

KENYATTA UNIVERSITY

THE SEVENTHDAY ADVENTIST GROUP

EVANGELISM POLICY.



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THE MISSION POLICY

We, the Kenyatta university Seventh Day Adventist group members who are seeking to accomplish the great commission by Jesus in Matthew 28:19-20, do take this policy to govern our missions under the guidance of God.

PART 1

PRELIMINARY

1. This is the Seventh-day Adventist group, (Kenyatta university), Evangelism Policy.
2. Unless otherwise stated, these words shall mean what is stated herein:
 - “A member” shall mean a student or an associate of the University;
 - “A mission” shall mean an evangelistic mission(s) organized by the church to be attended by members of the Church;
 - “A mission site” shall mean one specific location where members are designated to reside in during the mission;
 - “A participant” shall mean a member going to an evangelistic mission;
 - “A semester” shall mean the academic semester of Kenyatta university;
 - “The Church” shall mean Kenyatta university SDA (KUSDA);

3. GOALS/ OBJECTIVES

1. Going to and teaching all nations;
2. Baptizing people in the name of the Father, and of the Son and of the Holy Ghost;
3. Praying for and comforting all those facing problems;
4. Providing the necessary assistance to the local community such as but not limited to; medical missionary, veterinary, guidance and counselling and tuition for high school students.

5. Reviving KUSDA members and the local members and also ministering to them.

PART II:

MISSION POLICY CONTENT.

4. PROGRAMS/ACTIVITIES

1. During evangelistic missions, members shall participate in, *but not limited to*, the following;

- a) Medical Camp;
- b) Door to door visitation;
- c) Open Air crusades;
- d) Mentorship and tuition program
- e) Physical exercise.
- f) Singing
- g) Community service when called upon.

The provisional mission program will be as follows. It can be altered by the crusade coordinator in conjunction with the steering committee whenever necessary depending on the mission site requirements.

Time	Activity
4:45 – 5: 00 am	Waking up time
5:00 – 5: 30 am	Morning devotion.
5:35 -5: 55 am	Physical exercise
6:00 – 7:00 am	Song training and singing session.
7:00 – 8: 00 am	General cleaning and washing
8:00 – 8: 30 am	Breakfast
8: 30 – 9:00 am	Mission emphasis and issuing of evangelism materials.
9: 00 – 12:30 pm	Door to door visitations.

12:30 -1: 00 pm	Briefing and issuing of visitation reports.
1:00 – 1: 45 pm	Lunch.
2: 30 – 8: 00 pm	Crusade site.
8:15 – 9 : 00 pm	Supper.
9:00 – 9 : 15 pm	Announcements.
9:15 – 9 : 45 pm	Personal study and consultations.
10 : 00 pm	Lights off.

5. LEADERSHIP STRUCTURE

1. Apart from the major pm council, there shall be a committee to be in charge of all evangelistic missions. It shall consist of:

- a) Overall Head of global missions who shall be the Chairperson;
- b) The ministry mission coordinators who are to be selected by the mission groups within 21 days of commencement of the first semester of the academic year and they are to serve for an academic year unless the group feels a need to change.
 - ✓ Upon establishment, they will choose a secretary from among themselves

2. The Quorum of the meeting shall be five members.

3. The committee shall:

- a) Plan for the evangelistic missions;
- b) Outsource for funds;
- c) Prepare a budget for the missions;
- d) Organize pre-visits;
- e) Delegate to steering committee certain functions to ensure efficiency;
- f) Carry out publicity of every mission in all the mission area
- g) Get speakers for the missions.

4. Each mission site will have a five member steering committee composed of:

- I. The mission site coordinator
- II. An elder present in the mission. If no elder present then a deacon to fill the space
- III. The cateress who should be appointed by the ministry group within the first 21 days of the semester and be willing to work and help the deaconry department especially in preparation of social lunches so that he/she should be trained on how to do budgeting and

food approximation. *(selecting a deacon or a deaconess will be preferable for the ministries with one, but it is not limited)*

IV. One speaker (to be selected by the speakers from among themselves)

V. One member, a representative of the members present and should be appointed by the members upon reaching the mission site.

The mission site **coordinator** in conjunction with the steering committee shall;

- a) be a member of the KUSDA mission committee
- b) Manage all the affairs of the mission
- c) Ensure efficiency of the mission
- d) Shall report to KUSDA mission committee and hand in a comprehensive printed mission report to the KUSDA mission committee within the 1st two weeks of the semester.
- e) Shall be the one updating his/her ministry group on the mission progress.
- f) Shall be the link between KUSDA and the local church.

The church elder shall;

- a) Be the initiator of solving disputes.
- b) Be the overall advisor to the members and committee of the mission site.

