



POLICY DOCUMENT

The Goodnews Chapel,

Benue State University,
P.O. BOX 1147, Makurdi

Website: www.thegoodnewschapelbsum.org.ng

Email: thegoodnewschapelbsu@gmail.com

Tel: 08036580552, 08062942192, 08120679861

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CHAPTER 1: ADULT SUNDAY SCHOOL UNIT

1. Background

The adult Sunday school unit was created as an integral part of the chapel according to the chapel constitution to implement the chapel mandate in terms of teaching/or facilitating teaching of the word of God during Sunday school in adult category. The policy is subject to review by the council from time to time as need may arise.

Vision

To passionately teach the word of God in truth and power of the Holy spirit during the adult Sunday school

Mission

To ensure that all in the Goodnews chapel and beyond come to the full knowledge of the truth of the word of God. 1Timothy 2:3-4 says “This is good and pleases God our savior who wants all people to be saved and to come to knowledge of truth.

Goal

To make God’s word (Christ) become our life and life supply

Values

Liberty to and be taught the word of God in humility and calmness of spirit

2. Preamble

The adult Sunday school is a school where the word of God is taught and received at different levels and different groups. There is teaching of the basic knowledge or elementary knowledge of the word of God down to the deeper truth. The

Sunday school groups are a mixture of the mature members, the new converts and even sometimes the unsaved. It is expected that the unsaved receive Christ and be converted in the course of the Sunday school, the new converts grow to full maturity and the mature ones grow deeper in new dimensions in the power of the Holy spirit. The teachers/facilitators in the Sunday school coordinate the group while they teach and learn at the feet of the master Jesus Christ

3. Structure

The adult Sunday school unit shall be led by a coordinator and an assistant coordinator as appointed by the Goodnews Chapel Council. It shall have other two officers such as secretary and treasurer

3.1 The functions of the Leaders

The unit coordinator shall:

- a. Represent the unit in the chaplaincy
- b. Oversees the activities of the unit
- c. Presides over the unit's meetings
- d. Delegate duty to any member of the unit
- e. Authorizes Unit expenses
- f. Submit reports of the unit to the chaplaincy
- g. Acts on behalf of the unit in matters of emergency
- h. Perform any other functions as may be assigned

3.1.2 The Assistant Coordinator shall:

- a. Deputize the unit coordinator
- b. Acts as coordinator in the absence of the unit coordinator

- c. Perform any other function (s) as may be assigned by the unit coordinator or chaplain or the Council.

3.1.3 The Secretary shall:

- a. Keep all materials and records of the unit
- b. Take minutes of the unit's meetings
- c. Summons all meetings as directed by the unit's coordinator
- d. Perform any other functions as may be assigned

3.1.4 The Treasurer shall:

- a. keep records and custody of the unit's finances
- b. Lead in mobilizing financial resources for running the unit
- c. Prepare and present financial reports and yearly budget of the unit to the chapel treasurer through the unit coordinator
- d. Perform any other function (s) as may be assigned

4.0 Unit Membership

Membership shall be open to all members of the Goodnews Chapel based on the individual calling, interest and right standing with God. Such members must have been properly screened, inducted and admitted into the unit through the chapel membership unit and the chaplaincy

5.0 Unit's Activities

The Adult Sunday school unit shall carry out the following activities:

- i. Bear burden and pray for all the Adult Sunday school unit and the chapel programmes
- ii. Produce or procure and distribute all the adult Sunday school study materials in conjunction with the chaplain for the Goodnews Chapel
- iii. Have weekly adult Sunday school pre-study coordinated by the unit coordinator or as delegated by the unit coordinator.
- iv. Coordinate and facilitate the weekly Sunday morning adult Bible teaching
- v. Bear one another's burden in prayer and any other way possible
- vi. Perform any other function(s) as may be assigned by the chaplain or Chapel Council

6.0 The Unit Funding

The adult Sunday school unit shall be funded through the following ways:

- a. The Goodnews Chapel Council
- b. Free will donations from other Church members
- c. Donations from other believers or bodies
- d. Special appeal as occasion demands

7.0 Welfare

The welfare of members of the unit shall be a top priority. However, all welfare matters like celebrations, bereavements etc. shall be treated on the merit of the case as agreed by the members of the unit.

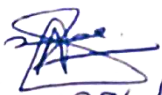
In the case of an emergency, the leadership of the unit shall take a decision on behalf of all the members of the unit.

8.0 Discipline

Members of the unit are expected to conduct themselves with the outmost sense of morality and responsibility according to the scriptures. Members of the unit are also expected to be disciplined to time management, attendance to meetings, observe modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.

9.0 Amendment

Any part of this policy document or its entirety is liable to amendment when and where it fails to yield the expected result. The adult Sunday unit shall apply to the chapel for amendment when need arises or the chapel council shall prompt the unit to do same.



27/10/2024

Council Chairman/Date



Council Secretary/Date

CHAPTER 2: BIBLE STUDY/DISCIPLESHIP UNIT

1.0 Preamble

The Bible Study/Discipleship unit of the Chapel derives legitimacy from the constitution of the Goodnews Chapel 2024 (as amended). This policy is created amongst other things to guide the Chapel Council in the implementation of its bible study/discipleship programmes as provided for in the Chapel's constitution.

