



CHAPEL ANCILLARY DOCUMENTS

Including:

- **Strategic Plan 2023-2027**
- **Performance Management System (PMS)**
- **Staff Salary Structure**
- **Documented Procedure for the Appointment of Chaplain**

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STRATEGIC PLAN 2023-2027

THE GOODNEWS CHAPEL BENUE STATE UNIVERSITY, MAKURDI

VISION

A Chapel thoroughly equipped and fit for the Master's use.
(Eccl. 10:10)

MISSION

To labour together with God, setting in order the things that are wanting and doing all things decently for the edification of the body of Christ and fulfilment of the Great Commission

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ABBREVIATIONS AND ACRONYMS

ANUC	Association of Nigerian University Chaplains
ASUU	Academic Staff Union of Universities
B.O.T.	Board of Trustees
B.S.U.	Benue State University
C.A.C.	Corporate Affairs Commission
C.A.O.P.	Costed Annual Operational Plan
C.R.C.	Constitution Review Committee
C.S.R.	Corporate Social Responsibility
F.C.S.	Fellowship of Christian Students
FUHSO	Federal University of Health Science, OtuKpo
G.N.C.	Goodnews Chapel
J.C.C.F.	Joint Christian Campus Fellowships
JOSTUM	Joseph Sarwuan Tarka University Makurdi
MEAL	Monitoring, Evaluation, Accountability and Learning
M.O.U.	Memorandum of Understanding
NIFES	Nigeria Fellowship of Evangelical Students
NASU	Non-Academic Staff Union of Universities
P.M.F	Property Management Framework
P.P.M	Planned Preventive Maintenance
S.P.	Strategic Plan
SSANU	Senior Staff Association of Nigerian Universities
S.U.	Students Union
T.W.G.	Technical Working Group


INTRODUCTION

This 2023-2027 Strategic Plan has been put together for The Goodnews Chapel to effectively contribute in building the character of the students before graduation. It will also provide opportunities to impact other stakeholders of the University. Seven key priority areas are identified for this maximum engagement which include; Leadership and Management, Planning and Programming, Spiritual Development, Infrastructural Development, Linkages, Collaboration and Partnerships, Resource Mobilization and Monitoring, Evaluation, Accountability and Learning.

It is disheartening that The Goodnews Chapel is over 30 years in this University but the Church's impact is not very felt by members of the University Community. It is on this premise that it became expedient for the Church to adopt strategic steps to reach out to members of the Community. This Strategic Plan will serve as a viable guide for any serious-minded member of the Chapel not to be at ease in this Kingdom service but to be fully involved in the collective effort to positively influence both Staff and Students of the University. The strategic interventions contained in this document are clear pointers that people around the university community stand the chance to benefit spiritually, socially, academically, mentally, in their leadership, mentorship and entrepreneurial skills.

We sincerely acknowledge the tremendous efforts made by Mr. Hankuri Tawus Gaya (the Team Lead of Africa Campus Transformation Initiative – ACTI) and Uncle William Anyebe (the MD/CEO, TreeShades- Associates Limited who doubles as the Chairman, Board of Trustees (BOT) of The Goodnews Chapel, Benue State University). I commend the doggedness, expertise and professionalism displayed by the BOT Chairman whose expertise and sacrifices contributed in producing the final copy of this Strategic Plan.

We pray that the Almighty God will give us the grace and resources to implement all that is contained in this strategic plan. Our collective resolve is to put our hands on this plough and never look back but work while it is day.



27/10/2024

Mr. Terna Abuul

Chairman Chapel Council

THE GOODNEWS CHAPEL - AT A GLANCE

Introduction: The Goodnews Chapel (GNC) is the only non-denominational and autonomous Church within the Benue State University, Makurdi. The aim of the chapel as stated in her Constitution (Amended 2024) is to ‘glorify God the Father, God the Son and God the Holy Spirit’. The Preamble states that the Chapel exists: *‘to provide services to the university and its environs in line with the principles, practices and teachings of the Holy Scripture in its entirety’*.

Genesis: The Chapel was established thirty (30) years ago, on Sunday, 21st February 1993; a week following the official take off of the Benue State University on Monday 15th February 1993. The pioneer Chairman of the Chapel Council, who also suggested the name for the Chapel was Late Dr. Ebiega A. Ameh (Associate Professor). Successive Council Chairmen are as follows:

1996 – 1997	Mr. Elvis Ihaji (Now Professor)
1997 – 2000	Mr. Edward Omudu (Now Professor)
2000 – 2004	Dr. Gbenda Batur Laha (Now Professor)
2004 – Oct 2008	Dr John Ebute Agaba (Now Professor)
Oct 2008 – Oct 2014	Professor Joel O. Eriba
Oct 2014 – Oct 2017	Mr. Terna Abuul
Oct 2017 – Feb 2021	Professor Benjamin Imoko
Feb 2021 – Dec 2021	Professor Lyam Anongu (Interim Management Committee)

The pioneer Chaplain is Rev Dr Ezekiel Hanior, who served from 2008 to 2020.

Membership and Programming: The Chapel membership is currently estimated at 300 registered student members and 103 non-student members and their families. The highest Sunday Service attendance between January and April 2023 is 550 Adults 35 teenagers and 115 children. Regular Sunday Services commence at 8am with adult Sunday School, followed by the Worship Service from 9:00am-11:30am. Daily prayers hold from 12.00 - 12:30 pm. Weekly meetings include a Baptismal Class every Monday (when regular students are in session), Bible Study on Wednesdays and Prayer Meeting on Fridays. The Chapel Council meets once a month. Other monthly events include a Night Vigil on the last Friday, Evangelism on the last Thursday, Council prayers on the first Sunday and Council visitation to members takes place on the last Sunday of every month. Bi-annual events include the Family Meeting, and a weekend of emphasis. Yearly events include an Evangelism and Missions Week, Men's Fellowship, Women's Fellowship, Youths Fellowship and Children's Days.

Organization, Leadership and Management: There are three Fellowships, eight Standing and three Ad-hoc Committees overseen by the Chapel Council; with fourteen Ministry Units, overseen by the Chaplain. The current Council, inaugurated on Sunday, 19th December 2021 is headed by Mr

Terna Abuul. The 13-member Council includes one representative of the Fellowship of Christian Students (FCS) and one representative of the Nigeria Fellowship of Evangelical Students (NIFES). The Part-time Chaplain is Reverend Joel Rimamnunra. In pursuance of a Corporate Affairs Commission (C.A.C.) registration under the Companies and Allied Matters Act (CAMA), which materialized in 2021, the Chapel appointed a Board of Trustees on August 1, 2021, headed by Mr. William Anyebe. The other Trustees are: Mrs. Mbawuese Elizabeth Akpagher, Barr. Dr. Mrs. Stella Naswem, Dr. David Torlordaah, Prof. Sam Baba-Onoja, Prof. John Ebute Agaba, Prof. Joel Eriba and Mr. Terna Abuul (the Chapel Council Chairman who serves as Member/Secretary of the BOT).

SITUATION ANALYSIS

Developing a strategic plan requires a snapshot and self-assessment to provide a clear picture and insight to the current context, configuration and capacity of the Good News Chapel. Situation analyses are severally illustrated in scriptures. Examples include Genesis 3:9, when God asked the famous ‘where are you?’ question, to assess the status of Adam. In Exodus 4:2, He was identifying available resources when He asked Moses, ‘what is that in thine hand?’. We are encouraged to count the cost, before commencing a project in Luke 14:28; while God uses Matthew 14:17 (five loaves, and two fishes), and John 2:7 (waterpots and water) to both illustrate how He uses what is in place, to achieve His purpose. Against this backdrop, the situation analysis, leveraging on faith, would inform the strategic decisions and aspirations conveyed in this Strategic Plan.

Leadership and Management

The leadership and management of the GNC is as guided by the GNC Constitution, Amended in 2024. The key components include the Board of Trustees, The Family Meeting, The Chapel Council, Units, Fellowships and Committees.

Major leadership and management issues are as follows:

- i. Despite access to a youthful population with viable staff and adult membership, that is energetic and passionate to serve God, the Chapel is not maximizing the

opportunity of serving as a strong base for developing their leadership potentials and raising a workforce for transforming the gospel fields in Benue State, Nigeria and beyond.

- ii. Many staff members and students still prefer to attend Churches outside the campus.
- iii. Infrastructural improvements are required, to accommodate and manage the broader vision of impacting the growing population of children, teenagers, youths and adults.
- iv. This Strategic Plan will transcend the first tenure of the Part-time Chaplain. The implementation of this plan and anticipated growth of the Chapel calls for pre-emptive scenario management towards strengthening the chaplaincy.
- v. The GNC Constitution is at variance with her Corporate Affairs Commission (CAC) registration, in relation to the roles and responsibilities of the Board of Trustees (BoT).

Planning and Programming

This is the first ever strategic plan of the GNC in its thirty (30) years of existence. What currently exists is a unified annual budget for all chapel activities and a bi-annual preaching schedule. Major leadership and management issues are as follows:

- i. Chapel programs are fragmented and operated at the unit level and there is no harmonized program and activity schedule to ensure goal directed outcomes.
- ii. The Chapel Constitution does not provide for strategic and operational planning.
- iii. Consequently, no formally prescribed process is in place for developing a document that captures a systematic and intentional spiritual development plan, including proper mobilization and management of Chapel resources over a longer time frame.
- iv. This Strategic Plan will transcend the lifespan of the current Chapel Council, ending in 2024. This makes it necessary for the strategic planning process to secure a broad-based buy-in to engender continuity.

Spiritual Development

Unity, interpersonal relationships and the spiritual growth and development of members of the GNC has greatly improved and there is hunger for righteousness and holiness. Members are eager to come together to pray, study the Bible, participate in fasting programs and vigils; they also exhibit eagerness in working out their gifts and callings.

However, major issues related to spiritual development are as follows:

- i. Various programmes experience inconsistent and low attendance.

