



MAIN CAMPUS CHRISTIAN UNION
University of Nairobi

THE LEADERSHIP MANUAL

(21ST JANUARY, 2018)

mccu

Review by the Leadership Manual Review Committee in accordance with the Executive
Committee terms of reference of 13th April, 2010

BACKGROUND

The leadership Manual, hereinafter, the Manual, is a policy document on the job description of the Main Campus Christian Union leadership as well as important and pertinent programs and events of the union. The Manual assumes a foreknowledge of the Union's constitution, but it elaborates further on most constitutional provisions to enable clarity and understanding, with a smooth and harmonious running of the union as its primary objective.

At no time should the Manual be in contradiction or conflict with the constitution. It has been structured into sections and sub-sections for quick reference. Running the union in essence means accomplishing the four (4) aims of the Union, namely *discipleship, evangelism, mission and leadership development*. The details of running the Union may vary; therefore, this manual caters only for the basics. Implementation of the contents herein, proper book keeping and leadership handover is highly recommended.

The Christian Union shall endeavor to review this manual periodically so as to reflect and conform to the changes in structures of the Union.

Review Committee

In exercise of powers vested by section 7.2.2(d) of the Main Campus Christian Union's Constitution, the Executive Committee of 2016/2017 spiritual year appointed the following to the Leadership Manual Review Committee:

NAME	BACKGROUND
1. Mr. Cyprian Munene Nyaga	Chairperson (2016/2017)
2. Mr. Kevin Mbugua Kariuki	BS & Training Coordinator (2016/2017)
3. Mr. Obonyo Kelvin Wesonga	CREAM Coordinator (2016/2017)
4. Miss Hannah Wambura	Treasurer (2016/2017)
5. Miss Rose Mutheu	Evangelism Coordinator (2016/2017)
6. Miss Eunice Mumbua Wambua	Prayer Coordinator (2016/2017)

Terms of Reference

The following were the Terms of Reference (TOR):

1. To seal any loopholes existing in the Manual
2. To highlight and specify unclear roles in the Manual.
3. To entrench the Discipleship Office in the Manual and define their roles and place in the Union.
4. To Review the Manual to reflect the review of the constitution, in as far as establishment of new structures, abolishment and transfer of departments is concerned.
5. To address any matter in the Manual, which the committee feels needs review.

REVIEW MEETINGS

The Committee sat for four (4) meetings to review this Manual. The outcome of the meetings was the birth of an improved Manual that reflects the current status of the Union. Some of the changes can only come to effect after constitutional amendments have been instituted and ratified by the Special General Meeting. The committee endeavored to see that the Manual is in line with the constitution.

The changes made have been outlined in a separate document.

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REGISTRATION

The logo for MCCU (Midwest Christian Church Union) features the lowercase letters 'mccu' in a bold, sans-serif font. The letters are white and are set against a background of two horizontal blue lines. Above the text, there is a faint, stylized graphic of an open book with a flame above it, which is part of the organization's branding.

1.0.0 INTRODUCTION:

This manual is a policy document on the job description of the Main Campus Christian Union leadership. The manual assumes a foreknowledge of the Union's constitution and therefore does not repeat the contents of the constitution except where necessary. It is structured into four sections for quick reference though it is best referred to as a whole and used hand in hand with the constitution.

The main guideline in running the union is to carry out its four aims thoroughly, without undue emphasis on any one over the others. The details of running the union may vary for many reasons; therefore, this manual caters only for the basics. Proper book/file keeping and handing over from one leadership to another are highly recommended. The union will benefit by subjecting this manual to reviews.

Distribution of responsibilities to specific offices ensures accountability and hence smooth running. An office may however receive assistance while the officer in-charge remains answerable to the Executive Committee concerning his/her office.

Finally, to be in the Union's leadership is a privilege as well as a responsibility

1.1 Aims, Missions, Visions, Doctrinal Basis & Core Values

1.1.1 Vision

“To be a congregation of Christ like believers ministering as a family in love to God and to fellow men

1.1.2 Mission

“To equip every member of the union with Christ-likeness for effective Christian life and reach every student in the Main Campus of the University of Nairobi for Christ”

1.1.3 Aims

The aims of the union shall be non-political, non-denominational and non-profit making, it shall be as follows:

- i. **Discipleship:** To deepen and strengthen the spiritual life of its members by the study of the Bible, by prayer and by Christian fellowship.
- ii. **Evangelism:** To witness to the Lord Jesus as God incarnate and to seek to lead others to a personal faith in Him.
- iii. **Mission:** To sensitize members into mission work in every area of life according to their calling, gifting and or training.
- iv. **Leadership development:** to enhance the holistic growth of the union members in their gifting and calling and develop them into leaders of impact and positive influence.

Doctrinal Basis

- i. The unity of the Father, Son and the Holy Spirit in the Godhead.
- ii. The sovereignty of God in creation, revelation, redemption and final judgement.
- iii. The divine inspiration and entire trustworthiness of the Holy scripture, as originally given and its supreme authority in all matters of faith and conduct.
- iv. The universal sinfulness and guilt of all men since the fall, rendering them subject to God's wrath and condemnation.

- v. Redemption from the guilt, penalty, dominion and pollution of sin solely through the sacrificial death (as our representative and substitute) of the Lord Jesus Christ, the incarnate Son of God.
- vi. The bodily resurrection of the Lord Jesus Christ from the dead and His ascension to the right hand of God the Father.
- vii. The justification of the sinner by the grace of God through faith alone.
- viii. The presence and power of the Holy Spirit in the work of regeneration.
- ix. The indwelling and work of the Holy Spirit in the believer.
- x. The one holy universal church to which all true believers belong.
- xi. The expectation of the personal return of the Lord Jesus Christ.

Core Values

The core values of the Union shall be:

- i. Godliness
- ii. Integrity
- iii. Unity
- iv. Excellence

2.0.0 THE LEADERSHIP

Generally, the Leadership should seek ways of developing both current and future leaders.

2.1.0. Duties of the Executive Committee

The Executive Committee is the Main Policy making body of the Union. It harmonizes the activity of the committees, boards and departments all of which are answerable to it. This can be achieved through holding meetings. Such meetings may comprise of the following: -

1. Prayer(s)
2. Reviewing and confirming records of previous meeting(s)
3. Discussing reports from committees, boards and departments
4. Planning the activities of the Union
5. Any other business as need arises.

The general duties of the Executive Committee shall be as follows;

- a) The Executive committee shall be responsible for implementing the aims of the Union and for that purpose may give directions to any office bearers as to the manner in which they will carry out their duties.
- b) The officials shall head offices and make the Executive Committee aware of the needs and the intentions of the offices.
- c) The Executive committee shall have power to appoint special committees as it may deem desirable, for a specified tenure to be in charge of some activities. Such committees shall make reports upon which action shall be taken as seems desirable to the Executive Committee.
- d) The Executive committee shall have the power to appoint any office which remains vacant in the course of leadership. This shall always be in consultation with the Advisory Committee.
- e) All moneys disbursed on behalf of the Union shall be authorized by the Executive committee.

- f) The Executive committee shall hold all the Union's assets in trust for the members. In holding the Union's assets in trust for its members, the Executive Committee shall approve their use and ascertain their security within and outside the Union.
- g) It shall be the supreme body for handling disciplinary matters in the Union.
- h) The Executive committee shall be responsible for the Friday Fellowship in liaison with the Creative Ministry
- i) The Executive Committee shall meet on convenient days preferably once in a week. The quorum for the meeting shall be no less than **50** per cent of the committee.

2.2.0. Duties of the Executive Committee Office Bearers

The officials shall head offices and make the Executive Committee aware of the needs and intentions of their offices. In doing this, proposed budgets of resources and time frameworks shall be included.

2.3.0. Functions of Committees, Boards, Ministries and Departments

They shall work out the details of policies laid down by the Executive Committee and be answerable to it.

2.3.1 THE OFFICE OF THE COORDINATING CHAIRPERSON

The Coordinating Chairperson shall:

- a) Coordinate the various activities of the Union
- b) Chair executive committee meetings, SGM and AGM in which he/she will guide the participants by preparing the agenda with the assistance of the Secretary
- c) Be the spokesperson of the Union
- d) Represent the Union in the Fellowship of Christian Union (FOCUS) and in the University of Nairobi Christian Union's Joint Coordinating Council (JCC).
- e) Harmonize the working and activities of the year fellowships.
- f) Link the Evangelistic teams to the Executive Committee
- g) Sit in the Ufungamano House Board of Directors as the protestant- students' representative.
- h) Be responsible of any duty assigned to him by the Executive Committee.

Year fellowships

A year fellowship is a fellowship of students who are union members and belong to the same year of study.

A year fellowship:

- i. Be formed in the 1st year of study of any group during the orientation process and guided by the secretary and the orientation committee.
- ii. Shall be entitled to an identity by way of a name and or slogan which captures the fellowship's vision and mission which shall be in line with the Union's aims, core values, vision and mission. The name shall be used from its inception to the end of duration of study.
- iii. Have a leadership elected by the members of that year fellowship assisted by the Coordinating-Chairperson.

- iv. Have its leadership regularly reporting to the Coordinating- Chairperson.

Evangelistic Teams

An evangelistic Team is fellowship of members drawn from a specified geographical area in the Republic of Kenya with the major aim of evangelizing and doing mission work in those areas.

- i. E-TEAMS hold a special place in the Union. Their activities, however should not conflict with the Unions, in as far as missions, prayers, retreats or any other event is concerned.
- ii. The Evangelistic –teams shall be independent of the union but must be linked to it through the Coordinating Chairperson to facilitate the harmonization of the activities with those of the union.
- iii. The nomination of E-TEAM leaders shall be done after the Christian Union has nominated and selected its leaders.
- iv. The Christian Union shall always endeavor to seek for venues for meetings and fellowships of E-TEAMS.