1.1 Vision

The vision of the unit is for all members of the Chapel to grow in their walk with the lord and to become all what God wants them to be through effective reading, studying, teaching and application of the word of God in everyday situations for victorious Christian living-**2Timothy 2:15**.

1.2 Mission

To provide all necessary support and structures for individual and corporate growth in the word of God until we all attain the measure of the fullness of the stature of Christ- **Eph 4:13**.

2.0 Functions of the Unit

The functions of the unit are spelt out in **Article 9:6.2** of the Chapel Constitution and they are as follows:

- i. Implement chapel Bible study/Discipleship Policy and guide The Council in the review of the policy as the need arises.
- ii. Teach the word to nurture the believers in the Chapel

- iii. Be responsible for the overall planning, writing and procurement of Bible Study outline for the Chapel
- iv. Organize and conduct weekly Bible studies to develop leadership and teach principles in the Church
- v. Oversee the discipleship program of the chapel by:
 - a. Getting involved in deliberate and strategic discipleship among chapel members
 - b. Mobilizing and motivating other members of the chapel to be involved in disciple-making.
 - c. Producing, procuring and distributing discipleship materials among members of the chapel
 - d. Organizing and conducting baptismal classes in the Chapel
- vi. Submit proposed annual budget and financial report/statement of accounts of the unit to the Council through the Chapel Treasurer
- vii. Submit half yearly report of the unit's program and performance to the Council through the Chaplain
- viii. Perform any other duty (ies) as assigned by the Council

3.0 Structure of the Unit and Tenure of Coordinators

The leadership of the unit shall consist of a Coordinator, Assistant Coordinator, Secretary, Financial Secretary and Treasurer.

Whereas, the Chapel Council shall appoint Coordinators/ Assistant Coordinators on the recommendation of the Chaplain, the Secretary, Financial Secretary and Treasurer shall be elected by the Unit members and submitted through the Chaplain to the Chapel Council for approval and dedication

The tenure of the coordinators shall be for a period of three years and subject to renewal for a maximum of another three years.

3.1 Functions of the Unit Leaders

3.1.1 Unit Coordinator shall:

- a. Represent the unit in the Chaplaincy
- b. Preside over the unit meetings
- c. Oversee functions of the unit
- d. Authorize unit expenses and serve as signatory to the unit account.
- e. Submit half yearly program and report of performance to the Chaplain
- f. Act on behalf of the unit in matters of emergency
- g. Perform any other duty(ies) as assigned by the Council

3.1.2 Assist. Coordinator Shall:

- a. Deputize the unit Coordinator in the discharge of his or her duties
- b. Act as the coordinator in the absent of the unit substantive Coordinator
- c. Perform any other duty(ies) as assigned by the coordinator.

3.1.3 Secretary Shall:

- a. Keep all books and records of the unit
- b. Take minutes of the unit's meetings
- c. Summon meetings in consultation with the unit's Coordinators

- d. Perform any other duty(ies) as assigned by the coordinator.

3.1.4 Unit Financial Secretary shall:

- a. Keep all financial books and records of the Unit.
- b. Issue receipt for monies received from members.
- c. Present Yearly and Half Yearly budgets of the unit to the Chapel Treasurer through the Coordinators.
- d. Lead in mobilizing financial resources for the running of the unit
- e. Perform any other duty(ies) as assigned by the Coordinator or Chaplain.

3.1.5 Unit Treasurer shall

- a. Keep custody of all the monies of the unit.
- b. Render statement of account to the unit with the assistance of the financial secretary.
- c. Deposit all unit monies in excess of N10, 000 into the unit account.
- d. Serve as signatory to the unit account.
- e. Perform any other duty(ies) as assigned by the Coordinator or Chaplain

4.0 Activities/Meeting of the unit

In the discharge of her responsibilities, the unit shall carry out the following activities amongst others:

4.1 Weekly Bible Study Preview - This shall be held prior to the group Bible Study.

4.2 Weekly Bible Study - The Chapel Bible Study shall be coordinated by the unit.

The unit shall decide in conjunction with the chaplain on the modalities for the Bible Study-group discussion, topical study, general class (open studies), etc.

4.3 Quarterly review-The unit shall review the Bible Study program of the church every quarter.

4.4 Half year review- The unit shall carry out a half year review of the Bible Study program.

4.5 Prayers- As occasion demands and as directed by the leadership of the unit.

4.6 Retreat- This shall be held at least once every year or as occasion demands.

4.7 Unit Meetings-This will hold at least once every quarter. But an emergency meeting may be called by the unit coordinators to deliberate on matters pertaining to the unit where the need arises.

5.0 Membership of the unit

Membership of the unit is open to only registered members of the church.

6.0 Funding

The major activities/programs of the unit shall be funded directly by the Council. The unit Coordinator shall apply to the

Council for the release of such funds in accordance with annual budget.

Other sources of funding for the unit shall include:

- i. Contributions from members of the unit as the need arises and as the spirit leads.
- ii. Donation from members, other concerned individuals within or outside the Chapel.
- iii. Any other godly source of revenue as approved by the Council.

7.0 Welfare

The welfare of members of the unit shall be a top priority. However, all welfare matters like celebrations, bereavements etc. shall be treated on the merit of the case as agreed by the members of the unit.