- ii. There are reported cases of members whose lives are below scriptural standards.
- iii. The majority of members of the Chapel are young persons, daily confronted with the spiritual challenges of 1) Hero-worship, 2) 'living online' and 3) Nigeria's progressively worsening operating environment. There's a need to intentionally speak to these issues.
- iv. Despite having discipleship, evangelism and missions among her cardinal focus, most members have not fully exhibited the mark of Christ likeness and discipleship. Efforts at evangelising and discipling the campus, their community or reaching to the nations through missions is inadequate.
- v. The Chapel is yet to get active on a recently adopted mission field.
- vi. Every registered member is expected to be an active member of a Service Unit or Fellowship Group. Consequently, spiritual attention and care at those levels should be focused and deliberately tailored in such a way that no entity is neglected.

Infrastructural Development

Members of the GNC currently worship in an auditorium with a seating capacity of 500, meant to be the Children's Church. Construction work on the 2000-seater main auditorium started in February 2017 and is about 30% complete as at February 2023, at an estimated cost of 20M Naira. At current costing,

120M Naira is required for completion. Other assets include a piece of land at Akile village (2,680 m²) and basic musical and technical equipment. A Chapel asset register exists. The GNC enjoys a borehole that belongs to the university and a fairly stable source of public power through the university and an alternative power source through the generating set.

Major Infrastructural Development issues are as follows:

- i. There are no title documents for the landed property at Akile village
- ii. Infrastructural improvements are required, to accommodate the broader vision of impacting the growing population of children, teenagers, youths and adults.
- iii. The Chapel does not have an infrastructural development (including an independent water and power supply) plan
- iv. A Property Management Framework (PMF) does not exist
- v. A Planned Preventive Maintenance (PPM) framework does not exist
- vi. Dearth of relevant professionals to handle infrastructure related developments
- vii. Although a wide range of musical / public address equipment worth well over 20M exist, there is no procurement plan.

Collaboration, Linkages and Partnerships

The GNC is located within the Benue State University, which in turn is located within a host community in a part of Makurdi. The Chapel owes both entities some measure of Corporate Social Responsibility (CSR). By virtue of being a University Chapel, linkages and partnerships beyond the BSU community and host community are necessary. The Chapel currently maintains a membership of the Association of Nigerian University Chaplains (ANUC). The Presidents of the BSU Fellowship of Christian Students (FCS) and Nigeria Fellowship of Evangelical Students (NIFES) serve as Ex-officio members of the Chapel Council. Other existing collaborations include those with Mission House International, CAPRO and Peace House.

Major linkages and partnership issues include the following:

- i. Existing linkages and partnerships that are weak/informal need to be reviewed and strengthened.
- ii. New strategic relationships need to be developed; e.g. with foreign NGOs such as Great Commission Movement (GCM), mega churches (to enhance resources for trainings, support for chapel building fund raising etc), the University community bodies like BSU Staff Fellowship and Joint Christian Campus Fellowships (JCCF), the Governor (University Visitor), top management and principal officers of the university and sister University community e.g. Joseph Sarwuan Tarka

University Makurdi (JOSTUM), Federal University of Health Science, Otuokpo(FUHSO) etc.

- iii. The Chapel does not have a potent mechanism for engaging with her alumni.
- iv. Graduates of BSU are expected to be found suitable in character and learning. The university does not seem to have a clearly defined approach to value inculcation and character building.

Resource Mobilization

These have to do with intentional steps by the GNC to generate and harness the various elements/components (inputs) required to work together to produce desired results and outcomes for the development of the Chapel. Monetary and fiscal resources heavily affect the procurement, management and maintenance of other resources. The Chapel's main sources of income include Sunday Offering/Tithes, and other forms of donations from individuals within and outside the Chapel. A sound Financial Control System, which is audited by External Auditors annually.

While the GNC Strategic Plan is driven by Faith, a summary of her income and expenditure during the past five years (as tabulated below) would help in the determination of projected income and expenditure between 2023 and 2027.

	2018	2019	2020	2021	2022	Total
Carried forward	3,458,037.57	848,841.39	1,452,134.56	1,278,341.21	1,643,533.64	
Income	16,138,781.27	16,151,532.20	12,092,720.09	9,581,013.71	15,530,125.29	69,494,172.56
Expenditure	15,289,939.88	14,699,397.64	13,371,061.30	7,937,480.07	15,769,383.58	67,067,262.47

Major resource mobilization issues include the following:

- i. The present limited sources of funding will continue to be inadequate in responding to the needs of our student-focused Chapel
- ii. Most members of the Chapel supposedly pay their tithes to other Ministries
- iii. A documented, well thought through systematic process of resource mobilization does not exist. Although, recently in November, 2022 a committee for the mobilization of funds for the New Chapel building project was constituted and commenced work.

Monitoring, Evaluation, Accountability and Learning (M.E.A.L)

This system refers to arrangements for measuring, reporting and using information to improve the performance and stewardship of the GNC. Currently, most of these are carried out in an unregulated manner by the Chapel Chairman, the Chaplain and the Chapel Council with some delegation to Committees and Unit Coordinators. Major M.E.A.L. issues include:

- i. Disaggregated baseline data on students and staff are not readily available.

- ii. A GNC Alumni database does not exist.
- iii. A GNC M.E.A.L. framework does not exist. Consequently, MEAL processes and tools are not in place and the formulation of Chapel activities do not necessarily use SMART (specific, measurable, attainable, relevant and time-bound) criteria. Neither do they emphasize on value relevance, efficiency, effectiveness of results for sustainable impact.

2023-2027 GOALS AND INDICATORS

Priority Area 1: Leadership and Management

Goals		Indicators
1	A student/youth-focused strategic leadership capacity building mechanism, mentorship and discipleship programme up and running	<ul style="list-style-type: none"> ▪ Signed Participants' Attendance List of the two-day Strategic Plan Implementation Training of 28 TWG members and 7 Trustees ▪ Review/Planning meeting report for each quarter and each year (2023-2027) ▪ Minutes of the Family Meeting which adopted the Strategic Plan (2023-2027)
2	Sunday Service attendance increased by at least 50%	<ul style="list-style-type: none"> ▪ A sighted copy of the Revised Constitution ▪ Actioned Periodic Performance Management Appraisal Document for each employee
3	An Assistant Chaplain in post	<ul style="list-style-type: none"> ▪ Revised Job Descriptions for the Chaplains ▪ File Copy of the Appointment Letter of the Assistant Chaplain ▪ Redesigned Sunday Service(s) outline as piloted for three Sundays ▪ Signed Participants' Attendance List of the Annual Leadership Capacity Building Conference for each year, from 2023-2027
4	A reviewed Constitution of the Chapel, incorporating the distinct responsibilities of the Board of Trustees in line with the requirements of the Corporate Affairs Commission	

Priority Area 2: Planning and Programming

Goals	Indicators
<p>1 A high level of acceptance, ownership and commitment to the implementation of the Strategic Plan (2023-2027) by registered members of the Chapel.</p>	<ul style="list-style-type: none"> ▪ Signed Participants' Attendance List and Time Table (indicating SP Overview Session) of the Council Orientation events of 2024 and 2027
<p>2 A reviewed Constitution of the Chapel, incorporating provisions for the development of strategic documents and operational guidelines for chapel activities.</p>	<ul style="list-style-type: none"> ▪ Up-to-date record of the membership and leadership of each of the seven Technical Working Groups ▪ The section of the Revised Constitution mandating the Chapel Council to develop and implement relevant strategic documents
<p>3 A Costed Annual Operational Plan (CAOP), each year, during 2023-2027 addressing all the Priority Areas of the Strategic Plan (2023-2027)</p>	<ul style="list-style-type: none"> ▪ A sighted copy of the Costed Annual Operational Plan for each year, 2023 to 2027

Priority Area 3: Spiritual Development

Goals		Indicators
1	Evangelism and righteousness are entrenched as the Church's cardinal obligations and personified by the Chapel at large and across all Fellowships, Standing Committees, Ministry Units and by members	<ul style="list-style-type: none"> ▪ Sighted Standardized Pattern for Semester Programming ▪ The programme of events for each of the six (6) Special Services each year (including the Alumni Day Service) ▪ Six-year student-focused spiritual development / kingdom service curriculum and ancillary training materials sighted
2	Graduates of a six-year student-focused curriculum for the systematic and intentional spiritual development and packaging of successive generations of students for kingdom service	<ul style="list-style-type: none"> ▪ Signed Participants' Attendance List for the Campus Mission Awareness Meeting
3	Optimized pastoral, kingdom citizenship training and value inculcation capacity of the leaders of Fellowships, Standing Committees and Ministry Units including the FCS and NIFES.	<ul style="list-style-type: none"> ▪ Men, Women and Youth Fellowships Bible Study Outlines and TORs incorporate Campus Ministry ▪ List of Chapel Wo/Men assigned as Tutors to 100-600 hundred level students
4	A culture of disaggregated and responsive programming for the Chapel and across all Fellowships, Standing Committees and Ministry Units	<ul style="list-style-type: none"> ▪ A minimum of thirty (30) Tutors trained in Adult-Learning Principles over 3 days ▪ Disaggregated Sunday School sessions operational each Sunday

Priority Area 4: Infrastructural Development

Goals		Indicators
1	The infrastructural landscape of the Chapel, managed in accordance with customized strategic management documents, including a Phased Infrastructural Development Plan, a Chapel Asset Management Policy and a Planned Preventive Maintenance Framework.	<ul style="list-style-type: none"> ▪ Sight Phased Infrastructural Development Plan, a Chapel Asset Management Policy and a Planned Preventive Maintenance Framework. ▪ The section of the CAOP containing provisions and addressing proposals of the infrastructural management strategic documents
2	A habitable main auditorium and a customized children's church	<ul style="list-style-type: none"> ▪ Sight the title documents for the Akile landed property ▪ Details of volunteer input reflected in the quarterly review report of the CAOP
3	Autonomous water supply and power generation systems	<ul style="list-style-type: none"> ▪ Increase in number of followers and online visitors
4	Title document acquired for the land at Akile village	
5	Options for supplementing existing professionals in place and operational	

Priority Area 5: Linkages, Collaboration and Partnerships

Goals		Indicators
1	A thriving BSU GNC Alumni	<ul style="list-style-type: none"> ▪ Signed Attendance sheet of the maiden Alumni Re-union Meeting slated for the 1st quarter of 2024 ▪ Memorandum of Understanding templates for formalizing corporate relationships ▪ Sight BSU GNC Values Inculcation Model ▪ Sight BSU adaptation of the Values Inculcation Model
2	Explicitly defined collaborations, linkages and partnerships	
3	A BSU GNC Values Inculcation Model, adapted for the BSU ecosystem	