2.3.2 THE OFFICE OF THE FIRST VICE CHAIRPERSON.

The office of the 1st Vice Chairperson shall comprise of:

1. The 1st Vice Chairperson
2. In-Charge Peer Education
3. In-Charge Sickbay
4. In-Charge Catering Ministry
5. Assistant In-Charge Catering Ministry

1. The First Vice Chairperson;

- a) Shall assist the chairperson and in his/her absence, perform the duties of the chairperson
- b) Shall be in-charge of all the refreshments in the Union and the equipment thereof.
- c) Shall coordinate and supervise the Compassion Ministry entailing the following departments run by their respective in-charge persons;
 - i. Peer educators.
 - ii. Sick bay and Hospital Ministry
 - iii. Children Department
- d) Shall be in-charge of Queens' Ministry
- e) Shall be responsible for the office neatness

2. I/C Compassion Ministry

- a) Shall assist the 1st Vice Chairperson to coordinate and supervise the Compassion Ministry, entailing the following departments run by their respective in-charge persons:
 - i. Peer educators.
 - ii. Sick bay and Hospital Ministry
 - iii. Children Department

Peer Education

3. I/C Peer Education

- a) Shall coordinate the counseling ministry and report to the first vice chairperson.
- b) Shall organize trainings for the ministry in consultation with the first vice chairperson.
- c) Shall recommend professional counselors with the advice from the student counselors as need be.
- d) Shall coordinate the welfare kitty: Maximum welfare Commission is Ksh. 1000 payable in two months

4. I/C Sickbay

- a) Shall oversee visits to the sick in the rooms of residence, university sickbay and KNH (Kenyatta National Hospital).
- b) Shall be in charge of the sickbay ministers appointed by the Executive Committee.

The Chosen Queens Ministry

The first vice chairperson;

- a) Shall be in charge of Queen's ministry and its activities thereof.
- b) Shall work with the assistant mums of the year fellowships to organize sisters' activities

The catering Ministry

5. In Charge Catering Ministry

- a) Shall co-work with the first vice chairperson in preparation of Unions' refreshments.
- b) Shall maintain and ensure replacement of Unions' utensils.

6. Assistant In-Charge Catering Ministry

- a) Shall assist the In-Charge Catering and in his/her absence, take up all his/her roles.

2.3.3 THE OFFICE OF THE SECOND VICE CHAIRPERSON

The office of the 2nd Vice Chairperson shall consist of:

1. The 2nd Vice Chairperson
2. In-Charge Instruments
3. Assistant In-Charge Instruments
4. In-Charge Sound Technician in Worship Team
5. In-Charge Sound Technician in Lunch Hour
6. Members of the Board (4 in no.)

1. The Second Vice Chairperson

- a) Shall sit in the Executive Committee,

- b) Shall assist the Coordinating Chairperson in his duties and in the absence of the chairperson and the first vice chairperson, shall perform all the duties of the chairperson,
- c) Shall be in-charge of the Sound Technicians Board,
- d) Shall be in-charge of transport and booking of venues in the Union,
- e) Shall be in-charge of the CALEB's ministry,
- f) Shall oversee the maintenance of all union assets.

The Sound Technicians' Board

The department shall oversee the instruments in terms of their use and maintenance, storage, repair and replenishment

The instruments include the public address (PA) system, electric accessories, music instruments and the like.

2. In-charge of Instruments

- a) Shall head the Sound Technicians' Board and chair all committee meetings.
- b) Shall be responsible for the keys to the instruments room
- c) Shall ensure that the instruments are handled with reasonable care.
- d) Shall receive reports from board members and shall in turn report to second vice chairman.
- e) Shall keep a copy of records of all instruments including all titles, lease, and sale and purchase documents e.g. receipts.
- f) Shall allocate duties to the members of the board as he deems fit.
- g) Shall be responsible for the repair and maintenance of the Union's electrical and electronic equipment (instruments) and report of such to the 2nd Vice Chairperson.
- h) Shall ensure that the instruments are well set for the Union functions i.e. Friday fellowship, Sunday worship service and other activities of the Union.
- i) Shall be in charge of the assets to be disposed and mandated to look for potential buyers in consultation with the 2nd vice chairperson
- j) Shall oversee the cooption of other members into the Sound Technicians' Board for effective operation of the Board

3. Assistant In-Charge of Instruments

- a) Shall assist the in-charge and in the absence of the in-charge discharge all the duties of the in-charge.
- b) Shall keep records of all the deliberations of the board.
- c) Shall coordinate prayers for the board.
- d) Shall do connections of the instruments in the Union's functions.
- e) Shall ensure the welfare of the members is taken of e.g. provision of refreshments.

4. In-charge Sound Technicians in Praise and Worship

- a) Shall represent the board in the praise and worship and be responsible in the connection of instruments during the practice.
- b) Shall ensure that the instruments are handled with care during the practice and well stored after practice.
- c) Shall be responsible for the instruments during the training sessions of the musicians
- d) Shall be responsible for connections of instruments in Union activities.

5. In-charge Sound Technicians in Lunch Hour

- a) Shall represent the board in the Lunch Hour Committee
- b) Shall be responsible in the connection of instruments during the Lunch Hour Fellowships.
- c) Shall ensure that the instruments are handled with care during the Lunch Hour fellowship and are well kept thereafter.
- d) Shall be responsible for connections of instruments in Union activities.

6. Members of the board

- a) There will be four (4) members in the Sound Technicians' Board
- b) Shall be answerable to the chairman of the board and conduct duties allocated to them by the chairman
- c) Shall be responsible for connections of instruments in Union activities
- d) Shall be responsible for the maintenance of the Union's instruments

The Transport Department

The department shall organize transport for different functions of the Union including, but not limited to, the annual mission and the transportation of instruments for the Union's function within and out of the University

Venues

The department shall ensure that venues are available on time with the basic requirement in place for different Union meetings as well as departmental meetings

"Venues" implies space(s) for use and therefore includes office and library space

CALEBS' Ministry

This entails the fellowship of all the brothers in the union. The fellowship is aimed at mentorship, welfare and encouraging the active participation of brothers in the activities of the union.

- a) Shall be in charge of the CALEBS' ministry and the activities thereof.
- b) Shall work with the In-Charge CALEBS of respective year fellowships to plan and organize CALEBS' activities.

2.3.4 THE OFFICE OF THE SECRETARIATE

1. The Secretary

- a) Shall head the secretariat and sit in the Executive Committee.

- b) Shall deal with all the correspondence of the Union except that which falls directly to another office,
- c) Shall in case of urgent matters, where the committee cannot be consulted, consult with the Chairperson or if not available, the first Vice Chairperson and/or the Second Vice Chairperson. The decision reached shall be subject to approval in the next Executive meeting.
- d) Shall in consultation with the chairperson issue notices to the membership.
- e) Shall be responsible for the preservation of all records or proceedings of the Union and the Executive Committee.
- f) Shall represent in the Joint Coordinating Council and the Regional Students' Executive Council.
- g) Shall be in charge of the first year's orientation and fellowship thereof.
- h) Shall be preparing and printing the programme card.
- i) Be in charge of all the Union's stationery including printing of letterheads and envelopes
- j) Invite the Friday's Fellowship speakers.
- k) Shall be in charge of the Union's E-mail.
- l) Shall ensure registration of Union members is done in every semester.

2. Vice Secretary

- a) Shall assist the secretary in carrying out the stipulated duties and sit in the Executive Committee,
- b) In addition, the Vice Secretary shall;
 - Be responsible for keeping minutes of all General meetings and the Executive committee meetings,
 - In charge of the Union's post office box,
 - Receive all the Union's announcements and work on the modalities of their presentation during the Friday fellowship and other major Union's gatherings except the Sunday Worship service,
 - Be responsible for entering the details of members on the computer and updating the Union's data base,
 - Oversee the publicity and ICT team which will involve receiving and interpreting all publicity needs of the Union. This includes designing, production and putting up all the Union posters, banners and all other publicity tools employed by the Union,
 - Be in charge of the computers and shall allocate duties to the computer administrator,
 - Update the Executive on the computers status.

Freshmen Orientation Program

The Union shall endeavor to have a Freshmen Orientation Program every year. The main objectives of the program are:

- i. To enable efficient transition of the First Years from high school life to Campus Life.
 - ii. To create awareness of challenges in campus such as drug abuse and HIV/AIDs and solution thereof.
 - iii. Nurture the First Years into Christ-like behavior.
- This program focuses on offering guiding principles about life in campus to the first years to help them make the right choices as they start their stay here in campus.
 - The program runs from the day the first years report, exploring the chosen theme.

- To oversee this program, an orientation committee of preferably 10 members, shall be formed by the Executive Committee, 4 months before the first years report.
- The union’s secretary shall be in charge of this committee and shall report to the Executive Committee concerning its progress.
- In forming the Orientation Team, the Executive Committee shall, if need be, consult with other stake holders or campus, but the union’s interest shall always prevail.
- This team shall be responsible for the organization of Orientation activities, sourcing for funds towards the program and providing leadership and guidance to freshmen and spearheading all first year activities until when the first year leadership is stably in place.
- This committee shall be dissolved with the formation of a new Orientation Committee.

ICT Enterprise

ICT Enterprise shall be referred to herein as “the enterprise” or “MCCU-Technologies (MCCU-Tech)” It will be considered as the commercial wing of the ICT and Publicity office. NB: MCCU-Tech will not be viewed as a business. These are mainly graduates of the ICT Classes or members of the union that already specialized in some fields.