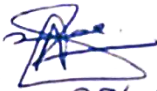
In the case of an emergency, the leadership of the unit shall take a decision on behalf of all the members of the unit.

8.0 Discipline

Members of the unit are expected to be discipline to time management, attendance to meetings, observes modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.


9.0 Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/10/2024

Council Chairman



Council Secretary

CHAPTER 3: CHAPEL-USE

1.0 Preamble

The use of the Goodnews Chapel shall be open to only Godly, Christian gatherings and other relevant events as maybe approved by the Chapel Council. However, the organizers of the programs must abide by the guidelines stated here:

2.0 General Programs

2.1 There must be a formal letter addressed to the Chairman of Council through the Chaplain in which the organizers of the program shall make request for the use of the Chapel. The letter shall state clearly the type of program, date and time.

2.2 The letter in 2.1 above shall also state clearly the musical equipment that will be used in the course of the program. If organizers intend not to use any equipment, it should also be stated.

2.3 In the event where the organizers bring in their instrumentalists, such people must be ready to take instructions from the Technical Team of the Chapel on how best to handle the equipment. Failure to comply with this, the organizers shall bear full responsibility for any damage that may occur.

2.4 Whereas organizers make use of the Chapel, they are expected to take care of an administrative fee for instrumentalists/choir, technical team, security committee members, ushers and multi-media team as attached in Schedule A.

2.5 Organizers shall not be allowed to bring additional musical equipment. However, where it become necessary, such equipment should be powered independently and not to be interconnected with the Chapels'. Similarly, the Chapel facility shall not be allowed for use to propagate any doctrine contrary to the tenets of Faith upheld by The Goodnews Chapel.

2.6 Only members of the GNC Technical unit will be allowed to be on the Consol.


2.7 Couples who are bid to wed in the Chapel must adhere strictly to time approved for the program. Where the program holds on a Saturday, the organizers must ensure it ends on or before 3pm to avoid forfeiting the hoarding fee.

2.8 Organizers who borrow items from vendors must first obtain gate pass from the University security at the gate before bringing such items to the Chapel

2.9 Vehicles brought to any chapel program must be parked subject to the directives of the Chapel security personnel to ensure orderliness at the parking lot.

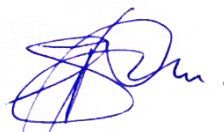
3.0. Amendment

This policy shall be reviewed from time to time by The Goodnews Chapel as the need arises.



27/10/2024

Council Chairman/Date



Council Secretary/Date

Schedule A:

Administrative Charges for Use of Chapel Facilities

| S/N | Logistics | | Amount (₦) | Check List | Remarks |
|-----|---------------------------|-----------------------|----------------|---------------|---------|
| 1. | Transport fare | Instrumenta- lists | 10,000 | | |
| | | Choristers | 20,000 | | |
| | | Technical Team | 4,000 | | |
| | | Ushers | 10,000 | | |
| | | Multi-Media | 4,000 | | |
| | | Security Committee | 8,000 | √ | |
| 2. | Fueling of generator | | 40,000 | √ | |
| 3. | Microphone Battery | | 3,000 | √ | |
| 4. | Depreciation | | 5,000 | √ | |
| 5. | Holding fees for lateness | | 10,000 | √ | |
| 6. | Cleaning Services | | 10,000 | | |
| | TOTAL | | 124,000 | | |

Note:

1. Please tick the appropriate services you may required
2. Please note that payment for the already ticked items is compulsory
3. Payments should be made at least a week ahead of the event
4. The above rates are subject to change in accordance with the economic realities.

CHAPTER 4: CHILDREN / TEENAGERS UNIT

A. Preamble

In consonance and obedience to the admonition of the Lord Jesus Christ that ***“Let the children come to me. Don’t stop them! For the kingdom of Heaven belongs to those who are like these children”*** Matt 19:14 NLT, the Chapel Council deem it appropriate that the Children/Teenagers unit be a core component of the Chapel.

B. Aim

To raise godly children/teenagers who are rooted and established in the faith, not easily tossed to and fro and carried about with every wind of doctrine Eph 4:14

C. Membership

Membership of the Children/Teenagers unit shall be open to the following:

1. Children

- a. Children born into The Goodnews Chapel (GNC)
- b. Children/teenagers who are wards of GNC members
- c. Children/teenagers who willingly indicate or express the desire or interest to be part of the unit

2. Teachers

- a. All registered members of The Goodnews Chapel who by registration, calling, vision and mission have indicated their persuasion to belong to the unit
- b. The newly recruited member shall interact with the unit leadership after which such a person shall be placed

under observation for a minimum of two (2) months (pending the level of commitment) before responsibilities can be assigned to such a person.

D. Activities/Programmes

The following activities shall be carried out by the Children/Teenagers unit:

- i. Weekly Sunday service for Children/Teenagers
- ii. Monthly fasting and prayer for teachers
- iii. Highlighting Children/Teenagers activities on Children's Day
- iv. Annual retreat
- v. Training/seminars for teachers
- vi. Monthly preview lessons for teachers (prerequisite for taking classes on Sunday service)
- vii. Any other activities that are beneficial to children and teachers

E. Children/Teens Unit Leadership

The leadership of the Children/Teenagers unit comprises of the Unit Coordinator and the Assistant Coordinator appointed by the Chapel Council. However, the unit is at liberty to elect some members of the unit to assist in running the unit in the following capacity:

- i. Secretary
- ii. Welfare secretary
- iii. Treasurer
- iv. Financial Secretary
- v. Librarian
- vi. Prayer Leader

The elected officials above shall be submitted through the Chaplain to the Chapel Council for approval and dedication.

