

## **MINISTRY COMMITMENT FORM**

**MINISTRY'S NAME:** .....

By signing this form, you are committing yourself to abide by the ministry's charter and the clause under the type of membership you are selecting as stated in this form.

### **Full Membership**

1. You shall be expected to be there for all ministry meetings failure to which an apology should be given before the beginning of the meeting to the secretary or any of the officials.
2. You shall be expected to participate in most, if not all, of the activities of the ministry or take part in the activities in one way or the other.
3. You shall be expected to conduct yourself in a way that our core values as a ministry will not be compromised.

### **Commitment**

I \_\_\_\_\_ have read, understood and therefore agree to abide by the conditions of this commitment. I subsequently commit myself till the end of this academic year.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONTACT(S): PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

## **CHURCH CHOIR COMMITMENT FORM**

By signing this form, you are committing yourself to abide by the church choir charter and the clause under the type of membership you are selecting as stated in this form.

### **Full Membership**

1. You shall be expected to be there for all the church choir meetings failure to which an apology should be given before the beginning of the meeting to the secretary.
2. You shall be expected to participate in most, if not all, of the activities of the church choir or take part in the activities in one way or the other.
3. You shall be expected to conduct yourself in a way that our core values as the church choir will not be compromised.

### **Commitment**

I \_\_\_\_\_ have read, understood and therefore agree to abide by the conditions of this commitment. I subsequently commit myself till the end of this academic year.

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CONTACT(S): PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

KUSDA MUSIC POLICY