The speaker shall;

- a) Be the link between the speakers and the steering committee.
- b) Work with the mission site spiritual leader to ensure spiritual growth of all the members

The cateress shall;

- a) Do all the food budgeting.
- b) Ensure that foods are prepared and eaten on time as stipulated in the program.
- c) Ensure meals prepared consist a balanced diet.
- d) Ensure the **meals taken are in due regard to the Adventist health message**

Apart from the steering committee, each mission site shall have the following departments;

1. Prayer and fellowship.
2. Music.
3. Catering.
4. Health.
5. Time keeper.

6. Treasurer.
7. Public address.
8. Secretariat.
9. Transport and communication

Prayer and fellowship department.

1. Should be allocating people who shall do the songs devotion.
2. Organize visitation groups
3. Organizes for community service
4. Shall do mission emphasis i.e. Making members aware of literature content before distribution.
5. Shall coordinate the baptism classes
6. Shall organize members into active prayer cells who shall conduct power house prayers during the programs.
7. Shall be the program coordinator in the mission site.

Music

1. Organize and come up with thematic songs to be sang in the mission
2. Facilitate the training of the songs to be sang
3. Ensure singing sessions in the mission start on time and that they are lively.
4. Should choose the mission choristering team.
5. Come up with the uniform to be worn

The catering department shall ensure;

- a) Food budgeting is done properly
- b) That foods are prepared and eaten on time as stipulated in the program.
- c) That meals prepared consist a balanced diet.
- d) the meals taken are in due regard to the Adventist health message
- e) There is sufficient foods for the campaign.
- f) At all times, he/she should have an updated record of food available in the store
- g) Assigning duties
- h) Of people to do cooking in the kitchen.
- i) Should be in charge of the store and ensure nothing comes out of the store without his/her permission

Health and welfare department.

- a) Ensure proper sanitation of the camp.
- b) Encourage members to acquire the personal effects and in case there is shortage, they shall link with the steering committee to make a provision of the same to the members
- c) Shall take care of the health of the members. In case one is sick they shall ensure he/she is properly attended to.
- d) They shall be coordinating the morning exercises.
- e) Shall liaise with the health speaker to coordinate the medical camp.

Time keeping.

- a) In conjunction with the prayer and fellowship department shall ensure the time stipulated in the program is properly and strictly adhered to.
- b) Shall be waking up people for the morning devotion.

Treasury.

- a) They shall properly keep and account for all the camp finances.
- b) Prepare a comprehensive expenditure report to be submitted to the mission site coordinator at the end of the mission.

Public address.

- a) They will be the field technicians well acquitted with the knowledge of operating machine.
- b) Installing the PA in time.
- c) Shall ensure the music played are in harmony with the Adventist message.
- d) Organize for the transportation of the pa to and fro the site.
- e) To ensure the pa is well serviced and maintained.

Secretariat.

- a) Shall record daily activities on the camp
- b) Compiling the visitation reports including but not limited to : photos, videos, testimonies
- c) Should submit the comprehensive report to the mission coordinator at the end of the mission

Transport and communication

Organize means of transport for the members to and fro the mission. Members are encouraged to travel together using the same means;

Preparation for the missions

- a) Locating a mission field;
- b) Publicity of the missions;
- c) Training.

All members attending the missions shall be trained on the message to be passed; mode of passage and general conduct or deportment while in the camp. The training shall be on Sundays from 7- 8 pm and Mondays 7-8 pm in KUSDA church.

Mission speakers

All mission speakers will be selected by the mission committee and be vetted by the elders' council. Only those that have attained the following requirements after evaluation shall be adopted for missions as speakers;

- 1. Positive previous conducts
- 2. Mastery of content
- 3. Total attendance of PM training
- 4. Acceptance by the speaker to abide by the provided syllabus
- 5. Approval by the elders council after vetting

N/B:- No one that didn't attend the PM training shall be considered as a speaker

The final list of the speakers will entail the list that has been vetted by the council.

The pm council will then write letters to all speakers notifying them of their duties. The letter should have a church stamp and the name of the speaker. The letters should also be the introduction letters to the local pastor that the speakers will be required to have while at the missions.

The letter should also indicate the duration of the mission with the specific dates mentioned.

6. Finances

1. Sources:

- a) Grants from different individuals or groups of people such as but not limited to ACA,CKC, GC ,friends etc
 - b) KUSDA financial projects such as but not limited to; KUSDA mission T-shirts, books etc
 - c) Financial aid from the church organization. Through collections, combined offering etc.
 - d) M –CHANGA account.
- 2. All monies obtained shall be collected by the Church Treasurer and deposited in the Evangelism account.
 - 3. Collection of money to be done as early as the academic year starts.

4. Local church and, or the conference in the place of mission shall facilitate aspects of mission requirements such as, but not limited to, food and accommodation of the missionary work for the entire mission period.

9. Organization at the mission site.

1. The number of members participating in a mission in a place shall be in the range of 20-30 members and registration should be done early enough for easy planning
2. There shall be as many mission sites as is convenient, every site shall have a mission coordinator, an elder/ deacon and other officials assigned specific responsibilities.