F. Duties of the Unit Leadership

- i. Lift from the Chapel Constitution

G. Duties of Officers

1. Secretary

- i. Keep all books and records of the unit
- ii. Take minutes of the unit's meetings
- iii. Summon meetings in consultation with the unit's Coordinators
- iv. Perform any other duty(ies) as assigned by the coordinator

2. Welfare Secretary

- i. Mobilize contribution towards the wedding of a teacher
- ii. Mobilize to visit and remit N3000 for each Teacher on each delivery
- iii. Send messages to members in the event of a challenge. Members are expected to pray, visit and show bowels of mercies.
- iv. Mobilize the visitation and remittance of a minimum of N5000 to any Teacher bereaved of a) Husband b) wife and c) child
- v. Be in charge of refreshment for children/teenagers during Sunday service and special programmes
- vi. To organize visitation to all teachers by exco members at least once a year to foster bonding and fellowship.

3. Librarian

- i. To be in custody of all books and materials of the unit
- ii. To ensure safe keeping of books and materials of the unit
- iii. To ensure that books and materials are borrowed and returned by the members.
- iv. Encourage the reading culture of Christian literature.
- v. To source for relevant books and materials for the unit.

4. Prayer Leader

- i. To prepare monthly prayer schedule
- ii. Remind all those on the prayer schedule
- iii. Call for prayer as the need arises

5. Unit Financial Secretary shall:

- i. Keep all financial books and records of the Unit.
- ii. Issue receipt for monies received from members.
- iii. Present Yearly and Half Yearly budgets of the unit to the Chapel Treasurer through the Coordinators.
- iv. Lead in mobilizing financial resources for the running of the unit
- v. Perform any other duty(ies) as assigned by the Coordinator or Chaplain

6. Unit Treasurer shall

- i. Keep custody of all the monies of the unit.
- ii. Render statement of account to the unit with the assistance of the financial secretary.
- iii. Deposit all unit monies in excess of N10, 000 into the unit account.

- iv. Serve as signatory to the unit account.
- v. Perform any other duty(ies) as assigned by the Coordinator or Chaplain

H. Tenure of Children/Teens Unit Leadership

The tenure of the coordinators shall be for a period of three years and subject to renewal for a maximum of another three years.

I. Sources of Revenue

- i. Personal/voluntary donations
- ii. Budgetary provision from the Chapel
- iii. Donations from other sources

J. Discipline

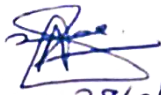
Members of the unit are expected to be discipline to time management, attendance to meetings, observes modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.

All members: **Children and Teachers** of the unit are to be exemplary and modest in dressing, words and conduct. Any erring member or proven life of misconduct shall be referred to the Chapel Council for discipline. However, lack of commitment on the part of any teacher to the activities of the unit for three (3) consecutive months shall be questioned and

explanation required by the unit leadership, and if such behavior persists, the matter will be forwarded to Chapel Council for further decision and action.

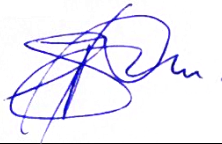
K. Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/10/2024

Council Chairman/Date



Council Secretary/Date

CHAPTER 5: CHOIR UNIT

A. Name

The Chapel Choir shall be known and called THE GOODNEWS CHOIR.

B. Membership

Membership of the Goodnews Choir shall be by fulfilling the following conditions:

1. Must be born again Christian.
2. Must be full accepted member of the Chapel
3. New choir members should be interacted with by representative(s) of the Executive committee with a format for interaction.
4. Must be dedicated for service during church session by the chaplain, to serve in the choir.
5. Any choir member who exempts his/herself three (3) consecutive times, will be subjects to disciplinary measures: except under the following conditions:
 - i. If the member is on holiday
 - ii. If the member is sick and the choir leadership is aware
 - iii. If the member is out of town on industrial training or teaching practice for which he/she must notify choir leadership.

C. Choir Officers

1. The Chapel Council appoints Choir Coordinators
2. Choir leadership shall constitute;
 - i. The Choir Director
 - ii. Assistant Choir Director

- iii. Choir Secretary
- iv. Assistant Choir Secretary
- v. Treasurer
- vi. Praise Teams coordinator
- vii. Assistant Praise Teams coordinator
- viii. Chief Instrumentalist
- ix. Assistant Chief Instrumentalist

D. Tenure

The Tenure for each executive committee shall be two academic sessions.

E. Duties

1. Choir Coordinators shall:

- i. Ensure Council expectations of the Choir are effectively communicated to the Choir.
- ii. Ensure the Choir performs her roles in all church activities and special programs.
- iii. Coordinate retreats of the Choir.
- iv. Guide the EXCO on how to properly pastor all the Choir members.