Goal of ICT Enterprise

The main goal for this initiative is to raise funds for the Union through offering of ICT services, and also enable members use their skills to earn expertise, experience and some income.

Objectives of ICT Enterprise

To achieve the aforementioned goal, the unit should meet the following objectives:

- i. Offer web-related services e.g. web design*
- ii. Offer graphic design and printing services*
- iii. Offer video-editing and animations services*
- iv. Provide ICT consultancy services*
- v. Conduct proper and consistent training for capacity building*

Membership

This enterprise shall be exclusively made up of members of the Main Campus Christian Union, and hence the terms and conditions of MCCU membership transitively apply to this membership.

Leadership Structure

The leaders in MCCU-Tech be sourced from members of the ICT and Publicity Team; MCCU-Tech must not be divorced from the ICT and Publicity team.

I. In-charge ICT Enterprise

- a) Shall be the director of the team*
- b) Shall be a sitting Vice-secretary to the union so as to link the team directly and thus be answerable to the executive committee.*

c) *He or she shall be the overall head of the enterprise.*

II. Finance Manager

a) *Shall be in charge of the finances of the enterprise.*

b) *Shall be directly answerable to the in-charge ICT Enterprise who will in turn be directly answerable to the treasurer of the union and the executive committee.*

Qualifications

i. *Shall be sourced from members of the ICT and Publicity Team*

ii. *General preferred qualities for an accountant, specifically CPA will be highly preferred.*

iii. *Working experience in accounting shall be preferred.*

III. Business Development Manager (BDM)

a) *This person shall be in charge of business strategy development, marketing, market research (R&D), among other business development tasks.*

b) *The BDM shall be the main contact person, between the clients and the enterprise, handling all the requirements gathering, price bargaining, etc.; but in consultation with the responsible departmental head(s) and the head of Enterprise.*

c) *The BDM shall also help the In Charge ICT Enterprise in Quality Assurance and ensuring that standards are met and maintained.*

d) *The Business Development Manager can be sourced from the members of the union by way of direct application. The BDM will be subject to vetting by the Executive committee.*

Qualifications

i. *This should be someone who is outgoing, social, with a good command of language.*

ii. *An experience in entrepreneurship, marketing, etc. will be preferred.*

IV. Heads of Department (HOD)

a) Web Department

i. *The HOD shall be in charge of all web-related services.*

ii. *Shall coordinate the web team in offering the services.*

iii. *Shall conduct web-related classes for the purpose of capacity building.*

Qualifications

i. *Should be well versed with the fundamental web technologies used by the ICT Enterprise i.e. CMS (Joomla, Word-Press and Drupal), web programming skills, knowledge of web hosting and web server management (cPanel), among other skills.*

ii. *Preferably someone with an IT related certification or experience in IT.*

b) Graphic Design Department

- i. Shall be in charge of all graphic-design related services.*
- ii. Shall coordinate the graphic design team in offering the services*
- iii. Shall conduct the graphic design classes.*

Qualifications

- i. Should be highly skilled in design, with enough proficiency in the defacto design software like Adobe Illustrator, Photoshop, InDesign and/or CorelDraw.*
- ii. An experience in design will be highly preferred.*

c) Video Editing and Animations

- i. Shall be in charge of all the video editing and animation services*
- ii. Shall coordinate the team in offering the services.*
- iii. Shall conduct video design classes.*

Qualifications

- i. Should be well versed in the use of the video-editing software i.e. Magix, Pinnacle, Adobe Premiere, etc.*
- ii. A working experience in video editing will be highly preferred.*

V. Advisory Team

- i. Shall be a body of alumni's of MCCU (ICT) and any other Christian professional, who will be willing to partner with the Enterprise.*
- ii. Shall be provided advice, guidance, financial support, marketing, networking and any other support.*
- iii. Shall not be involved in any decision making of the Enterprise, but will only be available for consultation.*

ICT & Publicity Team

This team shall be responsible for the receiving and interpreting all publicity needs of the union. This includes designing, production and putting up all the union posters, banners, shirts and all other publicity tools employed by the union. The team shall be in charge of implementing the ICT policy in the union.

The team shall consist of 5 members:

a) In Charge ICT & Publicity Team

- a) Shall head the ICT & Publicity team.
- b) Shall coordinate all the activities of the ICT and Publicity Team.
- c) Shall chair all the meetings of the team, and in his/her absence, appoint one of the five officials to chair the meetings.

- d) Shall, through the Vice Secretary, keep the executive committee posted on matters relating to ICT and Publicity in the union.
- e) Shall inculcate creativity, innovativeness and team work among the team members.
- f) Shall spearhead the recruitment of more willing members to the team.
- g) Shall endeavour to have all the ICT and Publicity members trained to meet emerging needs in the union.
- h) Shall co-work with the Chief Editor in the Literature Office on matters pertaining to publications of Literature designs and publications.

b) Assistant In Charge ICT Team

- a) Shall update the Union's website.
- b) Shall administrate the Union's computers and peripherals with applications thereof.
- c) Shall report to the Vice Secretary of any repair maintenance and the service of the computers.
- d) Shall be In Charge of ICT training.
- e) Shall keep the records of all the Union's software and application.
- f) Shall convene and chair ICT meetings and activities.

c) Assistant In Charge Publicity Team

- a) Shall in liaison with other departments, be responsible for design and production of posters, fliers, banners and any other materials aimed at publicizing the union's activities.
- b) Shall be the team leader of publicity members.
- c) Shall, if need be, recruit skilled members to join the team so as to enhance both quality and uniqueness in productions.

d) Members of ICT and Publicity Team (2 No.)

- a) Shall be members of both ICT and Publicity team, hence shall not limit themselves to either.
- b) Shall ensure that the union's needs as pertains to ICT and Publicity are promptly met.
- c) Shall perform all the duties of the team as directed by the Executive Committee.
- d) Shall be responsible for any resources and material under their care.

e) In-charge Media/Journalism

- a) Shall head the Media department and sit in the ICT and Publicity Committee.
- b) Shall be in charge of video shooting of the Union's events.
- c) Shall be in charge of sourcing for audio-visual materials required by the Union,
- d) Shall be in charge of editing and distribution of video materials produced in the Union.
- e) Shall be the custodian of all equipment and productions of this department.
- f) Shall enhance the acquisition and availability of equipment in the team.
- g) Shall encourage Union members to join this department.

f) The Assistant In-Charge Media/Journalism

- a) Shall assist the in-charge of Media in performing all his/her duties, and in his/ her absence, perform all his/her duties,
- b) Shall be in charge of the sales and distribution of the audio-visual materials produced by the Union,

g) Sound Representative in Media [I/C Projections]

- a) Shall serve as the link between the Sound Technicians' Board and the Media Department,
- b) Shall be in charge of all equipment during video recording.

2.3.5 THE OFFICE OF THE TREASURER

The Treasurer

1. Shall sit in the Executive Committee,
2. Shall receive and disburse, under the direction of the Executive committee, all monies belonging to the Union and shall maintain receipts for all the transactions dealt with,
3. Shall be accountable to the Executive committee and to the Union members in regards to all monies,
4. Will ensure that proper books of accounts of all monies received and paid by the Union are kept,
5. Shall keep proper records of all assets of the Union,
6. Shall make short and long term budgets of the Union,
7. Shall keep the members informed about the financial matters of the Union,
8. Shall link the Investment team to the Executive Committee and regularly update the Executive Committee on the progress of the team,
9. Shall oversee the running of the Welfare Commission and link it to the Executive Committee,
10. Shall submit financial statements to the union's auditor for auditing.

The Welfare Department

This department shall be responsible for identification, assisting and/ or linking needy members of the Union with the necessary authorities.

I. In-charge Welfare Commission

- a) Shall head the Welfare Commission which shall have the commissioners appointed by the Nominating College.
- b) Shall coordinate all the fundraising and debt collection as far as welfare funds are concerned.
- c) Shall give a half year accounts to the union's treasurer and document all the receipts which shall be presented to the Executive Committee.
- d) Shall prepare half year accounts and present it to the leadership.

II. Secretary

- a) Shall keep records of members who have applied for the welfare.
- b) Shall take up the minutes of the commission.
- c) Shall be in charge of follow up of the unpaid debts

III. Treasurer

- a) Shall keep the accounts of the commission

IV. Welfare Rep. in the BS & Training Committee

- a) Shall represent the welfare Commission in the Bible Study and Training Committee.
- b) Shall receive applications for the Welfare from the Bible Study and Training Coordinators identified from the Bible study groups.
- c) Shall be a Bible Study Organizer.

The Investment Team

- Shall be an Investment Team in the Union operating in line with the Union's Investment policy which shall be responsible for all the investment plans and procedures in the union.
- This Team shall comprise of 6 members.
- This Team shall operate with minimum supervision and shall keep the executive committee posted monthly on its activities through the union's treasurer. The Union's treasurer may attend the teams seating. The team will be required to meet at an appropriate day, once in a fortnight.
- The activities of this team shall be outlined in the Investment Policy paper and as directed by the executive committee, through the Union's treasurer. The Investment policy paper shall be subject to constant review by the Executive Committee.

I. Chairperson

- a) Shall coordinate all the activities of the Investment team.
- b) Shall chair all the team's meetings and appoint one of the six members to chair the teams' proceedings in case of his/her absence.
- c) Shall keep the Executive committee posted on the team's activities through the Union's treasurer.
- d) Shall guide on all the investment activities as pursued by the team.