Priority Area 6: Resource Mobilization

Goals		Indicators
1	The Chapel Management and Operations underpinned by an efficient, effective and sustainable Resource Mobilization system	<ul style="list-style-type: none"> ▪ Sight a copy of the GNC Resource Mobilization Framework ▪ The section of the CAOP reflecting proposals of the Resource Mobilization Framework ▪ The programme of events for each year’s Alumni Sunday Service)
2	Adequate resources mobilized for special projects such as the new Chapel building, in sync with the Chapel’s costed Annual Operational Plans	

Priority Area 7: Monitoring, Evaluation, Accountability and Learning

Goals		Indicators
1	A comprehensive, user-friendly, up-to-date database of the Chapel	<ul style="list-style-type: none"> ▪ The written outline of all of GNC’s data collection processes and tools prior to the SP ▪ Sight a copy of the Monitoring and Evaluation Framework for the SP (2023-2027) ▪ Sight a copy of the GNC Data Management Framework ▪ Minutes of a Chapel Council Meeting held during the past two months, indicating evidence-based decision making, informed by the GNC database ▪ Sight a hard copy of the publication titled The BSU Good News Chapel-1993-2023
2	A Chapel-entrenched-culture of evidence-based decision making, informed by the design and implementation of a GNC M.E.A.L. framework	

STRATEGIC INTERVENTIONS

Priority Area 1: Leadership and Management

Goals

1. A student/youth-focused strategic leadership capacity building mechanism, mentorship and discipleship programme up and running
2. Sunday Service attendance increased by at least 50%
3. An Assistant Chaplain in post
4. A reviewed Constitution of the Chapel, incorporating the distinct responsibilities of the Board of Trustees in line with the requirements of the Corporate Affairs Commission

Strategic Intervention 1.1: Establish an implementation structure for the Strategic Plan ('23-'27)						
Indicators: 1. Signed Participants' Attendance List of the two-day Strategic Plan Implementation Training of 28 TWG members and 7 Trustees 2. Review/Planning meeting report for each quarter and each year (2023-2027)						
Milestones		Start Year				
		'23	'24	'25	'26	'27
1.1.1	Notify BOT and share Draft SP	✓				
1.1.2	Constitute a 4-Member Technical Working Group for each Priority Area (1 Council member, 1 Computer literate Secretary, 1 student, 1 Technical Expert (one of the members must be a female) + 1 Oversight Trustee	✓				

1.1.3	Conduct a 2-day Implementation Training for all TWGs, including the drafting of TWG Terms of Reference	✓				
1.1.4	Quarterly Review & Planning Meetings of the TWGs	✓	✓	✓	✓	✓
1.1.5	Annual Review & Planning Meetings of the TWGs	✓	✓	✓	✓	✓

Strategic Intervention 1.2: Secure Chapel-wide ownership of the Strategic Plan (2023-2027) on the platform of the Family Meeting

Indicator: Minutes of the Family Meeting which adopted the Strategic Plan (2023-2027)

Milestones		Start Year				
		'23	'24	'25	'26	'27
1.2.1	Print 100 re-usable copies of the final draft of the SP	✓				
1.2.2	Organize a SP Sensitization Meeting for all Chapel Workers, including a discussion of ways to re-organize the operational structures/arrangements in view of the SP	✓				
1.2.3	Incorporate Workers' input to the Draft SP	✓				
1.2.4	Present finalized SP for Family Meeting adoption	✓				

Strategic Intervention 1.3: Constitutional Review

Indicator: A sighted copy of the Revised Constitution

Milestones		Start Year				
		'23	'24	'25	'26	'27
1.3.1	Chapel Council notifies BOT of intention to Review Constitution	✓				
1.3.2	Chapel Council constitutes a Constitution Review Committee (CRC)	✓				

1.3.3	CRC collects and collates proposed changes for Council consideration	✓				
1.3.4	Chapel Council presents proposed changes to Family Meeting	✓				
1.3.5	Chapel Council presents proposed changes to BOT	✓				
1.3.6	The Constitution is reviewed	✓				

Strategic Intervention 1.4: Set up a Performance Management System for all GNC employees						
Indicator: Actioned Periodic Performance Management Appraisal Document for each employee						
Milestones		Start Year				
		'23	'24	'25	'26	'27
1.4.1	The Leadership and Management TWG works with the Appointment and Promotions Committee to develop a Concept Note, outlining the GNC Employee Performance Management process and tools for different cadres					
1.4.2	Concept Note is reviewed and adopted by the Chapel Council					
1.4.3	The Chapel Council introduces the process and tools to the employees and decide mutually accepted start date					
1.4.4	GNC Employee Performance Management process and tools are implemented					

Strategic Intervention 1.5: Engage an Assistant Chaplain to focus on Alumni engagement, Capacity Building and Media interventions, among other roles and responsibilities						
Indicators: 1. Revised Job Descriptions for the Chaplains 2. File Copy of the Appointment Letter of the Assistant Chaplain						
Milestones		Start Year				
		'23	'24	'25	'26	'27
1.5.1	The Leadership and Management TWG works with the Appointment and Promotions Committee to draft revised Job Descriptions for the Chaplains					
1.5.2	Revised Job Descriptions are reviewed and adopted by the Chapel Council					
1.5.3	BOT is notified of Chapel Council intention to recruit an Assistant Chaplain					
1.5.4	Appointment and Promotions Committee manages the recruitment process					
1.5.5	BOT is briefed on recruitment performance					
1.5.6	Assistant Chaplain designate is presented to the Family Meeting					
1.5.7	Chapel Council appoints Assistant Chaplain					

Strategic Intervention 1.6: Redesign the Sunday Service to suit student peculiarities

Indicators: Redesigned Sunday Service(s) outline as piloted for three Sundays

Milestones		Start Year				
		'23	'24	'25	'26	'27
1.6.1	Appoint a 5-member Sunday Service Redesign Committee (SSRC) (1 member each from TWG 1,2,3 + 2 students (1 male, 1 female))					
1.6.2	SSRC Meetings (x 3) + Report & Recommendations					
1.6.3	Council reviews proposed changes & briefs congregation					
1.6.4	Redesigned Sunday Service model is piloted for three weeks					
1.6.5	Council reviews and decides way forward					

Strategic Intervention 1.7: Set up and implement systems for building the capacity of leaders of Fellowships, Standing Committees and Ministry Units including the FCS and NIFES for pastoral and kingdom citizenship; including disaggregated and responsive programming.

Indicators: Signed Participants' Attendance List of the Annual Leadership Capacity Building Conference for each year, from 2023-2027

Milestones		Start Year				
		'23	'24	'25	'26	'27
1.7.1	Appoint a member of the Leadership & Management TWG as Coordinator of the Annual Leadership Capacity Building Conference. Appoint 2 additional members	✓				
1.7.2	Attend as an observer, the election events of the various Fellowships, Ministry Units, including the FCS and NIFES	✓	✓	✓	✓	✓

1.7.3	The Annual Leadership Capacity Building Conference Organizing Committee (ALCB-COC) develops a costed proposal for Council approval		✓	✓	✓	✓
1.7.4	ALCB-COC packages the conference to hold on a mutually conducive date as follows: Day 1-Looking like Jesus Day 2-Leading like Jesus and Day 3-Value Inculcation; Disaggregated and Responsive programming		✓	✓	✓	✓
1.7.5	ALCB-COC conducts the conference, accounts for resources and produces a conference report		✓	✓	✓	✓

Priority Area 2: Planning and Programming

Goals

1. A high level of acceptance, ownership and commitment to the implementation of the Strategic Plan (2023-2027) by registered members of the Chapel.
2. A reviewed Constitution of the Chapel, incorporating provisions for the development of strategic documents and operational guidelines for chapel activities.
3. A Costed Annual Operational Plan (CAOP), each year, during 2023-2027 addressing all the Priority Areas of the Strategic Plan (2023-2027)

Strategic Intervention 2.1: Mainstream ownership of the Strategic Plan (2023-2027)						
Indicators: 1. Signed Participants' Attendance List and Time Table (indicating SP Overview Session) of the Council Orientation events of 2024 and 2027 2. Up-to-date record of the membership and leadership of each of the seven TWGs						
		Start Year				
		'23	'24	'25	'26	'27
2.1.1	The Planning and Programming TWG (TWG2) (Secretariat of the Strategic and Operational Plans), catalyzes all the TWGs on all plan related events	✓	✓	✓	✓	✓
2.1.2	Orientate every incoming Chapel Council on the SP		✓			✓
2.1.3	Maintain an up-to-date record of the membership and leadership of each of the Technical Working Groups	✓	✓	✓	✓	✓

2.1.4	Work with the M.E.A.L.S TWG to produce quarterly performance reports	✓	✓	✓	✓	✓
2.1.5	Generate Concept Notes for the development of recurrent planning events including CAOPs	✓	✓	✓	✓	✓
2.1.6	Engage with all TWGs, Fellowships, Standing and Ad-hoc Committees and Ministry Units to support compliance with the Strategic Plan	✓	✓	✓	✓	✓

Strategic Intervention 2.2: Constitutional Review, institutionalizing the development of strategic documents and operational guidelines in the Chapel						
Indicator: The section of the Revised Constitution mandating the Chapel Council to develop and implement relevant strategic documents						
Milestones		Start Year				
		'23	'24	'25	'26	'27
2.2.1	Generate a written memorandum for the Chapel Council to transmit to the Constitution Review Committee (CRC); advising on the institutionalization of strategic processes, documents and operational guidelines	✓				

Strategic Intervention 2.3: Establish Costed Annual Operational Planning (CAOP)						
Indicators: A sighted copy of the Costed Annual Operational Plan for each year, 2023 to 2027						
Milestones		Start Year				
		'23	'24	'25	'26	'27
2.3.1	Organize a two-day meeting of all the TWGs to develop an Implementation Framework covering June to Dec. 2023	✓				
2.3.2	Organize a two-day meeting in the first week of November 2023 to review the implementation of both the Strategic Plan and the Implementation Framework.	✓				
2.3.3	Organize a two-day meeting each quarter to review the implementation of the Costed Annual Operational Plan	✓	✓	✓	✓	
2.3.4	Organize two 2-day meetings of all the TWGs in November/December to develop a COAP		✓	✓	✓	✓
2.3.5	Organize three 2-day meetings of all the TWGs in Oct/Nov 2027 to develop a Strategic Plan (2028-2032)					✓