2. The Choir Director shall:

- i. Take responsibility for the smooth and spiritual running of the Choir
- ii. Lead all sub-unit leaders
- iii. Decide the mode of choir ministration and outfits
- iv. See to the welfare of choir members

- v. Report progress, prospects and problems to the Choir coordinator

3. The Assistant Choir Director shall:

- i. Assist the Director in leading the Choir
- ii. Assume the Director's responsibility fully in his/her absence
- iii. Perform any other duty assigned

4. The Secretary shall:

- i. Keep the following details of the members:
- ii. Keep record of minutes of business meetings
- iii. Inform the Director of consistently absent members
- iv. Perform any other duty assigned

5. The Assistant Secretary shall:

- i. Assist the Secretary shall:
- ii. Perform any other duty assigned

6. The Treasurer shall:

- i. Record every income and expenses
- ii. Keep membership contributions (all dues or offerings)
- iii. Present financial reports when demanded to do so
- iv. Perform any other duty assigned

7. The Chief Instrumentalist shall:

- i. Designate his/her members on instrument to play and how to play it

- ii. Make sure the instrumentalists are always in the best behaviour
- iii. Proper instrumentation should be emphasized and enforced always
- iv. Organize rehearsal and train of interested members
- v. Set instruments and ensure the instruments are in good condition for use at all times.
- vi. Perform any duty assigned.

8. The Praise Teams Coordinator: shall work with all the members of the praise teams to ensure:

- i. The presence of God is ushered into every service
- ii. Ensure the praise team members are equipped enough to lead Gods people in worship.
- iii. Ensure all members have the opportunity to be trained.

9. Assistant Praise Teams Coordinator:

- i. Assist praise team coordinator.
- ii. Perform any other duty assigned

F. Code of Conduct at Meetings

Since the Choir department is considered to be a high calling of God, maximum sense of discipline is compulsory for all members in order to meet up with the challenges of this ministry. Therefore, the following codes are considered vital for all members to observe, their violation is subject to disciplinary measures. Members shall:

- i. Cover their heads while in Choir meetings (for ladies) and uncover their head (for gentlemen) while in Choir meetings
- ii. Phones should be put on silent
- iii. Avoid distractions either through side talks, tickling and passing of notes, eye messaging and unnecessary movements.
- iv. Dress properly to meetings. No trousers and inner part revealing tops (for ladies). No short nikers and trouser sagging (for gentlemen).
- v. Be temperate, friendly and Godly in all manners while relating with other members.

G. Discipline

1. When a member is more than 15 minutes late to a meeting, he or she shall remain standing for ten minutes and afterwards apologize to all members.
2. The number of times a person absents rehearsal that is the number of times he/she would not minister.
3. Choir members that absent rehearsal three (3) consecutive times without the express permission of the Choir Director or in cases where the Director cannot be reached, he/she can reach any EXCO member. Outside this condition the member shall:
 4. Appear for rehearsal; three (3) times.
 5. Wear the Choir prescribed dress code for dress code for three Sundays BUT NOT minister on stage.
 6. Choir members should be in church before the end of the Sunday school or will not minister on the day.

7. Any behaviour adjudged to be contrary to the ethics of worship life that defies counseling and the warnings shall lead to suspension or expulsion from the Choir, subject to the Choir EXCO decisions.
8. Other disciplinary measures as contained in the Chapel constitution shall apply to any Choir member so found wanting.

H. Welfare

The Choir cling to God's promises of divine health for all members, but cases of welfare need of members reported to the Choir Director shall be referred to the Chapel Welfare Officer for due consideration.

I. Invitations

All invitation to the Choir that is outside the normal responsibilities of the Chapel shall be subject to the Chaplain's approval and Chapel sponsorship.

J. Equipment Handling

The Chapel properties reside with the Chaplain; therefore, intentions to use any Chapel property shall be subject to the express permission of the Chaplain through the Choir Director.

K. Interpersonal Relationships

Since God does not compromise his standard of holiness and we shall all appear before the judgment seat of Christ to account for all that we do in this body, all Choir members shall:

1. Keep clean personal account of all their interpersonal relationships in anticipation of the Great white Throne Judgement.
2. Confide in the Choir Coordinator(s) of intentions to enter any form of marital relationships with another member of choir department, for information, counseling and prayer guidance.
3. Inform the Choir Executive Committee of any extra-curricular relationship they are involved with.
4. Not distract other members of the choir through their conduct if in dating, courtship or marital relationships.

I, _____ do hereby the grace of God decide to be a dedicated member of the Goodnews Choir. I shall serve the Lord with all my heart and by his grace abide by the choir by-laws.

Other Activities of the Choir

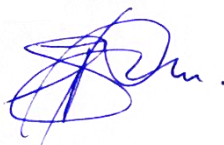
- Annual Love feast for the choir
- Time set aside for fasting and Prayers outside the organized by the Church
- Organization of vocal training other exercise for the Choristers
- Exposure of every member to some rudimental training before being sent on the stage
- There should be review of previous Sunday service performance to asses ourselves, so as to avoid repeat of same error.
- Members should be trained about their parts Annually
- Every Member should be given opportunity to lead and back up

- If anyone has an issue, he/she should be free to approach any Leader and the matter rightly addressed
- Learning of Instruments by Members should be taken seriously
- The issue of decent dressing should be emphasized as a life style not restricted to coming to rehearsals to avoid raising hypocrites
- Wearing of Choir robes on every first Sunday of the month
- Choir vigil every second Friday of the month
- Various colours of dresses(uniforms) e.g. Black skirts, black gown/ Shirts, Sky blue Shirts, Ash trouser.