10. Conduct/Deportment of participants.

1. Participants shall at all times carry themselves in accordance with Christian virtues;
2. There shall be no cliques in the sites in terms of tribe, ministry group or class
3. **Public display of affection** shall not be allowed.
4. **Intimacy** should be avoided; intimate conduct and relationships should be **suspended** during that period **and not displayed at all cost** (for the married).
5. At all times, official clothing should be the norm, unless directed otherwise on special circumstances;
6. Open shoes shall be admissible if decent or when one has a special case such as injury. Jeans, funnily branded T-shirts, shaggy outfits, stilettos(high heels found on some boots and shoes), tight skirts; miniskirts, low-cut tops, and trousers for ladies should be avoided;
7. Hair should be **well trimmed** for those who shave. braids, ornaments should (*counsel*) be avoided;
8. Participants shall be advised on the appropriate clothing for the environment in which the campaign is to take place.

13. Duration of the missions & Mission Reports

A mission shall go for at least three weeks for everyone and continue for as long as is necessary with the long term Missionaries;

Mission reports must be submitted 2 weeks after the missions failure to which the mission coordinator shall give a comprehensive report as to why or refund the church the funds used in the missions or both.

The reports must be inclusive of:

1. The speakers evaluation report

2. The financial report
3. The general report i.e testimonies, local church cooperation, challenges, recommendation, etc

N/B:- The mission coordinators are required to strictly follow the PM order of events at the site

14. Follow Ups and long term missionary activities

1. Planning and promotion shall start as early as the academic/ semester starts.
2. Budget for long term and short term mission shall be done asunder.
3. Ground preparation shall be done not less than a month prior to the open air -short term mission.
4. After every mission, follow ups shall be carried out in the visited area to evaluate or build upon the initial efforts;
5. A follow up shall be at the cost of the participants and the local church;
6. Training shall be conducted to the local church members about mission for active participation.
7. The training shall be conducted during the first week of long term mission.
8. The mission coordinators in consultation with the Overall Personal Ministry coordinators shall come up with a follow up program, containing the names of members to participate in the follow ups, the days for the follow ups, and the procedures for the follow ups;
9. The mission committee shall arrange for long term missionary activities too. This shall begin after the two weeks of mission and continue for as long as it will be necessary;
10. Voluntarily registered members shall constitute the long term Missionaries.

16. Medical Missionary Work

1. There shall be a medical missionary committee constituting of:
 - a) Head health ministry department.
 - b) Personal ministry leader.
 - c) Hospital ministry leader.
 - d) A representative from each ministry group acquainted with the field of medical missionary.
2. The mandate of the committee:
 - a) Planning for the medical mission.

- b) Conducting seminars/training to members on medical missionary work in all the campuses.
 - c) Availing study materials to members.
3. Simple God given remedies to be used in medical mission.
4. Attendance of patients should be of the same gender unless otherwise.
17. The steering committee shall serve as the dispute resolution panel in every mission site. The panel shall listen to and settle all the disputes arising among the participants in the campaign;

Process of dispute resolution.

1. All disputes shall be reported to the Elder/deacon in charge either orally or in writing. The Elder in charge shall, within 24 hours of the reporting, call the disputants, get their sides of the story and advise them accordingly; (in cases where both elder and deacon are unavailable, the crusade coordinator should take up the role)
2. If there is no agreement, the Elder/deacon shall convene the panel and inform the panelists of the developments;
3. The panel shall, if convinced that the facts are sufficient, arrive at a decision but if convinced otherwise, it may call the disputants to get further information from them before arriving at a decision.
4. The decision shall be one that is reconciliatory, fosters unity and not division and one that is just in all the circumstances;
5. Decisions shall be reached through consensus with voting as the last resort. In case a decision is to be reached through voting, a simple majority shall be deemed to be sufficient.
6. If need be, the panel shall allow a member(s) to depart from the mission field in order to enhance the continuity of the mission work.

PART III THE PREVISIT GUIDELINE.

- Previsit should be done by the mission coordinators
- Letters should be received not later than 3 months before the actual mission date
- Two previsits to be done the first two weeks earlier and the second to be done two weeks prior to the mission.
- They will be conducted for 3 days each; Friday, Saturday and Sunday
- A Check list for missions shall be given to act as a guideline on what is to be checked at the site

-A letter then should be drafted to confirm whether the Church (KUSDA) has confirmed to take on the mission

PART IV:

AMENDMENTS

1. The mission policy shall be duly amended when deemed necessary by the personal ministry council under the direction of the overall church board.
2. The personal ministry council shall constitute a committee to work on the proposed improvements.
3. The committee shall report to the council within the given timeframe for evaluation.
4. The Personal Ministry head shall present the amendment to overall church board for approval.
5. Once approved, church members shall be notified using convenient means of communication.
6. Review should be done after two years