Priority Area 3: Spiritual Development

Goals

1. Evangelism and righteousness are entrenched as the Church’s cardinal obligations and personified by the Chapel at large and across all Fellowships, Standing Committees, Ministry Units and by members
2. Graduates of a six-year student-focused curriculum for the systematic and intentional spiritual development and packaging of successive generations of students for kingdom service
3. Optimized pastoral, kingdom citizenship training and value inculcation capacity of the leaders of Fellowships, Standing Committees and Ministry Units including the FCS and NIFES.
4. A culture of disaggregated and responsive programming for the Chapel and across all Fellowships, Standing Committees and Ministry Units

Strategic Intervention 3.1: Mainstream evangelism and righteousness in the Chapel’s programming						
Indicator: Sighted Standardized Pattern for Semester Programming						
Milestones		Start Year				
		'23	'24	'25	'26	'27
3.1.1	The Spiritual Development TWG (TWG-3) Develop a standardized programming Mould/Pattern, specifying evangelism and righteousness as mandatory recurrent issues to feature, every semester	✓				

3.1.2	Incorporate evangelism and righteousness as mandatory recurrent teachings to feature in the programming of all Fellowships, Standing Committees, Ministry Units	✓	✓	✓	✓	✓
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Strategic Intervention 3.2: Establish Annual Targeted Evangelistic Sunday Services including an Annual Goodnews Sunday						
Indicator: The programme of events for each of the six (6) Special Services each year (including the Alumni Day Service)						
Milestones		Start Year				
		'23	'24	'25	'26	'27
3.2.1	The Chapel Council assigns a Sunday Service per quarter for: Q1) VC Q2) ASUU Q3) NASU, SANU, NASS Q4) SU					
3.2.2	The Chapel Council designates one Sunday Service in February each year (anniversary month), when each member is expected to invite at least one guest worshipper who is not yet born-again		✓	✓	✓	✓
3.2.3	The Chapel Council mandates the Spiritual Development TWG to double as Special Service Organizing Committee.	✓	✓	✓	✓	✓
3.2.4	TWG develops a Concept Note, packaging each service.	✓	✓	✓	✓	✓
3.2.5	TWG Concept Note is reviewed and adopted by the Chapel Council	✓	✓	✓	✓	✓
3.2.6	The Chapel Council facilitates each Special Service	✓	✓	✓	✓	✓

Strategic Intervention 3.3: Develop a six-year student-focused spiritual development / kingdom service curriculum						
Indicator: Six-year student-focused spiritual development / kingdom service curriculum and ancillary training materials sighted						
Milestones		Start Year				
		'23	'24	'25	'26	'27
3.3.1	Explore available materials to inform the content development and implementation process design of the proposed curriculum					
3.3.2	Draft the curriculum and design the implementation process					
3.3.3	Produce the curriculum and ancillary training materials in sufficient quantities					

Strategic Intervention 3.4: Sensitize/Reposition the non-student members of the Chapel for optimized campus-friendly ministry						
Indicators: 1. Signed Participants' Attendance List for the Campus Mission Awareness Meeting 2. Men, Women and Youth Fellowships Bible Study Outlines and TORs incorporate Campus Ministry 3. List of Chapel Wo/Men assigned as Tutors to 100-600 hundred level students						
Milestones		Start Year				
		'23	'24	'25	'26	'27
3.4.1	The Spiritual Development TWG (SD-TWG) engages with the Leaders of Chapel Men, Women and Youth Fellowships to organize a Campus Mission Awareness (CMA) Meeting	✓				
3.4.2	Men, Women and Youth Fellowships organize Focused Bible Study to reinforce the CMA Meeting	✓				

3.4.3	SD-TWG assigns Chapel men, women and youth to implement the six-year student-focused spiritual development / kingdom service curriculum	✓	✓	✓	✓	✓
3.4.4	Men, Women and Youth Fellowships develop or review their Terms of Reference to reflect strategies for engaging with the student population	✓				

Strategic Intervention 3.5: Establish mechanisms for operationalizing the six-year student-focused kingdom service curriculum						
Indicators: 1. A minimum of thirty (30) Tutors trained in Adult-Learning Principles over 3 days 2. Disaggregated Sunday School sessions operational each Sunday						
Milestones		Start Year				
		'23	'24	'25	'26	'27
3.5.1	Recruit potential tutors (Gal 4:2)					
3.5.2	Train the team of tutors selected to implement the curriculum					
3.5.3	Commence a phased implementation with 100 level and final year students					
3.5.4	Scale up implementation to include 200 and 300 level students					

Priority Area 4: Infrastructural Development

Goals

1. The infrastructural landscape of the Chapel, managed in accordance with customized strategic management documents, including a Phased Infrastructural Development Plan, a Chapel Asset Management Policy and a Planned Preventive Maintenance Framework.
2. A habitable main auditorium and a customized children’s church
3. Autonomous water supply and power generation systems
4. Title document acquired for the land at Akile village
5. Options for supplementing existing professionals in place and operational

Strategic Intervention 4.1: Develop a bouquet of customized strategic management documents, including a Phased Infrastructural Development Plan, a Chapel Asset Management Policy and a Planned Preventive Maintenance Framework.						
Indicators: Sight Phased Infrastructural Development Plan, a Chapel Asset Management Policy and a Planned Preventive Maintenance Framework.						
Milestones		Start Year				
		'23	'24	'25	'26	'27
4.1.1	The Infrastructural Development TWG (TWG-4) explores available materials to inform the content development of customized infrastructure management documents	✓				

4.1.2	Draft three documents as follows: a Chapel Asset Management Policy, a Phased Infrastructural Development Plan and a Planned Preventive Maintenance Framework	✓				
4.1.3	Obtain the input of the congregation	✓				
4.1.4	Obtain the consent of the BOT	✓				

Strategic Intervention 4.2: Leverage on the phased Infrastructural Development Plan to inform the infrastructural development aspect of the Chapel's Costed Annual Operational Plans (CAOP) spanning 2023 to 2027 and beyond						
Indicator: The section of the CAOP containing provisions and addressing proposals of the infrastructural management strategic documents						
Milestones		Start Year				
		'23	'24	'25	'26	'27
4.2.1	In the last quarter of each year, professionally determine what can be achieved in the coming year	✓	✓	✓	✓	✓
4.2.2	Advocate for inclusion of the professionally pre-determined elements in the COAP	✓	✓	✓	✓	✓

Strategic Intervention 4.3: Acquire title documents for the landed property at Akile village						
Indicator: Sight the title documents for the Akile landed property						
Milestones		Start Year				
		'23	'24	'25	'26	'27
4.3.1	Generate a costed proposal, outlining the steps and costs anticipated for processing the title deed		✓			

4.3.2	Chapel Council reviews/approves the proposal and commissions implementation		✓			
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Strategic Intervention 4.4: Generate a skills map to identify and engage with a cross-section of Christian professionals available to provide *pro-bono* services for the completion of the 2000-seater main auditorium.

Indicator: Details of volunteer input reflected in the quarterly review report of the CAOP

Milestones		Start Year				
		'23	'24	'25	'26	'27
4.4.1	Use the information generated in 4.2.1 to generate the level of effort required from various skill sets.	✓	✓	✓	✓	✓
4.4.2	Outline the timeline in accordance with the C.A.O.P.	✓	✓	✓	✓	✓
4.4.3	Separate the services that the Chapel can pay for and those that are required <i>pro-bono</i>	✓	✓	✓	✓	✓
4.4.4	Develop a Chapel Council approved <i>pro-bono</i> package	✓	✓	✓	✓	✓
4.4.5	Publicize the <i>pro-bono</i> need among Chapel Council approved Christian spaces	✓	✓	✓	✓	✓
4.4.5	Process responses, engage and manage volunteers	✓	✓	✓	✓	✓

Strategic Intervention 4.5: Initiate a Corporate Online Spiritual Communication Model pitching the Unique Selling Points (USP) of GNC as a model university chapel

Indicator: Increase in number of followers and online visitors

Milestones		Start Year				
		'23	'24	'25	'26	'27
4.5.1	Hold a brainstorming session with all Media/Communications/ICT/Journalism personalities and experts in collaboration with and in good standing within the Chapel to explore options for the Chapel's online presence					
4.5.2	Use the explored ideas to develop a costed proposal					
4.5.3	Council reviews & presents to congregation					
4.5.4	Model is developed and piloted					
4.5.5	Council further reviews and decides way forward					

Priority Area 5: Linkages, Collaboration and Partnerships

Goals

1. A thriving BSU GNC Alumni
2. Explicitly defined collaborations, linkages and partnerships
3. A BSU GNC Values Inculcation Model, adapted for the BSU ecosystem

Strategic Intervention 5.1: Develop and operationalize a BSU GNC Alumni Framework						
Indicator: Signed Attendance sheet of the maiden Alumni Re-union Meeting						
Milestones		Start Year				
		'23	'24	'25	'26	'27
5.1.1	The Linkages, Collaboration and Partnerships TWG (TWG-5) designs and carries out a rapid census of all GNC Alumni employed in Makurdi	✓				
5.1.2	The TWG5 invites all GNC Alumni employed in Makurdi to a Stakeholder Consultation and Sensitization Meeting. The meeting appoints a 3-member Interim Alumni Committee, mandated to carry out a more extensive census	✓				
5.1.3	TWG5 and the 3-member Interim Alumni Committee uses the census information to organize a series of virtual meetings with all the alumni	✓				

5.1.4	TWG5 and the 3-member Interim Alumni Committee organizes the maiden Alumni Re-union Meeting in the 1 st quarter of 2024.		✓			
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Strategic Intervention 5.2: Review and formalize all existing collaborations, linkages and partnerships and establish new ones						
Indicator: Memorandum of Understanding (MOU) templates for formalizing corporate relationships						
Milestones		Start Year				
		'23	'24	'25	'26	'27
5.2.1	Conduct a Situation Analysis / Mapping exercise, contextualizing all existing collaborations, linkages and partnerships and offer recommendations to the Council					
5.2.2	Carry out a Stakeholder Analysis / Mapping exercise of potential strategic collaborations, linkages and partnerships and offer recommendations to the Chapel Council					
5.2.3	Develop templates of MOU to guide the formalizing of relationships by Council					