27/10/2024

Council Chairman/Date



Council Secretary/Date

CHAPTER 6: COUNSELLING AND FOLLOW-UP

1.0 Background

Counseling and Follow-up Unit is a body set up by The Goodnews Chapel in accordance with the Constitution of The Goodnews Chapel (as amended 2024) Article 9.5 a.(v), to carry out the functions as stated in Article 9.6.5.

Vision

To bring up new converts and immature believers to be mature and conformed to the image of Christ and passionately guide them into their inheritance in Christ Jesus.

Mission

Providing spiritual and material support such that all who come to Christ should grow into maturity.

Goal

To make Christ the centre and reference point for all converts in The Chapel.

Values

Cordial relationship among the Unit members and other Units in the Chapel, commitment to duty, projecting Christ above all else, examples of Light.

2.0 Preamble

The Counseling and Follow-up is a Unit committed to providing compassionate, confidential, and comprehensive spiritual and material support services to new converts and others in need to help them grow into full maturity in Christ.

3.0 Structure

The Unit shall be led by a Coordinator and an Assistant Coordinator appointed by the Chapel Council. It shall also have three other officers as Secretary, Treasurer and Organizing Secretary chosen by consensus of members.

3.1 Function of the Leaders

3.1.1 The Unit Coordinator shall;

- a. Represent the Unit in the Chaplaincy,
- b. Oversees functions of the Unit,
- c. Presides over all Unit meetings
- d. Shall authorize Unit expenses
- e. Submit half yearly program and report of performance to the Chaplain,
- f. Act on behalf of the Unit in matters of emergency,
- g. Perform any other function(s) as assigned by the Chaplain or Council.

3.1.2 The Assistant Unit Coordinator shall;

- a. Deputize the Unit Coordinator in the discharge of his or her duties,

- b. Acts as Coordinator if the Unit's Coordinator is absent for a long time, until a substantive Coordinator is appointed
 - c. Perform any other function(s) as may be assigned by the Unit Coordinator or Chaplain.
- i. **The Secretary** shall;
- a. Keep all secretariat books and records of the Unit
 - b. Summon all meetings in consultation with the Unit's Coordinator(s)
 - c. Take minutes of the Unit's meetings,
 - d. Perform any other function(s) as may be assigned by the Unit Coordinator or Chaplain.

3.1.4 The Treasurer shall;

- a. Keep custody of all monies of the Unit,
- b. Present yearly and half yearly budgets of the Unit to the Chapel Treasurer through the Coordinator,
- c. Keep all financial books and records of the Unit,
- d. Lead in mobilizing financial resources for the running of the Unit,
- e. Performs any other function(s) as may be assigned by the Unit Coordinator or Chaplain.

3.1.5 Organizing Secretary shall;

- i. be responsible for proper arrangement of venues and other logistics for Unit meetings
- ii. keep custody of all properties belonging to the Unit.
- iii. publicize the activities of the Unit to members and to others as may be directed
- iv. perform any other function(s) as may be directed by the coordinator(s) with all humility and service.

4.0 Membership

Membership shall be open to all members of the Goodnews Chapel based on individual calling, vision and interest. Such members must have interacted with the Chapel's Membership Unit to ascertain their suitability. However, in times of activities, any capable person can be used provided such a person has right standing with God. He or she must have good report, ready and able to teach or bring up others.

5.0 Activities

The Unit shall carry out the following activities:

- i. Bear burden for all counselling and follow-up services arising from all Chapel programmes,
- ii. Produce, procure and distribute counselling and follow-up materials for the Chapel,
- ii. Set up and coordinate follow-up/foundation classes for the Chapel,
- iii. Organize counseling and follow-up seminars and teachings for the Chapel,
- iv. Follow-up on all decisions made in the Chapel and Chapel services and make necessary referrals,
- v. Do one-on-one counseling for each respondent,
- vi. Carry out early concerted follow-up through visitation with the aid of Christian media and materials,
- vii. Keep detail records of all counseling and follow-up cases of the Chapel,
- viii. Submit proposed annual budget and financial statement of account of the Unit to the Council through the Chapel Treasurer,

- ix. Submit half yearly programme and report of performance to the Council through the Chaplain.
- x. Lead prayer mobilization and exhortation for members as necessary,
- xi. Perform any other duty(ies) as assigned by the Chaplaincy or Council.

6.0 Funding

The Unit shall be funded in the following ways;


- i. Activities of the Unit shall be funded by the Chapel.
- ii. Contributions from members of the Unit who are led to do so,
- iii. Donations from concerned individuals or bodies clearly indicated for counseling and follow-up activities
- iv. Special appeal when occasion demands.

7.0 Discipline

Members of the unit are expected to conduct themselves with the outmost sense of morality and responsibility according to the scriptures. Members of the unit are also expected to be disciplined to time management, attendance to meetings, observe modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.