II. Secretary

- a) Shall deal with all the correspondence involving the Investment Team,
- b) Shall liaise with the Union's secretary, in regards to efficiency in correspondence,
- c) Shall keep all the book record and receipts of the transactions of the team.

III. Assistant Secretary

- a) Shall assist the investment secretary in all his/her duties,
- b) Shall take all the minutes of the teams' meetings.

IV. Member in the Investment Team (3 No.)

- a) Shall carry out and ensure that the Investment agenda of the team is executed and realized,
- b) Shall co-work with the rest of the officials,
- c) Shall seek to recruit and or co-opt willing Union members to the team,
- d) Shall be in charge of prayers in the team.

2.3.6 OFFICE OF THE SUNDAY SERVICE COORDINATOR

The Sunday Service Committee shall, in organizing the Sunday Worship Service, target members of the Union as well as the whole University community.

The Sunday Service Committee shall be made up of:

1. The Sunday Service Coordinator
2. Assistant Sunday Service Coordinator
3. Secretary
4. Vice Secretary
5. Treasurer
6. Ushers Representative
7. Publicity Representative
8. In-Charge Theatre
9. In-Charge Sunday School
10. Assistant In-Charge Sunday School

1. Sunday Service Coordinator

- a) Shall head and oversee the working of the Sunday Service Committee and sit in the Executive Committee.
- b) Shall coordinate the activities of the Union's Sunday service,
- c) Shall be responsible for the drafting of the Sunday program card, hence shall co work with union's Secretary as regards the program card.

2. Assistant Sunday Service Coordinator

- a) Shall sit in the Sunday Service Committee.
- b) Shall assist the coordinator and in his/ her absence, carry out all of the coordinator's duties in the committee.
- c) In charge of refreshments on Sunday and Sunday service committee meetings.
- d) In charge of the Holy Communion elements and equipment thereof.

3. Secretary

- a) Shall sit in the Sunday Service Committee.

- b) Shall bring notices to the Union members during the Sunday worship service.
- c) Shall communicate to Sunday Service Speakers.
- d) Shall be in charge of all correspondences that are related to the Sunday worship service.

4. Vice Secretary

- a) Shall be a member of Sunday Service Committee.
- b) Shall organize all the committee prayers.
- c) Shall be in charge of drawing the Sunday morning glory (devotion) programme with the help of the committee.
- d) Shall assist the secretary and in his/her absence carry out all his/her duties.

5. Treasurer

- a) Shall sit in the Sunday Service Committee.
- b) Shall be in charge of Sunday service collections, counting and banking.
- c) Shall be in charge of all financial transactions of the committee.

6. Ushers Representative

- a) Shall sit in the Sunday Service Committee
- b) Shall represent the Sunday Service committee in the Ushering Department.
- c) Shall link new converts during the Sunday service to the In-Charge Follow Up in the Discipleship Committee.
- d) Shall work in collaboration with the Chief and Assistant Chief Usher to oversee the ushering activities of the Sunday Service.
- e) Shall ensure the safety of the glass pulpit and oversee its movement.

7. Publicity Representative

- a) Shall be a member of Sunday Service Committee.
- b) Shall represent Sunday Service committee in the Publicity Board.
- c) Shall ensure that all Sunday Worship services are well publicized.

8. In-Charge Theatre

- a) Shall be a member of Sunday Service Committee.
- b) Shall be in charge of all theatrical presentations during the Sunday worship service.
- c) Shall be in charge of the Sunday Service programme.
- d) Shall link the praise and worship and choir with the Sunday Service committee.
- e) Shall be in charge of all commentaries presented during the Sunday service.

9. The In-Charge Sunday School

- a) Shall be a member of Sunday Service Committee.
- b) Shall coordinate all the activities of the Sunday School ministry in the Union.
- c) Shall facilitate the recruitment and trainings of the Sunday School teachers.

10. Assistant In-Charge Sunday School

- a) Shall be a member of the Sunday Service Committee.
- b) Shall assist the In-Charge Sunday School and in his/her absence, assume all the roles of the In-Charge Sunday School.
- c) Shall ensure Sunday School children are picked up from their respective homes for Sunday School classes and thereafter, taken back safely.

2.3.7 OFFICE OF THE BIBLE STUDY AND TRAINING COORDINATOR

The Bible Study and Training committee shall consist of two committees which shall always hold joint meetings in all deliberations, unless a situation demands that the committees meet separately. This shall be communicated appropriately by the Bible study and Training Coordinator.

- The Central Committee
- The Bible Study organizers committee

• The Central Committee

The committee shall consist of the following members;

1. The Bible study and Training Coordinator
2. The Assistant Bible study and Training Coordinator
3. Treasurer
4. In-charge Trainings
5. In-charge Bible Expository and Self Training Program (BEST-P)
6. Assistant In-Charge BEST-P
7. In charge Bible Study Organizers

• Bible Study Organizers Committee

This committee shall consist of the following members:

1. The In Charge Bible Studies
2. Assistant in charge Bible Study Organizers
3. Welfare commission Representative
4. The Three Bible Study Organizers

1. Bible Study and Training Coordinator

- a) Shall head the Bible Study and Training committee and sit in the Executive Committee.
- b) Shall facilitate/ organize all the trainings in the Union.
- c) Shall coordinate the running of the following departments:
 - Bible Study
 - Training Department

- BEST-P Department

2. Assistant Bible Study and Training Coordinator

- Shall sit in the Bible Study and Training Committee.
- Shall assist the coordinator and in his/ her absence, carry out all of the coordinator's duties in the committee.
- Shall take minutes of all the committee meetings.
- Shall handle all correspondence in the committee.

3. Treasurer

- Shall sit in the Bible Study and Training Committee.
- Shall keep all the accounts of the Bible Study guides.
- Shall be in charge of all the funds through the committee for the Trainings, EZRA Conference, the Bible Study guides and any other petty cash allocated to the committee.
- Shall ensure that all monies through the committee is accounted for, documented and all the receipts presented to the Union's Treasurer.

4. In charge of Trainings

- Shall sit in the Bible Study and Training Committee.
- Shall seek to develop areas in the members of the Union that may not be easily covered in an ordinary fellowship set e.g. Leaders Training, Leavers Empowerment Program (LEP)
- Shall identify training needs in the Union.
- Shall, in consultation with the committee's coordinator, liaise with FOCUS for resource persons.

5. In-Charge of BEST-P

- Shall sit in the Bible Study and Training Committee.
- Shall oversee the running of BEST-P in the Union.
- Shall identify theological needs and address them in Bible Exposition.
- Shall liaise with theological institutions that can be invited to address some topical issues.
- Shall mobilize members for conferences and commissions such as EZRA.

6. Assistant In-Charge of BEST-P

- Shall be a member of the Bible Study and Training Committee.
- Shall assist the In-Charge BEST-P and in his/her absence, assume all the roles of the In-Charge BEST-P.

7. Welfare Commission Representative

- Shall represent the Welfare commission in the Bible Study and Training committee

- b) Shall seek to identify, assist and/ or link needy members of the Union with the necessary authorities by receiving applications for welfare from the Bible Study organizers identified from the Bible Study groups
- c) Shall help coordinate all the fundraising and debt collection as far as Welfare funds are concerned
- d) Shall be a Bible Study organizer

8. In-Charge of Bible Studies

- a) Shall sit in the Bible Study and training committee.
- b) Shall seek to have the Bible in its rightful place in the lives of the members.
- c) Shall ensure the registration by the members of the Union for the Bible Study is carried out accordingly.
- d) Shall facilitate the grouping of the registered members to small care groups.
- e) Shall ensure that the care groups are publicized to the members through posting the groups on the Union's notice board or otherwise relevant.
- f) Shall oversee the accessibility of the Bible Study guides proposed by the committee for the season's Bible Study.

9. Assistant In-Charge of Bible Studies

- a) Shall be a member of the Bible Study and Training Committee.
- b) Shall assist the In-Charge Bible Studies in his/her duties and his/her presence shall play the roles of the In-charge.

10. Bible Study Organizers (3 No.)

- a) Shall be a member of the Bible Study and Training Committee.
- b) Shall coordinate Bible study group activities.
- c) Shall bring to the attention of the committee the different needs of the members of the Union as presented by the Bible Study group leaders (pastors).

2.3.8 OFFICE OF THE PRAYER COORDINATOR

The Prayer Committee shall consist of:

1. The Prayer Coordinator
2. The Assistant Prayer Coordinator
3. The In-Charge Intercessory
4. Member

1. The Prayer Coordinator

- a) Shall sit in the Executive Committee.

- b) Shall head the Prayer Committee and chair all departmental meetings.
- c) Shall organize the Monday prayers and other prayer events e.g. Prayer nights, extended night, etc.
- d) Shall handle all prayer correspondence.
- e) Shall lead the Executive committee prayer meetings.
- f) Shall endeavour to widen prayer interests within and without the Union.

2. The Assistant Prayer Coordinator

- a) Shall be a member of the Prayer Committee.
- b) Assist the prayer coordinator and perform all the duties in his/ her absence except leading the Executive committee prayer meetings.
- c) Shall coordinate the morning devotions.
- d) Shall coordinate the cell prayer groups.

3. The In-Charge Intercessory

- a) Shall be a member of the Prayer Committee.
- b) Shall oversee all the intercessory activities of the Union e.g. Intercessory Training and Prayers.

4. Member

- a) Shall be a member of the Prayer Committee.
- b) Shall be in charge of Lunch Hour prayers.
- c) Shall be In charge of refreshments for the prayer committee.
- d) Shall perform any duties assigned to you by the prayer committee.