Strategic Intervention 5.3: Strengthen the Academic Excellence Unit of the Chapel, to develop and implement a BSU GNC Values Inculcation Model, including an adaptation for the BSU						
Indicators: 1. Sighting BSU GNC Values Inculcation Model, 2. Sighting BSU adaptation of the Values Inculcation Model						
Milestones		Start Year				
		'23	'24	'25	'26	'27
5.3.1	TWG5 and the Academic Excellence Unit of the Chapel work together to organize a brainstorming session to explore options for generating a BSU GNC Values Inculcation Model		✓			
5.3.2	Use the explored ideas to develop a costed proposal		✓			
5.3.3	Council reviews & presents to congregation		✓			
5.3.4	Model is developed and piloted		✓			
5.3.5	Council reviews and decides way forward		✓			
5.3.6	TWG5 and the Academic Excellence Unit of the Chapel adapts the BSU GNC Values Inculcation Model for BSU			✓		
5.3.7	The Chapel Council engages with appropriate BSU operatives to propose piloting the model			✓		

Priority Area 6: Resource Mobilization

Goals

1. The Chapel Management and Operations underpinned by an efficient, effective and sustainable Resource Mobilization system
2. Adequate resources mobilized for special projects such as the new Chapel building, in sync with the Chapel’s costed Annual Operational Plans

Strategic Intervention 6.1: Develop and operationalize a Resource Mobilization Framework						
Indicator: Sight a copy of the GNC Resource Mobilization Framework						
Milestones		Start Year				
		'23	'24	'25	'26	'27
6.1.1	The Resource Mobilization TWG (TWG-6) works with TWG-5 and the financial management team of the Chapel, including members that are Bankers, Accountants and Entrepreneurs to undertake the following: (1) Review all current sources of Chapel income and expenditure, identifying any weaknesses and leakages (2) work with TWG-5 to outline potential external national and international sources of regular and periodic income (3) Explore entrepreneurial opportunities, including the potentials of partnering with financial institutions on income generating projects	✓				

6.1.2	Use the findings to draft a Resource Mobilization Framework and submit to Council	✓				
6.1.3	Council reviews & presents to congregation	✓				
6.1.4	Council further reviews and decides on way forward	✓				

Strategic Intervention 6.2: Leverage on the Resource Mobilization Framework to inform the resource mobilization section and Costing of Annual Operational Plans (CAOP) spanning 2023 to 2027 and beyond						
Indicator: The section of the CAOP reflecting proposals of the Resource Mobilization Framework						
Milestones		Start Year				
		'23	'24	'25	'26	'27
6.2.1	In the last quarter of each year, work with TWG-2 to project income for the coming year	✓	✓	✓	✓	✓
6.2.2	Advocate for inclusion of resource mobilization activities in the COAP	✓	✓	✓	✓	✓

Strategic Intervention 6.3: Institute a GNC Alumni Sunday each year, when Alumni are invited to support Chapel Projects						
Indicator: The programme of events for each year's Alumni Sunday Service						
Milestones		Start Year				
		'23	'24	'25	'26	'27
6.3.1	In the last quarter of each year, work with TWG-5 to identify and mobilize which Alumni will feature in the coming year		✓	✓	✓	✓
6.3.2	Advocate for inclusion of the event in the COAP		✓	✓	✓	✓

Priority Area 7: Monitoring, Evaluation, Accountability and Learning

Goals

1. A comprehensive, user-friendly, up-to-date database of the Chapel
2. A Chapel-entrenched-culture of evidence-based decision making, informed by the design and implementation of a GNC M.E.A.L. framework

Strategic Intervention 7.1: Review all existing Chapel data collection processes and tools						
Indicator: The written outline of all of GNC's data collection processes and tools prior to the SP						
Milestones		Start Year				
		'23	'24	'25	'26	'27
7.1.1	The M.E.A.L. TWG (TWG-7) convenes a Data System Survey Meeting with the General Secretary of the Chapel Council, all leaders of Fellowships, Standing Committees and Ministry Units including the FCS and NIFES to undertake the following: (1) Collate all current types, tools and sources of Chapel data collection (2) Identify data gaps and (3) Discuss the prospects of improving efficiency, disaggregation and harmonization of the Chapel data	✓				
7.1.2	Use the output from the meeting to generate an analytical summary report including recommendations to Council on the way forward	✓				

Strategic Intervention 7.2: Develop and operationalize a Monitoring and Evaluation Framework for the Strategic Plan (2023-2027)

Indicator: Sight a copy of the Monitoring and Evaluation Framework for the SP (2023-2027)

Milestones		Start Year				
		'23	'24	'25	'26	'27
7.2.1	Guided by the indicators of the Strategic Plan (2023-2027) TWG-7 drafts a Monitoring and Evaluation Framework for the Strategic Plan	✓				
7.2.2	All the TWGs review and make input to the draft Monitoring and Evaluation Framework for the Strategic Plan	✓				
7.2.3	Council reviews and commissions implementation	✓				

Strategic Intervention 7.3: Conceptualize a GNC Data Management Framework/System

Indicator: Sight a copy of the GNC Data Management Framework

Milestones		Start Year				
		'23	'24	'25	'26	'27
7.3.1	TWG-7 uses the output from the Data System Survey meeting to draft a GNC Data Management Framework and submit to Council	✓				
7.3.2	Council reviews & presents to congregation	✓				
7.3.3	Council further reviews and decides on way forward	✓				

Strategic Intervention 7.4: Develop and operationalize a comprehensive, user-friendly database of the Chapel						
Indicator: Minutes of a Chapel Council Meeting held during the past two months, indicating evidence-based decision making, informed by the GNC database						
Milestones		Start Year				
		'23	'24	'25	'26	'27
7.4.1	TWG-7 sets up a 3-Member GNC Database Management Team, in line with the GNC Database Management Framework		✓			
7.4.2	The 3-Member GNC Database Management Team (DMT) develops a costed proposal for setting up a comprehensive, user-friendly database for the Chapel, in line with the GNC Data Management Framework		✓			
7.4.3	The DMT submits the costed proposal to the Council through the TWG-7		✓			
7.4.4	Based on Council approval, the GNC Database hardware and software are procured and set up		✓			
7.4.5	GNC Database becomes operational		✓			

Strategic Intervention 7.5: Produce a Chapel Profile titled: The BSU Good News Chapel-1993-2023

Indicator: Sight a hard copy of the publication titled The BSU Goodnews Chapel-1993-2023

Milestones		Start Year				
		'23	'24	'25	'26	'27
7.5.1	TWG-7 sets up a 3-Member GNC Profile Drafting Team	✓				
7.5.2	The Profile Drafting Team submits its deliverable to the Council through the TWG-7	✓				
7.5.3	The Council shares the Draft Profile with the congregation	✓				
7.5.4	Congregational input is incorporated	✓				
7.5.5	GNC Profile is produced and disseminated	✓				



PERFORMANCE MANAGEMENT SYSTEM (PMS) OF THE GOODNEWS CHAPEL

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Strengthening Accountability and Performance Management

at



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BACKGROUND

In a letter dated 3rd July 2023, the Council of The Good News Chapel (TGNC) set up a five-member committee to prepare a template for the annual evaluation of the Chapel's leadership. The committee was made up of the following:

1. Dr. Barr. (Mrs) Stella Naswem
2. Professor Joel Eriba
3. Professor Emmanuel Achor
4. Professor Benjamin Imoko
5. Mr. William Anyebe

COMMITTEE RESOLUTIONS

1. Rather than a template for the annual evaluation of its leadership, TGNC needs a Performance Management System (PMS). That is a structured and systematic process organizations use to manage, measure, and improve the performance of their officeholders and teams. It involves setting clear performance expectations, regularly evaluating performance, providing feedback, and taking actions to enhance individual and organizational effectiveness.
2. The Committee has therefore developed the attached Concept Note which the Council may wish to consider for implementation.
3. If the Council decides to adopt this Concept Note, it would need to be renamed the PMS Guideline of the GNC.
4. The Committee is grateful for the opportunity to add value to the ongoing repositioning of the Chapel.

Dr. Barr. (Mrs) Stella Naswem

Mr. William Anyebe

Prof. Benjamin Imoko

Prof. Emmanuel Achor

CONCEPT NOTE

Strengthening Accountability and Performance Management at The Goodnews Chapel

GUIDING PRINCIPLES

1. Current, cumulative, and culminative accountability to God

Every office holder and employee of The Goodnews Chapel (TGNC) shall be elected or appointed and commissioned to serve, based on the shared understanding that s/he is daily accountable to God who sees our every action and intention and before whom “..... all things are naked and open to the eyes of Him to whom we must give account” (Heb 4:13) and ultimately as described in 1 Cor 3:13-15 (each one’s work will become clear; for the Day will declare it because it will be revealed by fire; and the fire will test each one’s work, of what sort it is.....). An officeholder that takes accountability to God for granted is not likely to subject him/herself to the Chapel’s Performance Management System (PMS).

2. Supremacy of biblical standards and processes

The Holy Bible, the blueprint of our faith contains several examples, dimensions, and illustrations of Accountability and Performance Management. The Chapel’s PMS shall

reflect biblical standards and processes so that we will ‘.....*be prosperous and successful*’ (Joshua 1:8). Since the Chapel’s PMS would be Bible-based, deliberate steps must be taken to ensure that officeholders subscribe to the Holy Bible as their Code of Conduct.

3. Institutionalization

The PMS of TGNC should be guided by the Constitution of the Chapel, which in turn must be clear on the fundamental governance arrangements upon which PMS is based. A revised organogram should then be used to help illustrate how the GNC is organized and how different parts or units are interconnected; including the hierarchy and relationships between different positions, departments, and individuals. PMS should be inclusive i.e., the mechanism should include all members, leaders of Fellowships, Standing and Ad-hoc Committees, the Ministry Units, the Chaplain, and the Council. If this cannot happen, then we must find justifiable and generally acceptable reasons why the performance of some officeholders should be managed, while others are exempted.