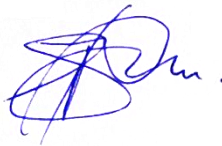
8.0 Amendment

Any part of the Policy or its entirety is liable to amendment where it fails to yield the expected result. The Unit shall apply to The Chapel Council for amendment if such a need arises or the Council can call on the Unit to do same.



27/10/2024

Chapel Council Chairman



Council General Secretary

CHAPTER 7: DRAMA UNIT

1.0. Preamble

We are the Drama Unit of The Goodnews Chapel, Benue State University, Makurdi. We are committed to holding fast the gospel of our Lord Jesus Christ and to be custodian of the truth of our faith that we are called to preserve. This is our higher calling in fighting the good fight of faith, through the preaching of God's word in drama and stage performances, so that the kingdom of God would be established in the hearts of men in The Goodnews Chapel and beyond. Through acting, the eyes of men would be opened to the genuine truth of God's word and sinners would be called unto repentance in Christ Jesus our Lord.

1.1. Membership

Membership of the unit is open to only registered members of the church.

1.2 Activities

The drama unit holds her meeting every Saturday for fellowship as well as her rehearsal by 3pm unless otherwise stated due to church programs or events. Retreats for the unit shall be held quarterly.

The Drama Unit shall once a year liaise with the Missions and Evangelism Unit of the Church, the Fellowship of Christian Students (FCS) and Nigerian Fellowship of Evangelical Students (NIFES) and organized a campus-wide drama outreach to students of Benue State University, Makurdi.

1.3 Drama Unit Leadership

The leadership of the Drama unit comprises of the Unit Coordinator and the Assistant Coordinator appointed by the Chapel Council. However, the unit is at liberty to elect some members of the unit to assist in running the unit in the following capacity:

- i. Secretary
- ii. Welfare secretary
- iii. Treasurer
- iv. Financial Secretary
- v. Costume Manager
- vi. Prayer Leader

The elected officials above shall be submitted through the Chaplain to the Chapel Council for approval and dedication.

L. Duties of the Unit

Duties of the Unit are as contained in the Chapel under Article 9 (9.6.6)

M. Duties of Officers

7. Coordinator

- a. Represent the unit in the Chaplaincy
- b. Oversees functions of the unit
- c. Preside over the meetings of the unit
- d. Shall be signatory to the Unit's Account
- e. Authorize the unit expenditures
- f. Submit half yearly activities reports to the chaplain
- g. Perform any other responsibilities assigned to the unit

- h. Perform any other responsibility as may be assigned by the Chaplain/Council

8. Assistant Coordinator

- a. Deputize the unit Coordinator in the discharge of his responsibilities
- b. Represent the unit in the Chaplaincy
- c. Act as Coordinator in the absence of the unit Coordinator for a long time until a substantive Coordinator be appointed
- d. Perform any other duties assigned by the unit Coordinator, Chaplain and the Church Council.

9. Secretary

- a. Keep all books and records of the unit
- b. Take minutes of the unit's meetings
- c. Summon meetings in consultation with the unit's Coordinators
- d. Perform any other duty(ies) as assigned by the coordinator

10. Welfare Secretary

- a. Mobilize contribution towards the wedding of a member
- b. Mobilize to visit and remit N3000 minimum for each member on each delivery
- c. Send messages to members in the event of a challenge. Members are expected to pray, visit and show bows of mercies.

- d. Mobilize the visitation and remittance of a minimum of N5000 to any member bereaved of a) Husband b) wife and c) child d) parent.
- e. Be in charge of refreshment for special programmes.
- f. To organize visitation to all members by the exco at least once a year to foster bonding and fellowship.

11. Costume Manager

- a. Handles over all operations involving costumes in the unit
- b. Handles design integration, fitting, repairing, cleaning, storage and cataloging of costumes.
- c. Handles any other duty assigned.

12. Prayer Leader

- a. To prepare monthly prayer schedule
- b. Remind all those on the prayer schedule
- c. Call for prayer as the need arises

13. Unit Financial Secretary shall:

- a. Keep all financial books and records of the Unit.
- b. Issue receipt for monies received from members.
- c. Present Yearly and Half Yearly budgets of the unit to the Chapel Treasurer through the Coordinators.
- d. Lead in mobilizing financial resources for the running of the unit
- e. Perform any other duty(ies) as assigned by the Coordinator or Chaplain

14. Unit Treasurer shall

- a. Keep custody of all the monies of the unit.
- b. Render statement of account to the unit with the assistance of the financial secretary.
- c. Deposit all unit monies in excess of N10, 000 into the unit account.
- d. Perform any other duty(ies) as assigned by the Coordinator or Chaplain

N. Tenure Of Drama Unit Leadership

The tenure of the coordinators shall be for a period of three years and subject to renewal for a maximum of another three years.

O. Sources Of Revenue

- a. Personal/voluntary donations
- b. Monthly contribution as may be agreed upon by Exco from time to time
- c. Budgetary provision from the Chapel
- d. Donations from other sources

P. Discipline

Members of the unit are expected to be disciplined to time management, attendance to meetings, observe modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.