The Prayer Council

The Prayer Council shall comprise of all the prayer coordinators of the Year Fellowships and Evangelistic Teams headed by the Union's Prayer Coordinator. The role of the council will be to:

1. Ensure that prayers are strengthened in the union right from the Year Fellowships and E-TEAMS.
2. The Council shall harmonize all prayer programs involving the E-TEAMS, Year Fellowships and the Union.
3. The council shall, once in a month, meet to deliberate on issues pertaining to prayers of the union

2.3.9 OFFICE OF THE CREATIVE MINISTRIES COORDINATOR

The CREATIVE MINISTRIES Committee shall comprise of:

1. The CREATIVE MINISTRIES Coordinator
2. The Assistant CREATIVE MINISTRIES Coordinator

3. The Chief Usher
4. The Assistant Chief Usher
5. The In-Charge Worship Ministry
6. The Assistant In-Charge Worship Ministry
7. The In-Charge Choir Ministry
8. The Assistant In-Charge Choir Ministry
9. The Sports Captain
10. The In-Charge Drama
11. The In-Charge Dance Ministry

1. **The Creative Ministries Coordinator**

- a) Shall head the Creative Ministries committee
- b) Act as a link between the Creative Ministries and the Executive committee
- c) Shall coordinate the Friday fellowship in liaison with the Executive committee and ensure orderliness and time keeping in the fellowship
- d) Oversee the running of the following departments;
 - Ushers Department
 - Drama Department
 - Worship Ministry
 - Choir Ministry
 - Sports Department
 - Dance Ministry

The coordinator, the assistant coordinator, and the in charge of all the departments shall form the committee to be headed by the coordinator.

- e) Identify the endowment of talents within the membership of the Union and seek to develop them
- f) Shall oversee the general outlook of the stage and congregation during Union activities
- g) Shall coordinate the activities of the University Annual Carol Service

2. **The Assistant Creative Ministry Coordinator**

- a) Shall be a member of the Creative Ministries committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive committee
- b) Shall assist the coordinator and perform all the committee's duties of the coordinator in his/her absence
- c) Shall take minutes of all the committee meetings
- d) Shall facilitate all the committee prayers
- e) Shall be in charge of the welfare of the committee, this includes refreshments and bonding sessions.

Ushering Department

The following are the duties of the Ushers:

- Arrange and ensure order in the venues to be used for the Union meetings
- Collect offerings during the Sunday Service
- Distribute the relevant materials to the Union members when requested to do so

- Help in counting offering
- Welcome members for the Sunday Service at the entrance
- Carry out any other task as directed

3. Chief Usher

- Shall be a member of the Creative Ministries committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive committee
- Shall be in charge of the Ushering department

4. Assistant Chief Usher

- Shall assist the Chief Usher in his/her duties and in his/ her absence, carry out all of the Chief Usher's duties in the Ushering ministry.
- Shall be in charge of refreshments for the team.
- Shall be a member of the Creative Ministry Committee.

Worship Ministry

This ministry shall minister in all Sunday Services and in any other Union's activity when called upon.

5. In-Charge Worship Ministry

- Shall be a member of the Creative Ministries committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive Committee,
- Shall coordinate worship leaders for the Friday fellowships, Sunday services and all other special activities of the Union,
- Shall enhance the performance of the Praise and Worship team both spiritually and socially,
- Shall maintain and ensure there are slides for the songs sung during praise and worship.
- In liaison with the Praise and Worship representative in the Sound Technicians' Board shall ensure the correct set up, use, storage and handling of instruments during the team's practice.

6. Assistant In-Charge Worship Ministry

- Shall be a member of the Creative Ministries Committee
- Shall assist the In-Charge Praise and Worship and in his/her absence, carry out all the duties of the In-Charge Praise and Worship.
- Shall be in charge of all the refreshments of the ministry.
- Shall organize bonding sessions for the ministry.

Choir Ministry

This ministry shall minister in all giving sessions during Sunday Services and in any other Union's activity when called upon.

7. In-Charge Choir Ministry

- a) Shall be a member of the Creative Ministries Committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive Committee,
- b) Shall coordinate the choir and all its activities and ensure high quality performance on Sunday services and any other special activities of the Union,
- c) Shall enhance the performance of the Choir members' both spiritually and socially.
- d) In liaison with the In Charge Praise and Worship, shall ensure high quality of music in the Union by facilitating trainings for the vocalists and instrumentalists.

8. Assistant In-Charge Choir Ministry

- a) Shall be a member of the Creative Ministries Committee.
- b) Shall assist the In-Charge Choir and in his/her absence, carry out all the duties of the In-Charge Choir Ministry.
- c) Shall be In-Charge of all the refreshments of the ministry.
- d) Shall organize bonding sessions for the ministry.

The Sports Department

This department shall facilitate the development of sporting talent within the Union through the organization of events such as Sports Day.

9. Sports Captain

- a) Shall be a member of the Creative Ministries committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive committee
- b) Shall work with the In-Charge CALEBS and the In-Charge QUEENS of the respective year fellowships to mobilize and facilitate all sporting activities of the Union.
- c) Shall be the custodian of the sporting assets of the Union and ensure they are well maintained.

The Drama Department

This department shall run drama, mimes, dance, skits and the like.

10. In-Charge Drama

- a) Shall be a member of the Creative Ministries Committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive Committee,
- b) Shall be in charge of the Drama Ministry. This constitutes plays, skits, mimes, verses and the like,
- c) Shall ensure presentations are done wherever requested to have them,

- d) Shall co-work with other departments in the Union when they have presentations to ensure quality and relevance.

The Dance Ministry

The ministry shall promote worship through the use of dancing skills and talent.

11. In-Charge Dance Ministry

- a) Shall be a member of the Creative Ministries Committee and therefore take part in the discussions and decision making and implementation of decisions approved by the Executive Committee.
- b) Shall be in charge of the Dance Ministry and Coordinate the activities of the dance group.
- c) Shall ensure quality and creativity in the dance group.
- d) Shall ensure dance presentations are done wherever requested to have them.

2.3.10 OFFICE OF THE EVANGELISM COORDINATOR

The Evangelism Committee shall comprise of:

1. The Evangelism Coordinator
2. Assistant Evangelism Coordinator
3. In-Charge In-Reach
4. Assistant In-Charge In-Reach
5. In-Charge Lunch Hour
6. Secretary Lunch Hour
7. In-Charge Sound Lunch Hour
8. In-Charge Publicity Lunch Hour
9. Non-Resident Student Representatives (2 No.)

1. The Evangelism Coordinator

- a) Shall head the Evangelism Committee and sit in the Executive Committee.
- b) Shall coordinate the following departments:
 - The overall in reach which shall be in charge of evangelism activities within the University E.g. Revival weeks, coffee houses, tri-annual etc.
 - Lunch Hour department.
- c) Shall liaise with the Associates and Partnership Coordinator in reaching the University Staff.
- d) Shall mobilize union members for evangelism activities within the university.

2. The Assistant Evangelism Coordinator

- a) Shall be a member of the Evangelism committee,
- b) Shall record and keep all meeting proceedings and all records of the evangelism activities which shall include; reports, strategies, etc.

- c) Shall assist the Evangelism Coordinator and in his/her absence, carry out all the duties of the coordinator in the Committee,
- d) Shall, in liaison with the First Vice Chairperson, be in charge of all refreshments during Evangelism activities and during evangelism committee meetings e.g. Evangelism Committee meetings, missions, revival meetings and Coffee House.

The In-Reach Department

The department shall be headed by the Evangelism Coordinator and will involve all members of the committee. The department will focus largely on campus ministry which shall be done in two ways:

- General- organizing special campaigns e.g. Revival Weekends, Coffee Houses and reaching others through the lifestyle of members.
- The University mission- an intensive gospel campaign aimed at reaching every individual at least once in their University life time and may be done in conjunction with other campuses of the University, dubbed ‘Triennial’

The Nature of a Triennial Mission

- It is a mission within the University of Nairobi, for the University community, held in all the campus at three year intervals.
- Shall be held in the second semester of the C.A.E or C.B.P.S colleges suitably in March-May period of such a year.
- Shall be initiated by the Joint Coordinating Council, FOCUS and the Executive Committees of all campuses of the University of Nairobi by the setting up of Triennial University missions’ committees.
- At M.C.C.U level, such a committee shall be chaired by the evangelism coordinator.
- Among the tasks of the committee shall be raising money for the Triennial Mission.
- Shall be planned in such a manner that it is intensive, reaching to the students including module II students, staff and the University administration in large numbers.
- Planning shall preferably start 6 months prior to the event.

3. In-Charge In-Reach

- a) Shall be a member in the Evangelism Committee.
- b) Shall mobilize the members of the union for person to person evangelism and door to doors.
- c) Shall be in charge of any in reach strategy employed.
- d) Shall spearhead Evangelistic Bible Study (EBS) in collaboration with the Bible Study and Training coordinator.
- e) Shall avail the details of the new converts and other follow up needs to the In Charge Follow Up in the Discipleship Committee.

4. Assistant In-Charge In-Reach

- a) Shall be a member of the Evangelism committee
- b) Shall make and keep all records of the door to doors which shall include; reports, strategies, converts e.tc.
- c) Shall be in charge of prayers in the Evangelism Committee.