4. Best practices

PMS has evolved over hundreds of years. Electronic and traditional literature outlining best practices is readily available for our guidance. Therefore, the Chapel’s PMS

should leverage such documented standards and principles to manage, measure, and improve the performance of members, elected or appointed officeholders, and teams. Examples include setting clear goals, regular, timely, and constructive feedback, opportunities for development and training such as conducting the pastoral, kingdom citizenship training, and value inculcation training of all the leaders of Fellowships, Standing Committees, and Ministry Units. Other examples are contextualizing and separately classifying soft, social, and technical skills required by officeholders, reward systems, and maintaining accurate records and documentation for tracking progress. These should be underpinned by objectivity, fairness, and equity including access to a transparent and impartial appeals process if needed.

5. Value addition

The Performance Management System of the Goodnews Chapel should aim at helping the Chapel to attain its objectives and goals while at the same time helping members, elected or appointed officeholders, and teams to optimize their potential. PMS should add value, not serve as a fault-finding mechanism.

OBJECTIVES OF THE PERFORMANCE MANAGEMENT SYSTEM (PMS) OF THE GOODNEWS CHAPEL

The broad objective of the Performance Management System (PMS) of The Goodnews Chapel is to promote accountability, improve performance, and use qualitative data-driven insights for better decision-making in managing Chapel members and managers.

The specific objectives are to:

1. Cultivate a culture of accountability within The Goodnews Chapel, recognizing it as an essential aspect of our stewardship to fulfil God's plan and purpose for the Benue State University community and beyond.
2. Establish and integrate standardized practices and objective measures in managing the performance of Chapel members and operatives, ensuring fairness, equity, and transparency in evaluating their contributions and achievements.
3. Provide a well-documented feedback mechanism, creating an evidence-based foundation for making informed human resource management decisions within TGNC.

OPERATIONALIZING THE PERFORMANCE MANAGEMENT SYSTEM (PMS) OF THE GOODNEWS CHAPEL

Repositioning the Chapel for PMS

- i. Sensitize the membership of the TGNC on accountability
- ii. Obtain TGNC consensus on the PMS Concept Note
- iii. Amend the Constitution of TGNC to clearly outline fundamental governance arrangements
- iv. Amend the organogram to align with the constitutional provisions
- v. Conduct the pastoral, kingdom citizenship training and value inculcation training of all the leaders of Fellowships, Standing Committees, and Ministry Units.
- vi. Provide each officeholder copies of the Chapel's plans and the PMS Concept Note (or Guideline?) in addition to the Terms of Reference spelling out the roles and responsibilities of his/her office.
- vii. Job Descriptions and Terms of Reference may need to be reviewed
- viii. Key Performance Indicators (KPIs) will need to be developed
- ix. Significantly improve the efficiency of managing and maintaining an up-to-date disaggregated database of members
- x. As an efficient and effective PMS would generate a considerable quantity of data, a secure and confidential

storage and archiving mechanism needs to be established. The office of the Administrative Secretary may need to be upgraded to manage this role. In the alternative, Council may have to be expanded to include a Secretary, Operations.

- xi. If the Chapel decides to expand Council to include a Secretary (Operations), Terms of Reference and Key Performance Indicators would have to be developed for the officeholder, including a confidentiality clause.

PERFORMANCE APPRAISAL CRITERIA

“As His divine power has given to us all things that pertain to life and godliness, through the knowledge of Him who called us by glory and virtue.”

(2 Peter 1:3)

The performance appraisal process shall be holistic, reviewing life and godliness through the lens of five (5) broad criteria:

- a) Godliness/Christlikeness
- b) Office Responsibility (JD, TOR, and KPIs)
- c) Soft (generic) Skills
- d) Social Skills
- e) Training Gaps

The criteria are outlined as follows:

No.	Criteria	Examples of Indices/Parameters
1	Godliness /Christlikeness	<ul style="list-style-type: none">- Obedience & Compliance- Motivation- Giving up / Sacrificial giving- Team Spirit- Honouring God- Stewardship & Diligence- Increase/Profit (fruitfulness)

		<ul style="list-style-type: none"> - Spiritual responsiveness & Sensitivity to God’s interest and Faithfulness - Integrity - Completion and Quality contribution - Workplace, Home, and Beyond-the-Chapel Conduct/Testimony
2	Responsibility	<ul style="list-style-type: none"> - Job Description - Terms of Reference and Key Performance Indicators - Attendance and participation in collective Chapel activities - Membership and quality of standing in Fellowships, Standing Committees and Ministry Units
3	Soft (generic) Skills	<ul style="list-style-type: none"> - Active Listening & Communication - Emotional Intelligence - Adaptability - Decision-making - Problem-solving - Empathy - Collaboration & Networking - Resilience - Integrity - Visionary thinking
4	Social Skills	<ul style="list-style-type: none"> - Punctuality, Time Consciousness and Management - Conflict Resolution - Relationship Building & Visitation

		<ul style="list-style-type: none"> - Cultural Sensitivity - Influencing and Persuasion - Negotiation & Diplomacy - Mentoring and Coaching (Discipleship)
5	Training Gaps	<p>The specific areas or skills where an officeholder is lacking or needs improvement. These gaps are identified by evaluating an officeholder’s job performance against set goals, KPIs, and expectations. They determine the training and development needs, leading to targeted learning interventions to enhance performance and productivity.</p>

COMPONENTS OF THE PERFORMANCE MANAGEMENT SYSTEM (PMS) OF THE GOODNEWS CHAPEL

Component I

Council Members Performance Review Clinic (PRC)

Proverbs 27:6 *“Faithful are the wounds of a friend...”*

Ephesians 4:15 *“Instead, speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is, Christ.”*

During the first year of the tenure of the Chapel Council, one Council Meeting per quarter shall be allocated and designated as Council Members Performance Review Clinic (PRC). During the second and third years of the Chapel Council, one Council Meeting bi-annually (every six months) shall be allocated and designated for the PRC. Outside of these schedules, an Emergency PRC shall be convened if at least seven (7) Council members deem it necessary.

Step 1 Each Council member decides on the number of colleagues whose performance s/he would like to review.

- Step 2** Council members collect the number of copies of the Council Members Performance Review Tool (Annex 1) as determined in Step 1.
- Step 3** Council members itemize commendations or observations/issues identified in respect of any colleague (*aka* Recipient).
- Step 4** Council Chairman retrieves completed tools
- Step 5** Council Chairman facilitates a discussion of completed tools
- Step 6** Council Chairman and Recipient sign discussed/resolved tools
- Step 7** Secretary (Operations) files up

Component II

Board of Trustees (BOT) Annual Appraisal of Council Members

Once a year, the Board of Trustees (BOT) will undertake an Annual Performance Appraisal of all Council Members (BOT-APAC), including the Chaplain. The BOT-APAC will essentially review the completed Council Members Performance Review Tool (Annex 1) on each member. The process will also ascertain the achievement of Key Performance Indicators (KPIs) based on the Job Description, TORs and the Strategic Plan Indicators associated with each officeholder. In the

unlikely event that Annex 1 was not completed in respect of a Council member, the appraisal will focus on the achievement of Key Performance Indicators (KPIs) based on the Job Description, TORs and the Strategic Plan Indicators associated with the individual.

The BOT will provide objective feedback to each Council member on his/her performance and agree on action points for improvement. Any Council member that wishes to contest the decision of the three-member BOT-APAC team may appeal to and enjoy a transparent and impartial review by the BOT Appeals Panel made up of the BOT Chairman and two others not involved in the initial appraisal process. This will culminate in a BOT-APAC Report.

Step 1 BOT and Chapel Council mutually decide on BOT-APAC date(s)

Step 2 BOT constitutes a three-member BOT-APAC team.

Step 3 Secretary (Operations) makes available to Council Chairman, the completed Council Members Performance Review Tool, Key Performance Indicators (KPIs) based on the TORs, and the Strategic Plan Indicators associated with each officeholder.

Step 4 Council Chairman makes available to BOT Chairman, the completed Council Members Performance Review

Tool, Key Performance Indicators (KPIs) based on the TORs, and the Strategic Plan Indicators associated with each officeholder.

Step 5 BOT-APAC team spends one day reviewing the documentation and developing an interaction schedule

Step 6 BOT-APAC team communicates the interaction schedule to the Chapel Council in writing

Step 7 One day BOT-APAC team interaction with Council members

Component III

Family Meeting Feedback Sessions powered by the BOT

The Family Meeting Agenda shall make provision for a 30-minute Feedback Session facilitated by the BOT. The essence of the feedback session is to 1) make the accountability culture of the GNC all-inclusive and 2) provide each member of the GNC family with an opportunity to convey his/her objective observation about any other family member (including the Chaplain) and be heard.

The BOT is not under any obligation to divulge the identity of persons that complete the GNC Family Member Performance Review Tool (Annexe 2).

- Step 1** Trustee(s) is/are introduced and invited to facilitate the feedback session
- Step 2** Trustee encourages objectivity based on the Scriptures; distributes Performance Appraisal Criteria, introduces the feedback tool (Annex 2), and provides copies to persons that are willing to complete them. In the same vein, Trustee ascertains the total number of family members in attendance.
- Step 3** Completed feedback forms are retrieved. Only forms that are traceable to the persons that filled them will be considered valid.
- Step 4** The BOT PMS Team analyses the retrieved forms and generates a report including the next steps, action points, and percentage of family members completing the feedback form.
- Step 5** The next steps and action points are carried out by the BOT PMS Team and Council
- Step 6** A wrap-up report is generated, including an analysis of the value of the exercise and recommended modifications to the Council.
- Step 7** The Council implements recommendations

Component V

The Council PMS Team (CPT) Appraisal of the Administrative Secretary

Twice a year, the Council PMS Team (CPT) will carry out a Performance Appraisal of the Administrative Secretary (AS). The CPT will review any Family Member Performance Review Tool (Annexe 2) completed in respect of the AS. The CPT will also ascertain the achievement of Key Performance Indicators (KPIs) based on TORs and the Job Description and monthly work plans of the AS.

The CPT will provide objective feedback to the AS on his/her performance and agree on action points for improvement. If the AS wishes to contest the decision of the three-member CPT, s/he may appeal to and enjoy a transparent and impartial review by the Council Appeals Panel made up of the Council Chairman and two others not involved in the initial appraisal process. This will culminate in a Council Report.

Step 1 Chapel Council constitutes a three-member CPT.