The Lunch – Hour Department

The department shall be responsible for organizing fellowship meetings involving students and staff during the lunch hour of selected days

5. In-Charge Lunch – Hour

- a) Shall head the Lunch – Hour department and be a member in the Evangelism committee
- b) Shall, with the assistance of all officials in the In Reach department, oversee the activities of the Lunch – Hour Fellowship such as drawing up the fellowship’s program card and finding speakers for the fellowship
- c) Shall link the staff and students in the Lunch – Hour activities

6. Secretary, Lunch – Hour

- a) Shall co-work with and assist the In-charge, Lunch – Hour Fellowship
- b) Shall be the custodian of the Lunch – Hour Fellowship monies
- c) Shall be in charge of the Lunch – Hour committee refreshment

7. In-Charge Sound, Lunch Hour

- a) Shall represent the board in the Lunch Hour Committee
- b) Shall be responsible in the connection of instruments during the Lunch Hour Fellowships.
- c) Shall ensure that the instruments are handled with care during the Lunch Hour fellowship and are well kept thereafter.
- d) Shall be responsible for connections of instruments in Union’s Evangelism activities.

8. In-Charge Publicity, Lunch Hour

- a) Shall ensure that programs in the Lunch Hour Fellowship are carried out to the latter. This shall include the praise and worship,
- b) Shall represent Lunch – Hour department in the Publicity Board and ensure that all Lunch – Hour department activities are well publicized,
- c) Shall carry out any other duty as directed by the in charge Lunch Hour Committee.

9. Non-Resident Student Representatives, two (2)

- a) Shall sit in the Evangelism Committee,
- b) Shall be in charge of any module II programs in the Union,
- c) Shall in liaison with the rest of the committee seek ways of incorporating module II students in the Unions activities e.g. Missions, fellowships & services, etc.

2.3.11 OFFICE OF THE MISSIONS COORDINATOR

The missions committee shall be composed of:

1. Missions Coordinator
2. Assistant Missions Coordinator
3. In-charge High School Ministry
4. Assistant In-charge High School Ministry
5. In-Charge Follow-up, Missions
6. Missions Treasurer
7. Two (2) Members

1. Missions Coordinator

- a) Shall head the Missions Committee and sit in the Executive Committee,
- b) Shall head the following departments;
 - Missions department which shall be in charge of evangelism activities outside the university, and shall but not be limited to; mini-missions, annual mission etc.
 - High School ministry which shall be in charge of evangelism activities in the high schools including co-working with KSCF, weekend challenges, high school rallies and other such partnerships.
 - Annual missions department which shall include all logistics and planning of the annual mission as described herein.

In the years in which the commission (mission) conference occur, the missions coordinator will be in charge of all logistics and planning as pertaining to the commission conference in M.C.C.U.

- c) Shall, in consultation with the missions committee, get student speakers for outreach activities.
- d) Shall mobilize union members for evangelism activities outside the University.
- e) Shall liaise with the Associates and Partnership Coordinator in reaching associates towards the funding of unions mission activities.
- f) Shall play a role in ensuring a smooth co-working between Union activities and Evangelistic team activities.
- g) Shall express need for the expansion of the missions committee at such a time when the task (annual mission/ commission planning) grows to a level beyond the eight (8) member missions committee.
- h) Shall express interest of the members to be co-opted to missions committee at such a time as mentioned above.

2. Assistant Missions Coordinator

- a) Shall be a member of the Missions Committee.
- b) Shall keep records of all committee meetings proceedings.
- c) Shall assist the missions coordinator in his or her absence; carry out the duties of the coordinator in the committee.
- d) Shall be in charge of refreshments during committee meetings and in liaison with the First Vice Chairperson be in charge of all refreshments during such events as; Missions, high school rallies etc.
- e) Shall be in charge of income generating projects in the event that such is employed in raising funds for the annual mission.

3. Missions Treasurer

- a) Shall be a member of the missions committee
- b) Shall keep all financial records pertaining to the missions committee which shall include but not limited to the annual mission.

- c) Shall keep all petty cash pertaining to the missions committee and in liaison with the unions' treasurer, bank all monies pertaining to missions in the Christian Union main account as per the need of the time.
- d) Shall keep the missions committee informed on the financial position of the missions department.
- e) Shall write a financial report of the mission funds and other such reports at times deemed necessary.

High school ministry

This department entails evangelism activities in high schools including co-working with KSCF, weekend challenges, high school rallies and other such partnerships. It includes but not limited to sourcing invitations to minister to High Schools, honouring such invitations and mentoring students in specific selected high schools.

4. In-Charge High School Ministry

- a) Shall head the high school department and be a member of the missions committee.
- b) Shall be in charge of all planning and logistics pertaining to the annual high school rally.
- c) Shall seek to widen the scope of unions reach to high schools by spearheading partnerships and co working with high school CUs this can include co working with the KSCF.

5. Assistant In-Charge High School Ministry

- a) Shall be a member of the missions committee.
- b) Shall assist the in-charge high school ministry in all the above duties and carry out the duties in the absence of the in-charge.
- c) Shall write all reports of high school ministry activities and be the custodian of all such records.
- d) Shall work out the high school schedules every term to ensure that all invitations are honored effectively.

Follow-up Department

The department shall be in charge of follow up to missions and union evangelism activities outside the university. It shall come up with strategies on how to best effect follow-up to the annual mission, mini-missions, high school ministry and other such activities.

6. In-Charge Follow Up, Missions

- a) Shall be a member of the missions committee.
- b) Shall seek to effect follow-up to union's evangelism activities outside the university such as missions, commission conferences, high schools etc.
- c) Shall be in charge of any programs put in place to effect follow-up on any mission ground.
- d) Shall be I/C prayers in the missions committee.

7. Members (2 No.)

- a) Shall be members of the Missions Committee.
- b) Shall keep in touch with all activities of evangelistic teams such as creating harmony between the union activities and the E.T activities. This shall include but not limited to attending joint E.T leaders meetings and fostering such unities.
- c) Shall in liaison with the Missions Coordinator assist in groundwork for such activities as missions.

- d) Shall write reports and keep records of all missions, joint E.T teams activities and such other reports.

Missions Department

Annual Mission Planning

- The Union shall endeavour to hold annual missions to areas least reached by the gospel in obedience to Christ's command, "The Great Commission" Matt 28:18-22
- In such years when FOCUS (Fellowship of Christian Unions) organize mission conferences dubbed "Commission" the Union shall give priority to commission over the annual mission.
- The missions committee shall be fully in charge of the annual mission/ commission planning as applicable.
- Commencement of the annual mission planning shall be when the missions committee is appointed to office.
- At a time when the task (annual mission/commission planning) grows to a level beyond the eight (8) member Missions Committee, the Missions Coordinator shall express the need to expand the missions committee to the Executive Committee. With the permission of the Executive Committee, the Missions Committee shall propose to adopt a maximum of six (6) members to assist in mission/commission planning. This shall be subject to approval by the executive committee.
- The six (6) members shall effectively become members of the missions committee once announced to a fellowship gathering of the Union.
- The whole detailed procedure towards planning an effective annual mission is well explained in detail in the Missions Hand Book given to the Union by FOCUS. The custodian of the handbook is the Missions Committee.

Roles of the Missions Committee as pertains to the Annual Mission

The committee shall:

- a) Fully be in charge of the annual mission planning
- b) Prepare the annual mission budget
- c) Mobilize CU members and other interested members for the mission
- d) Mobilize prayer support – before, during and after the mission
- e) Be in-charge of the annual mission logistics.
- f) Follow up those who got saved in the mission.
- g) Do evaluation and make recommendation concerning effective mission work.

2.3.12 OFFICE OF THE LITERATURE COORDINATOR

The Literature Committee shall consist of:

1. Literature Coordinator
2. Assistant Literature Coordinator
3. Bookstall Manager
4. Assistant Bookstall Manager
5. Librarian
6. Assistant Librarian
7. The Editor in Chief
8. Assistant Editors (3 No.)

1. The Literature Coordinator

- a) Shall head the Literature Committee and sit in the Executive committee
- b) Shall coordinate the following departments:
 - The library and archives department
 - The Editorial department
 - The Bookstall department

2. Assistant Literature Coordinator

- a) Shall be a member of Literature Committee.
- b) Shall assist the Literature Coordinator and in the absence of the coordinator, shall take up the duties of the coordinator in the committee
- c) Shall take the minutes of the Literature Committee
- d) Shall be in charge of prayers in the committee

The Bookstall Department

This department shall purchase and sale such items as books, tapes and gifts to the members at affordable costs and so enhance reading and spiritual growth among the members

3. Bookstall Manager

- a) Shall sit in Literature Committee.
- b) Shall head the bookstall department and be a member in the Literature Committee
- c) Shall avail Christian written materials from recommended sources like FOCUS, and organize their sale at affordable cost to members of the Union after the Friday Fellowship
- d) Shall organize major book sales
- e) Shall maintain all proper financial records of all transactions of the bookstall and submit them to the Treasurer
- f) Shall in collaboration with the Librarian, organize activities geared towards enhancing the reading culture of the members e.g. reading days

4. Assistant Bookstall Manager

- a) Shall be a member of Literature Committee.
- b) Shall work hand in hand with the bookstall manager in performing the above duties

The Library and Archives Department

This department shall be responsible for the issue to and receipt of library material from members. Library materials include books, magazines, tapes and commentary and sermon write-ups. Archives shall include and not limited to the following; books, minutes, committee reports, photo albums, financial reports and statements etc.

5. Librarian

- a) Shall head the Library and Archives department and be a member in the Literature committee.
- b) Shall be in charge of the Union's library in the issuing and receiving of library materials
- c) Shall follow up on the overdue library materials and charge the defaulters accordingly
- d) Shall open the library after the Friday Fellowship and Sunday Service

6. Assistant Librarian

- a) Shall be a member of Literature Committee.
- b) Shall closely work with the Librarian in the above duties
- c) Shall ensure the neatness of the library

The Editorial Board

This department shall solicit and edit materials for publications and make such publications available to the readers and so enhance creative writing among members of the Union

7. The Editor in Chief

- a) Shall head the Editorial board
- b) Shall organize and chair Editorial board meetings
- c) Shall represent the Editorial board in the Literature committee
- d) Shall in collaboration with the Literature coordinator, produce the Union's publication
- e) Shall coordinate the members of the board in soliciting for articles for publication
- f) Shall be in charge of the writers club, and with the assistant editors, motivate the club members in creative writing
- g) Shall organize the Union's publications and the sales thereof
- h) Shall keep the proper financial records of the sale
- i) Shall oversee the co option of new members to the board and forward their names to the Union's leadership.
- j) Shall co-work with the In-Charge ICT and Publicity on matters pertaining to Literature designs and publications.
- k) Shall be the custodian of all productions and equipment of this department.

8. Assistant Editors (3 No.)

- a) Each shall give a report to the board of a specific and relevant event in the Union's calendar, partners and the entire University to feature in the Union's publications
- b) Each shall take up duties as delegated by the Editor-in-chief e.g. sales
- c) Each shall be a member in the writers club
- d) Each shall look into matters pertaining to the Union's publications and report to the Editor-in-chief

2.3.13 OFFICE OF THE ASSOCIATES AND PARTNERSHIP COORDINATOR

The Associate and Partnership Office shall comprise of:

1. Associates and Partnership Coordinator
2. Assistant Associates and Partnership Coordinator
3. The Secretary
4. Member (2 No.)

1. **The Associates and Partnership Coordinator**

- a) Shall sit in the Executive Committee
- b) Shall head the Associates and Partnership Committee which shall have the following responsibilities:
 - Act as the link for integration of Associates in the Christian Union's activities
 - Shall keep regular contact with the Associates
 - Sensitise students on the affairs of the Associates
 - Inform Associates on activities and projects of the Christian Union
 - Co-ordinate and facilitate fundraising among Associates and University Staff in support of the Christian Union's activities and projects
 - Encourage the University Staff to participate in the Christian Union's activities
 - Update University Staff on the Christian Union's activities
 - In co-ordination with the Evangelism Committee, shall facilitate in reach among the University Staff
 - Seek partnerships with organizations, bodies as approved by the executive committee
 - Shall harmonize / coordinate all proposals sent to Associates and partners from the Union.

2. **The Assistant Associates and Partnership Coordinator**

- a) Shall assist the Associates and Partnership Coordinator in his/her absence, shall perform all the duties of the Associates and Partnership Coordinator
- b) Shall be in charge of prayers in the team

3. **The Secretary**

- a) Shall be responsible for arranging the business of the team's meetings in consultation with the Associates and Partnership Coordinator
- b) Shall be responsible for keeping the minutes of the team's meetings
- c) Shall prepare and send updates on the Union's activities to the University's staff and the Union's associates
- d) Shall prepare and send updates to the Union on the University staff and the Union's associates

4. **Member (2 No.)**

- a) Shall keep contact of the staff and the associates
- b) Shall assist the coordinator to coordinate activities in support of the Union such as fund raising and mentorship from associates and the University staff

- c) Shall be In charge of mentorship activities in the Union

2.3.14 OFFICE OF THE DISCIPLESHIP COORDINATOR

The Discipleship Committee shall comprise of:

1. The Discipleship Coordinator
2. The Assistant Discipleship Coordinator
3. Secretary Discipleship
4. In-Charge Follow-Up
5. Assistant In-Charge Follow-Up
6. In-Charge Training, Discipleship
7. In-Charge Disciplers (2 No.)

1. The Discipleship Coordinator

- a) Shall sit in the Executive Committee.
- b) Shall head all the Discipleship Committee meetings.
- c) Shall oversee the running of all discipleship activities in the Union.

2. The Assistant Discipleship Coordinator

- a) Shall be a member of Discipleship Committee.
- b) Shall assist the Discipleship Coordinator and in his/her absence and carry out all the duties of the coordinator in the Committee.
- c) Shall, in liaison with the First Vice Chairperson, be in charge of all refreshments during committee meetings as well as the welfare. This includes the welfare of the new believers.

3. Secretary Discipleship

- a) Shall be a member of Discipleship Committee.
- b) Shall record and keep all meeting proceedings.
- c) Shall keep the record of all discipleship activities.
- d) Shall, in consultation with the Discipleship Coordinator, issue notices prior to the committee meetings.

4. In-Charge Follow-Up

- a) Shall be a member of Discipleship Committee.
- b) Shall liaise with the In-Charge In-Reach and Ushers Representative to acquire the names of the new believers.
- c) Shall follow up on newly born-again members of the Union.
- d) Shall ensure that the new believers meet regularly.

5. Assistant In-Charge Follow-Up

- a) Shall be a member of Discipleship Committee.
- b) Shall assist the In-Charge Follow-Up in his/her duties and in their absence, play all the roles of the In-Charge Follow-Up.
- c) Shall organize the committee prayers.

6. In-Charge Training Discipleship

- a) Shall be a member of Discipleship Committee.
- b) Shall organize all disciplers and disciples trainings.
- c) Shall be in charge of the Discipleship Curriculum.

7. In-Charge Disciplers (2 No.)

- a) Shall be members of Discipleship Committee.
- b) Shall link the disciplers with the new believers.
- c) Shall follow up on the disciplers.

ELECTION

The Nomination College

Composition

The Nomination College shall be appointed by the sitting executive committee and shall be composed of the following members:

- a. Ineligible executive committee members.
- b. Ineligible reputable members of the union, appointed by the executive committee, who have served in a leadership capacity appointed by the executive committee.
- c. Returning officer; nominated by the ineligible members of the executive committee. He shall be an associate member of the union, who shall have an advisory role.

The Nomination College shall not exceed 15 members.

Terms of Service

Shall be constituted three months to the annual general meeting, and shall, with exception of the returning officer be dissolved by the new executive committee, one month after a successful transition in the AGM.

Duties of the Nomination College

- a. Shall lead the exercise of nomination of the union executive committee by the union members in a fellowship gathering.
- b. Shall make the final elections for each of the offices of the executive committee, other committees and departments.
- c. Shall present the names of the elected leaders of the union to the members in a fellowship gathering.
- d. Shall ensure a harmonious transition from the outgoing leadership to the incoming leadership of the union, which shall peak in the AGM.
- e. Shall ensure that all offices whose nominees turn down the offer to serve before the AGM are successfully occupied.
- f. Shall handle any objections to nominated candidates and make wise solutions about such cases before the AGM.
- g. The chair of the Nomination College shall take part in any replacement of members of the executive committee that take place during the term of service of the new executive committee, and must consent the results of such replacements as in 16.4 below.

The Nomination Process

- i. Members of the union shall be notified at least two weeks before the nomination exercise, for prayers, fasting and meditation concerning the new other officials of the union.
- ii. In a nomination exercise done at or in a fellowship gathering at least three weeks before the AGM, members shall be asked to recommend in writing to the Nomination College; persons they have prayerfully felt should form the next executive committee.
- iii. Every member shall be asked to recommend in writing preferably four names for three offices e.g. the chairman, 1st vice chairperson, secretary and a member. Because members may not know each other well, members' recommendations may generally indicate who they would like to lead them, rather than the specific responsibilities they should be assigned.
- iv. Members shall be informed of the eligible and ineligible members.
 - First year students – Due to their inexperience and newness in campus, it may not be wise to appoint them as leaders.
 - Final year students – it may not be wise to give them office because they may become associate members before the one-year term of office is over.
- v. The college shall sit, after the nomination of members, to make final nominations of all leaders and the procedure may be as follows:
 - Count all votes according to the individuals voted for. Christian leadership qualities shall take preeminence rather than popularity per se.
 - Assign officials for all the offices of the executive committee, and then get all the leaders in all the committees and departments. For a balanced distribution, the nomination college shall deal with all the sub-committees and departments together as far as possible.
 - A list of all members according to their year and field of study should be available during the exercise.
 - The chairman should keep all written material in the course of this exercise and shall be destroyed after conclusion of the nomination exercise. The deliberations of the nomination college shall be strictly confidential.
 - All nominees of the Executive Committee shall be informed of their new assignments, requesting them to respond to the chairman promptly, before the outcome of the nominations is made public.
 - Names of the nominees will be circulated to all members of the union two weeks before the A.G.M. for further prayerful considerations.
- vi. Objections to any of the candidates nominated by the Electoral College must be made in writing to reach the secretary and the Electoral College at least seven days before the AGM.
- vii. The appointed leaders shall only take office after ratification by the Annual General Meeting.

Term of Service

- a. All officials of the union shall serve for a term running between two consecutive AGMs.
- b. All Executive Officials of the union shall serve for not more than two (2) terms
- c. The chairman shall not serve for more than one consecutive term.

In nominating and electing members to leadership positions, it may be important to consider the following: -

- Their Christian Walk.
- Gifting endowed to them
- Nature and responsibility of each office

- Their continuity in the union. The functioning of the union is quite complex and given the fact that membership and leadership change yearly, officials of key offices should be well aware of the functioning of the union.
- Academic field.

Replacement

This entails replacement of officials of the union before completion of their term of service.

Reasons for replacements

Replacement of an official or officials of the union shall be done as warranted by obligations that render the latter unable or unavailable to serve in the given capacity during the term of service.

Such reasons must be consented and or accepted by the sitting executive committee, and may include, but not limited to:

- Academic reasons such as deferment and change of institution
- Health reasons
- Misconduct, deemed unfit for the position of the service

Mode of Replacement

a. Replacement of Members of the Executive Committee

Participants

Any such replacements shall be done by the sitting executive committee, in consultation with the advisory committee and the returning office of the most recent elections of the unions.