Step 2 Secretary (Operations) makes available to the Council Chairman, any Family Member Performance Review Tool (Annexe 2) completed in respect of the AS in addition to Key Performance Indicators (KPIs) based on TORs and the Job Description and monthly work plans of the AS.

- Step 3** Council Chairman makes available to the Vice Chairman, any Family Member Performance Review Tool (Annexe 2) completed in respect of the AS in addition to Key Performance Indicators (KPIs) based on TORs and the Job Description and monthly work plans of the AS.
- Step 4** CPT team reviews the documentation and sets up an interaction with the AS.
- Step 5** CPT communicates the interaction schedule to the AS
- Step 6** CPT interacts with the AS and provides feedback
- Step 7** CPT generates a report for the records of the Secretary (Operations) within 24 hours

Component VI

PMS Appeals Panels

The fourth principle guiding the Chapel's PMS includes access to a transparent and impartial appeals process. The Administrative Secretary is at liberty to approach the Council Appeals Panel (CAP) if s/he is dissatisfied with the decision of the Council PMS Team. The CAP will consist of the Council Chairman and two other Council members not involved in the initial appraisal of the AS.

All other PMS-related grievances shall be managed by the Board of Trustees (BOT) Appeals Panel, made up of the BOT Chairman and two other Trustees not involved in the initial appraisal.

ANNEXE 1: COUNCIL MEMBER'S PERFORMANCE REVIEW TOOL

Reviewer: Name & Office	
Quarter: Months & Year	
Officeholder (Recipient) whose performance is commented on: Name & Office	

Criteria	Observation/Issue(s)¹
Godliness/Christlikeness	
Responsibility	
Soft (generic) Skills	
Social Skills	
Training Gaps	

Reviewer

Recipient

Chairman

¹ Observation/Issue(s): Please use bullet points only, to generate commendation or discussion items

ANNEXE 2: THE GNC FAMILY MEMBER PERFORMANCE REVIEW TOOL²

Reviewer: Name & Contact details (Phone, WhatsApp, and e-mail)	
Date: Day/Month/Year	
TGNC member whose performance is commented on: Name and Surname	

Criteria	Observation/Issue(s)³
Godliness/Christlikeness	
Responsibility	
Soft (generic) Skills	
Social Skills	
Training Gaps	

Reviewer's Signature and date

² The BOT is not under any obligation to divulge the identity of persons that complete this GNC Family Member Performance Review Tool.

³ Observation/Issue(s): Please use bullet points only, to generate commendation or discussion items



THE GOODNEWS CHAPEL
BENUE STATE UNIVERSITY, MAKURDI

STAFF SALARY
STRUCTURE

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1. PREAMBLE:

This document shall be known as the salary structure for Staff of The Goodnews Chapel, Benue State University, Makurdi. This salary structure shall apply in respect of any office or employment in The Goodnews Chapel. Staff of The Goodnews Chapel shall upon employment, be placed on an appropriate Salary Scale/Allowances. The placement of each staff on any salary scale/allowances shall be guided by the staff's qualifications and experience. In the event of any question arising from the interpretation of this salary structure or any part thereof, the matter shall be referred to the Council of The Goodnews Chapel, Benue State University, Makurdi.

2. CATEGORIES OF STAFF TO BE EMPLOYED:

The categories of staff to be employed for the Chapel, qualifications, duties and remunerations are as follows:

(i) The Chaplain (Full-Time):

a. Qualifications: Must be a man or woman of spiritual and moral integrity as detailed out in Article 9.4.1 of the Chapel Constitution 2018 (as amended) and should hold at least a university degree or its equivalence from a recognized University or Institution. Years of working experience in Christian Ministry and or theological or Bible school training is an added advantage.

b. Duties: As stipulated in Article 9.4.1 (c) of the Chapel Constitution 2018 (as amended).

c. Remuneration: He/she is to be employed on GL. 8 (with advancement every 3 years) to a maximum scale of GL. 15 depending on his/her cognate experience at the point of entry.

Allowances:

- **Housing:** 70% of basic salary per annum (If the Chapel shall not provide accommodation).
- **Annual Leave:** 10% of basic salary per annum
- **Transport:** 30% of basic salary per annum
- **Entertainment:** 10% of basic salary per annum
- **Utility:** 10% of basic salary per annum
- **Medical:** 30% of basic salary per annum
- **Children Education:** 40% of basic salary per annum
- **Communication:** 35% of basic salary per annum
- **Hospitality:** 50% of basic salary per annum
- **Inconvenience:** 30% of basic salary per annum

(ii) The Chaplain (Part-Time):

a. Qualifications: Must be a man or woman of spiritual and moral integrity as detailed out in Article 9.4.1 of the Chapel Constitution and should hold at least a university degree or its equivalence from a recognized University or Institution. Years of working experience in Christian

Ministry and or theological or Bible school training is an added advantage.

b. Duties: As stipulated in Article 9.4.1 of the Chapel Constitution as may be directed by Council.

c. Remunerations: He/she shall not be entitled to salaries but shall be placed on 70% of the allowances of a Full Time Chaplain as determined by his/her grade level. Periodic reviews of these allowances for a serving part-Time Chaplain shall be based on Council decision and its approval.

(iii) The Assistant Chaplain (Full-Time)

a. Qualifications: Must be a man or woman of spiritual and moral integrity as detailed out in Article 9.4.2 of the Chapel Constitution and should hold at least a university degree or its equivalence from a recognized University or Institution. Years of working experience in Christian Ministry and or theological or Bible school training is an added advantage.

b. Duties: He/she shall perform the duties as stated in Article 9.4.2 (c) of the chapel Constitution as may be directed by Council.

c. Remuneration: He/she is to be employed on GL. 8 with advancement every 3 years to a maximum scale of

GL. 15 depending on his/her cognate experience at the point of entry.

Allowances:

- **Housing:** 70% of basic salary per annum (If the Chapel shall not provide accommodation).
- **Annual Leave:** 10% of basic salary per annum
- **Transport:** 30% of basic salary per annum
- **Entertainment:** 10% of basic salary per annum
- **Utility:** 10% of basic salary per annum
- **Medical:** 30% of basic salary per annum
- **Children Education:** 40% of basic salary per annum
- **Communication:** 35% of basic salary per annum
- **Hospitality:** 50% of basic salary per annum
- **Inconvenience:** 30% of basic salary per annum

(iv) The Assistant Chaplain (Part-Time):

a. Qualifications: He/she shall perform the duties as stated in Article 9.4.2 of the chapel Constitution as may be directed by Council.

b. Duties: He/she shall perform the duties as stated in Article 9.4.2 (c) of the chapel Constitution as may be directed by Council.

c. Remunerations: He/she shall not be entitled to salaries but shall be placed on 70% of the allowances of a

Full Time Assistant Chaplain as determined by his/her grade level. Periodic reviews of these allowances for a serving part-Time Chaplain shall be based on Council decision and its approval.

(v) Missionary (Full-Time):

a. Qualifications: He/she should possess a Senior Secondary School Certificate. Should show evidence of sound Christian faith and calling as a Missionary. In addition, possessing a missionary training in a recognized missionary school shall be an added advantage.

b. Duties: He/she shall perform the duties as stated in Article 9.4.1 of the chapel Constitution 2018 (as amended) as may be directed by Council. (See Policy Document on Missions)

c. Remunerations: His/her remuneration shall be based on qualification at point of entry.

d. Allowances:

Senior Staff:

- **Housing:** 70% of basic salary per annum (If the Chapel shall not provide accommodation).
- **Annual Leave:** 10% of basic salary per annum
- **Transport:** 30% of basic salary per annum

- **Entertainment:** 10% of basic salary per annum
- **Utility:** 10% of basic salary per annum
- **Medical:** 30% of basic salary per annum
- **Children Education:** 40% of basic salary per annum
- **Communication:** 35% of basic salary per annum
- **Hospitality:** 50% of basic salary per annum
- **Inconvenience:** 30% of basic salary per annum

Junior Staff:

- **Housing:** 50% of basic salary per annum (If the Chapel shall not provide accommodation).
- **Annual Leave:** 10% of basic salary per annum
- **Transport:** 30% of basic salary per annum
- **Utility:** 10% of basic salary per annum
- **Medical:** 20% of basic salary per annum
- **Children Education:** 20% of basic salary per annum
- **Communication:** 20% of basic salary per annum
- **Inconvenience:** 30% of basic salary per annum

(vi) Administrative Secretary:

- Qualifications:** He/she shall be born again, show evidence of sound Christian faith, possess at least a first

degree, and years of cognate experience shall be added advantage.

b. Duties: He/she shall perform the duties as stated in Article 10.1 (c) of the Constitution as may be directed by Council.

c. Remuneration: He/she is to be employed on GL. 8 (with advancement every 3 years subject to satisfactory performance) to a maximum scale of GL. 15 depending on his/her cognate experience at the point of entry.

A part-time Administrative Secretary shall be placed on 70% of the allowances of a full-time Administrative Secretary.

Allowances:

- **Housing:** 70% of basic salary per annum (If the Chapel shall not provide accommodation).
- **Annual Leave:** 10% of basic salary per annum
- **Transport:** 30% of basic salary per annum
- **Entertainment:** 10% of basic salary per annum
- **Utility:** 10% of basic salary per annum
- **Medical:** 30% of basic salary per annum
- **Children Education:** 40% of basic salary per annum
- **Communication:** 35% of basic salary per annum

(vii) Driver:

a. Qualifications: Shall be born again and possess a sound Christian faith in addition to being literate and should possess a valid driving license.

b. Duties: He shall be responsible in driving the vehicle (s) of the Chapel as assigned to him by Chapel authorities from time to time.

c. Remuneration: He shall be started on GL. 04 of Chapel salary structure and shall be entitled to advancement every 3 years subject to satisfactory performance.

A part-time Driver shall be placed on 70% of the allowances of a full-time Driver.