Procedure of Replacement

- i. Assessment of the need for the replacement shall be done by the sitting executive committee in consultation with the advisory committee.
- ii. Passing of the need and subsequent decision to conduct the replacement shall be done by the sitting executive committee.
- iii. The executive committee shall notify members of the union concerning this decision, before further continuation of the process. The sitting executive committee shall prayerfully and in detailed consultation with the advisory committee and the returning officer mentioned above carry out the replacement.
- iv. The chair of the Nomination College above must consent the results of such replacement(s) and evidence of the consent shall be kept in the union's office records.
- v. The replacement shall be made known to the members of the union 14 days from the time of their notification about the decision of the replacement process.

b. Replacement of Other Officials of the Union

- i. In case a need to reappoint any other official of the union arises, this shall be done prayerfully by the Executive Committee, with the objective of meeting the prevalent need urgently.
- ii. Such replacement shall be done with or without a request of resignation by the affected official, but must be with his/her knowledge.

GENERAL MEETINGS

Only full members and special members shall have the right to participate in general meetings. There shall be two classes of general meetings: Annual General Meeting (AGM) and Special General Meeting (SGM).

Annual General Meeting (AGM)

This is an important forum where members can review progress of the union and contribute their ideas. It is also aimed at educating members about the operations of the Union.

Timing

The AGM shall be held not earlier than the sixth week, but by the tenth week of the first semester of the academic year.

Preparations

Notice in writing of such AGM and the agenda of the meeting shall be sent to all members of the union not less than 21 days before the date of the meeting. The annual statement of the accounts shall be sent to all members at least seven (7) days before the AGM.

In addition, before the date of the AGM:

- i. Members will be encouraged to pray for and attend the AGM.
- ii. Members will be given minutes of the previous AGM and SGM to ensure adequate preparation and may be asked to read and have a copy of the union's constitution during the meeting.
- iii. Outgoing officials of the executive committee should submit their AGM reports to the executive committee; where every report shall be read and discussed where necessary. This will, among other things help the officials to anticipate questions or issues that members may raise; and prepare to give adequate accounts.

Agenda

Shall consist of the following:

- i. Opening
- ii. Confirmation of minutes of the previous AGM and or SGM
- iii. Report of the outgoing executive committee officials
- iv. Election – Confirmation of new officials
- v. Other matters – that require the attention of the AGM
- vi. Any Other Business (AOB)

Opening

The doctrinal basis of the union will be read and the members will affirm. Members will be informed about the meeting.

Confirmation of Minutes of the Previous AGM and or SGM

- Minutes of the previous AGM and or SGM will be read.
- Two members who attended the previous meetings shall propose and second to confirm that the minutes are an accurate record.

Reports of the Outgoing Executive Committee Officials

- Reports of the outgoing executive committee officials will be read out.
- Matters arising from each report shall be attended to.

Elections – Confirmation of New Officials

- Names of all the new officials of the union shall be read.
- A motion of resolution shall be adopted, that they will be the union's new leaders as from immediately after the AGM.
- All the incoming executive committee officials will be introduced to the AGM as a representation of the whole leadership team.

Other matters that require the attention of the AGM

This may include such other matters as the executive committee may decide or as to which notice shall be given in writing by a member or members of the union to the secretary, by the second week of the first semester of the academic year.

AOB

Any other business

Other Considerations during AGM

i. Resolutions

Resolutions shall be decided by adopting a motion of resolution moved by a member. A motion of resolution can be reached at either unanimous or by the opinion of the majority. One member proposes and another seconds.

ii. Time

- The meeting is an official gathering. The union is a registered society and this meeting therefore is recognized by the registrar's office.

- Only full and special members can participate in cases of decision-making. Associates shall have an advisory role.
- In case of attendance of other people who do not fall under any category of membership; the members will decide whether to permit or stop them from attending the meeting.
- Members may refer to each as Mr., Mrs. or Miss
- The Secretary and Vice secretary shall do accurate recording of minutes.

iii. Nature of the Meeting

Related matters may be handled together e.g. a number of questions on the same subject may be tackled at the same time. If matters arising from the minutes of the previous AGM or from a report are handled in another report, members may be requested to wait for that report. Members may be asked to be brief and precise in their answers and questions.

Special General Meeting (SGM)

- SGM may be called for any specific purpose by the executive committee. Notice in writing of such a meeting shall be sent to all members not less than 7 days before the date thereof.
- An evaluation SGM shall be called by the executive committee not earlier than the seventh week but by the tenth week of the second semester of the academic year. The main agenda of this meeting shall be evaluation of progress on matters discussed in the AGM of the previous leadership year of the union. Notice of this SGM shall be as in 16.2a above.
- SGM may also be requisitioned for a specific purpose by order of at least 25 percent membership in writing to the secretary who will pass it to the executive committee, and such meetings shall be held within 21 days from the date of the requisition. The notice for such meetings shall be as in 16.2a above; and no matter shall be discussed other than that stated in the requisition.

Quorum

Quorum for the General Meeting shall be not less than 25 percent of the registered members of the union.

Order at Meeting

- At all general meetings of the union, the chairperson or in his absence one of the vice chairpersons or in the absence of both officials, a member of the executive committee selected by members of the Executive committee shall take the chair.
- The chairperson may at his discretion limit the number of persons permitted to speak in favor of and against any motion in general meetings.

Other Meetings

- Each committee in the union shall meet at least once in each week of session of academic year.

- b) Other meetings in the union shall be held as decided by the executive committee, or any other committee to which such authority is delegated.

FOCUS

Who FOCUS is

FOCUS stands for Fellowship of Christian Unions.

FOCUS is made up of the Christian Students of Universities and Diploma colleges, Associates and friends. The Main Campus Christian Union (MCCU) is an affiliate member of FOCUS.

What FOCUS does

FOCUS; besides being overseers of the union works with leaders and members to assist the union fulfil its aims.

Focus' Expectations of the Union

Members of the Union should appreciate that they are members of FOCUS and be aware of what FOCUS does within the union and other for a. As FOCUS fulfils its aims, the Union should render active support to it.

ADVISORY BOARD

- a) Shall have an advisory role with no Executive powers
- b) Shall consist of seven (7) members; three (3) of whom shall be associate members, the training secretary, the chairperson to the alumni, the chaplain and the patron, one of whom shall be the convener.
- c) Shall be nominated by the Executive Committee and appointed by the AGM every 2 years
- d) Can co-opt members with the approval of the Executive Committee
- e) The advisory committee should be made aware of the union activities. The union shall be open to the counsel of the advisory board.

CHAPLAIN

The union will have a chaplain who;

- a. Shall be appointed by the University administration.
- b. Will become a member of the advisory and shall be subject to clause 18 above.
- c. Shall be a teaching staff or a Senior Administrator in the University and shall uphold the aims and doctrinal basis of the Union.
- d. Shall link the Union with the University Administration.
- e. Shall represent the union in the Ufungamano Christian Leadership Centre Board and shall advise and assist generally in the activities of the union.

PATRON

The union shall appoint a patron who;

- a) Shall be a born again Christian.
- b) Shall be a senior teaching staff of the Main Campus of the University of Nairobi.
- c) Shall be appointed by the Executive committee and by his/her consent discharge his/her duties with immediate effect.
- d) Shall be an active member of the Advisory Board.
- e) Shall play an advisory role to the Union and the executive committee concerning various matters affecting the Union.
- f) Through his/her position as a university staff, the patron may link the Union with the administration or organs of the University administration, the role of the chaplain notwithstanding.
- g) Shall be readily available to the Union and shall be free to attend, participate or contribute to union activities.

THE LOGO

- i. The Logo is a symbol of the Union
- ii. It is a product of design skills and revelation by Fred Muli, a member of the then Worship Subcommittee.
- iii. The Logo captures the Union as a fellowship based on the Word of God and inspired by the Holy Spirit. It is derived from 2nd Corinthians 1:4

Who comforts us in all our troubles, so that we can comfort those in any trouble with the comfort we ourselves have received from God. (NIV)

The logo shall be thus;



The symbols of the Logo

- a. Two people holding each other's hands. The two seem to be sharing from the same bowl. This symbolizes the fellowship within the Union.
- b. A fire / dove-like symbol which signifies the inspiration of the Holy Spirit, under which the fellowship draws from.
- c. An open book- The Holy Bible, onto which the fellowship is based.
- d. The two people facing each other give the initial **M**. Each of the two give the initial **C** facing each other, while the bowl / joined arms give the letter **U**, and thus the initials **MCCU**, for the **Main Campus Christian Union**.

The colours of the Logo

The logo shall have the following colours:

When produced in colour

- i. Blue – The corporate of the University of Nairobi. This shall be on;
 - The body and the bowl
 - The double line encasing the initials MCCU
- ii. Red - a symbol of fire, herein representing the Holy Spirit
- iii. Black - The convenient colour of Nationhood, on the heads, the open book/Bible and the initials MCCU.

When produced in black

When not produced as 21.2.1, above, the logo shall bear a single solid colour, black

- a. There shall be no shading whatsoever on any part of the logo
- b. The colors of the logo shall be either 21.2.1 or 21.2.2 above, the background color of the paper notwithstanding.

The proportions of the Logo

The logo shall be as proportional as possible, and any distortion whatsoever shall lead to the revocation from the use intended.

REGISTRATION

The Union is registered as a society with the Registrar of Societies. The Union shall present the annual returns every year. The Union is also registered with the Office of the Dean of Students and is open to the services of the University Chaplaincy.