Allowances:

- **Housing:** 50% of basic salary per annum (If the Chapel shall not provide accommodation)
- **Annual Leave:** 10% of basic salary per annum
- **Transport:** 10% of basic salary per annum
- **Utility:** 10% of basic salary per annum
- **Medical:** 20% of basic salary per annum
- **Children Education:** 20% of basic salary per annum
- **Communication:** 10% of basic salary per annum
- **Inconvenience:** 30% of basic salary per annum

(viii) Security Guard(s):

a. Qualifications: Shall be born again and possess a sound Christian faith in addition to being literate and should be medically and physically fit. Cognate experience will be an added advantage.

b. Duties: He/she shall be responsible for securing all Chapel property within the Chapel and its environs at all times. And shall carry out all related duties in the Chapel as shall be assigned to him by the Chapel Council from time to time.

c. Remuneration: He/she shall be started on GL. 04 of Chapel salary structure and shall be entitled to advancement every 3 years subject to satisfactory performance.

A part-time Security Guard shall be placed on 70% of the allowances of a full-time Security Guard.

Allowances:

- **Housing:** 50% of basic salary per annum (If the Chapel shall not provide accommodation)
- **Annual Leave:** 10% of basic salary per annum
- **Transport:** 10% of basic salary per annum
- **Utility:** 10% of basic salary per annum
- **Medical:** 20% of basic salary per annum

- **Children Education:** 20% of basic salary per annum
- **Communication:** 10% of basic salary per annum
- **Inconvenience:** 30% of basic salary per annum

(ix) Cleaner/Gardener:

a. Qualifications: Shall be born again and possess a sound Christian faith in addition to being literate and should be medically and physically fit. Cognate experience will be an added advantage.

b. Duties: Shall be responsible for the general cleanliness of the Chapel and its environs, and shall perform other duties as shall be assigned to him or her from time to time by the Chapel authorities.

c. Remuneration: He/she shall be started on GL. 04 of Chapel salary structure and shall be entitled to advancement every 3 years subject to satisfactory performance.

A part-time Cleaner/Gardener shall be placed on 70% of the allowances of a full-time Cleaner/Gardener.

Allowances:

- **Housing:** 50% of basic salary per annum (If the Chapel shall not provide accommodation)
- **Annual Leave:** 10% of basic salary per annum

- **Transport:** 10% of basic salary per annum
- **Utility:** 10% of basic salary per annum
- **Medical:** 20% of basic salary per annum
- **Children Education:** 20% of basic salary per annum
- **Communication:** 10% of basic salary per annum
- **Inconvenience:** 30% of basic salary per annum

(x) Contract Staff:

Contract Staff may be employed from time-to-time as the need arises. Their qualifications, duties and remuneration shall be determined and negotiated by the Chapel Council.



27/10/2024

Chairman



General Secretary

THE GOODNEWS CHAPEL

BENUE STATE UNIVERSITY MAKURDI

STAFF SALARY SCALE

EFFECTIVE DATE 2022

Grade Level	Steps															Annual Incremental Rate
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	63,903.60	66,484.60	69,065.60	71,646.60	74,227.60	76,808.60	79,389.60	81,970.60	84,551.60	87,132.60	89,713.60	92,294.60	94,875.60	97,456.60	100,037.60	2,581.00
2	72,512.40	75,686.40	78,860.40	82,034.40	85,208.40	88,382.40	91,556.40	94,730.40	97,904.40	101,078.40	104,252.40	107,426.40	110,600.40	113,774.40	116,948.40	3,174.00
3	82,489.20	86,393.20	90,297.20	94,201.20	98,105.20	102,009.20	105,913.20	109,817.20	113,721.20	117,625.20	121,529.20	125,433.20	129,337.20	133,241.20	137,145.20	3,904.00
4	94,091.40	98,914.40	103,737.40	108,560.40	113,383.40	118,206.40	123,029.40	127,852.40	132,675.40	137,498.40	142,321.40	147,144.40	151,967.40	156,790.40	161,613.40	4,823.00
5	107,629.00	113,106.00	118,583.00	124,060.00	129,537.00	135,014.00	140,491.00	145,968.00	151,445.00	156,922.00	162,399.00	167,876.00	173,353.00	178,830.00	184,307.00	5,477.00
6	122,785.00	129,168.00	135,551.00	141,934.00	148,317.00	154,700.00	161,083.00	167,466.00	173,849.00	180,232.00	186,615.00	192,998.00	199,381.00	205,764.00	212,147.00	6,383.00
7	176,629.00	183,536.00	190,443.00	197,350.00	204,257.00	211,164.00	218,071.00	224,978.00	231,885.00	238,792.00	245,699.00	252,606.00	259,513.00	266,420.00	273,327.00	6,907.00
8	191,861.00	200,084.00	208,307.00	216,530.00	224,753.00	232,976.00	241,199.00	249,422.00	257,645.00	265,868.00	274,091.00	282,314.00	290,537.00	298,760.00	306,983.00	8,223.00
9	246,690.00	255,168.00	263,646.00	272,124.00	280,602.00	289,080.00	297,558.00	306,036.00	314,514.00	322,992.00	331,470.00	339,948.00	348,426.00	356,904.00	365,382.00	8,478.00
10	254,338.00	263,732.00	273,126.00	282,520.00	291,914.00	301,308.00	310,702.00	320,096.00	329,490.00	338,884.00	348,278.00	357,672.00	367,066.00			9,394.00
11	291,208.00	302,985.00	314,762.00	326,539.00	338,316.00	350,093.00	361,870.00	373,647.00	385,424.00	397,201.00	408,978.00	420,755.00	432,532.00			11,777.00
12	364,349.00	377,414.00	390,479.00	403,544.00	416,609.00	429,674.00	442,739.00	455,804.00	468,869.00	481,934.00	494,999.00	508,064.00	521,129.00			13,065.00
13	405,012.00	419,795.00	434,578.00	449,361.00	464,144.00	478,927.00	493,710.00	508,493.00	523,276.00	538,059.00	552,842.00					14,783.00
14	476,990.00	493,210.00	509,430.00	525,650.00	541,870.00	558,090.00	574,310.00	590,530.00	606,750.00	622,970.00	639,190.00					16,220.00
15	536,471.00	554,989.00	573,507.00	592,025.00	610,543.00	629,061.00	647,579.00	666,097.00	684,615.00	703,133.00	721,651.00					18,518.00



THE GOODNEWS CHAPEL
BENUE STATE UNIVERSITY, MAKURDI

DOCUMENTED PROCEDURE
FOR THE APPOINTMENT OF
CHAPLAIN

ON 16TH OCTOBER, 2021

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1.0 INTRODUCTION

In the fulfillment of one of the terms of reference of the chapel interim management committee (CIMC), the committee advertised for the post of a part time chaplain in the Goodnews Chapel Benue state University Makurdi. The advertisement was released on the 3rd of October, 2021 and closed on 24th October 2021. Six candidates applied out of which two were screened out for reasons of non-compliance with the application guidelines:

- a. Rev. Luka Taru- From Zaria (Wrong date of birth cum scattered/missing pages on application documents)
- b. Rev. Tom Fruits Ior- From Makurdi (Non-inclusion of Marital Status)

Four passed the initial evaluation and thus proceeded to the second stage of evaluation which they all passed and qualified for the interview stage

2.0 INTERVIEW PANEL

The interview panel consisted of the CIMC members, three members of the chapel family who were coopted to represent the family, as well as two senior Christians in the land to improve the credibility of the process. The president of the association of Nigerian Universities Chaplains (ANUC) delegated the Chaplain of the Chapel of the Good Shepherd, J.S. Tarka University, Makurdi (JOSTUM) to represent him.

Specifically, the following members were present during the interview:

- i. Prof. Jerry Abenga - ANUC Rep /
Chairman of Panel
- ii. Prof. Mrs. Elizabeth Amuta - External Member
- iii. Bro. James Juluku - External member
- iv. Prof. Anongo A. Lyam - CIMC Chairman
- v. Akungu Celestine - CIMC Secretary
- vi. David Assue - Asst. Secretary
- vii. Grace Utsa - CIMC Welfare Sec.
- viii. Prof. John Agaba - Co-opted family member
- ix. Saamo Sember - Co-opted family member

3.0 CANDIDATES

The four candidates that made it to the interview were:

- a. Samuel Chukwuka - From Mina
- b. Pastor Paul Onyilo - From Otukpo
- c. Pastor Joel Rimamnunra - Makurdi
- d. Pastor Thomas Hundu - Makurdi

The ANUC president's representative presented a template that has been ratified by ANUC for such interviews and it was adopted wholly as the tool for evaluation of the candidates during interview. The template consisted of seven sections such as physical appearance, personal life; ministry experience/vision perspectives, leadership style, philosophy

of ministry, personal Health, miscellaneous and some general questions which were not scored. (See annex)

5.0 THE INTERVIEW

The candidates were called in for the interview on the basis of who came first. Members of the panel took turns to asked the candidates questions from different sections of the template and the candidates were rated by the panel members independently based on their answers using a Likert scale of 1-5 viz:

- A 5 - Exceptional
- B 4 - Above Average
- C 3 - Average
- D 2 - Under average
- E. 1 - Unsatisfactory

At the end of the entire process, the scores of the candidates were aggregated and the average score of each candidate out of a total of 35 was computed. This was indicated below

- a. Samuel Chukwuka - 20.25=57.86%
- b. Pastor Paul Onyilo - 24.25=69.29%
- c. Pastor Joel Rimamnunra - 28.13=80.37%
- d. Pastor Paul Hundu - 25.38=72.51%

At the end of the scoring, members of the panel passed their comments/observations on the entire process as follows:

- i. Prof. Mrs. Elizabeth Amuta- The scores reflect the performance of the performance candidates. The chaplain should be appointed based on this result.
- ii. Bro. James Juluku-he agrees with the result since the family is represented, it will be proper to use it as a basis of employing the Chaplain.
- iii. Prof. Anongo Lyam-The template was objective enough and the scores should be upheld
- iv. Akungu Celestine-The scores are a true reflection of the performance of the candidates.
- v. David Assue-The result should be upheld
- vi. Prof. John Agaba-since the template was agreed upon before the interview began, the result should be sustained.
- vii. Saamo Sember- The scoring was independent and the outcome reflect the performance of the candidates.
- viii. Prof. Jerry. Abenga-Since everyone is in agreement that the result is a true reflection of the performances of the candidates, it should be used to appoint the new Chaplain for the Chapel

6.0 CONCLUSION

The panel believes that, under God they have done what is true and just without any prejudice whatsoever. The panel is therefore unanimous that the next chaplain of the chapel should be employed based on the result of this interview.