Additionally, the Unit shall consider the following disciplinary measures as applicable;


- Every member of the unit must be of Good Conduct at every rehearsal.
- There shall be minimal or no use of phones during rehearsals except for important cases when permission has been granted.
- No member must be absent during meetings except for peculiar situations. If a member won't be available, he/she should communicate to the coordinator(s) and on time.
- Any member that is absent thrice without any notification to the unit would be placed on suspension for two months and they won't be casted for any ministrations.

Conclusion

Every member must abide by the policy of the drama unit and faithfully discharge them as unto the Lord. Every member must make the Bible a living guide for life where he/she draws strength for life and godly living that Christ alone be praised.

Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/0/2024

Council Chairman/Date



Council Secretary/Date

CHAPTER 8: EVANGELISM AND MISSIONS

1.0 Preamble

Evangelism and Missions are God’s ways of reaching humanity to bring the souls of men into His kingdom. Evangelism focuses attention on nations (tribes) where the gospel has already been preached with the aim of expanding the frontier of the kingdom within that tribe. Missions target at planting Churches among unreached nations (tribes). This is in line with what the scripture says “But ye shall receive power, after that the Holy Ghost is come upon you: and ye shall be witnesses unto me both in Jerusalem and in all Judea and in Samaria and unto the uttermost part of the earth” (Acts 1:8). Evangelism and Missions are operated in The Goodnews Chapel as a Unit in accordance with the Constitution (as Amended 2024) Article 9.5(vii) and 9.6.7.

2.0 Membership

Membership of the unit is open to only registered members of the church.

3.0 Structure

The Unit is led by Coordinators in accordance with the Constitution (as Amended 2024) Article 9.5b. Evangelism and Missions Unit shall be broken into Sub-units for ease of administration; thus:

- i. Evangelism Sub-Unit
- ii. Missions Sub-Unit

Each of the Sub-Unit shall have its own Organising Secretary. Membership of the Sub-Units shall be opened to all members based on personal persuasion.

3.1 Leadership

These shall be the leaders of the Unit:

- i. Coordinator
- ii. Assistant Coordinator
- iii. Secretary
- iv. Treasurer
- v. Financial Secretary
- vi. Welfare Secretary
- vii. Organising Secretary Evangelism Sub-unit.
- viii. Organising Secretary Missions Sub-unit.

3.2 Functions of the Leaders

3.2.1 Unit Coordinator shall:

- a. Represent the Unit in the Chaplaincy.
- b. Preside over the Unit's business meetings and any other meeting of the Unit.
- c. Oversee functions of all the other leaders of the Unit.
- d. Act on behalf of the Unit in matters of emergency.
- e. Be an authorising signatory to the Unit's Account(s).
- f. Perform any other function(s) as assigned by the Unit.
- g. Perform any other function(s) as assigned by the Chaplaincy.

3.2.2 Assistant Unit Coordinator shall:

- a. Deputise the Unit Coordinator in the discharge of his/her duties.
- b. Acts as Coordinator in the event of a prolonged absence of the coordinator until a substantive Coordinator is appointed.

3.2.3 Secretary shall:

- a. Keep all records of the Unit.
- b. Take and keep correspondence for the Unit as authorised by the Unit Coordinator(s).
- c. Take minutes of all Units' meetings.
- d. Summon all meetings in consultation with the Unit's Coordinator(s).
- e. Perform any other function(s) as may be assigned by the Unit.

3.2.4 Treasurer shall:

- a. Keep custody of all the monies of the unit.
- b. Render statement of account to the unit with the assistance of the financial secretary.
- c. Deposit all unit monies in excess of N10, 000 into the unit account.
- d. Serve as signatory to the unit account.
- e. Perform any other duty(ies) as assigned by the Coordinator or Chaplain

3.2.5 Financial Secretary shall

- a. Keep all financial books and records of the Unit.
- b. Issue receipt for monies received from members.
- c. Present Yearly and Half Yearly budgets of the unit to the Chapel Treasurer through the Coordinators.
- d. Lead in mobilizing financial resources for the running of the unit
- e. Perform any other duty(ies) as assigned by the Coordinator or Chaplain

3.2.6 Welfare Secretary

- i. Mobilize contribution towards the wedding of a member
- ii. Mobilize to visit and remit N5000 for each member on each delivery
- iii. Send messages to members in the event of a challenge. Members are expected to pray, visit and show bowels of mercies.
- iv. Mobilize the visitation and remittance of a minimum of N5000 to any member bereaved of a) Husband b) wife and c) child d) parent
- v. Be in charge of refreshment for special programmes
- vi. To organize visitation to all members by the exco at least once a year to foster bonding and fellowship.

3.2.7 Organising Secretary shall:

- i. Coordinate the functions of the Sub-units in conjunction with the Unit's leadership.
- ii. Receive and keep in custody of all useful items for Sub-unit.
- iii. Perform any other function(s) as may be assigned to him/her by the Unit's leadership.

3.3 Tenure of Unit Leaders

The tenure of the Unit leaders shall be for a period of three years and subject to renewal for a maximum of another three years in accordance with the Constitution (as Amended 2024) Article 9.5c.

4.0 Activities of the Sub-units

4.1 Evangelism Sub-Unit

The Sub-unit shall carry out the following services:

- a. Lead prayer mobilisation for evangelism.
- b. Lead evangelistic outreaches on campus, campus door-to-door evangelism, crusades, printing and distribution of tracts, film shows, tutorial, picnics, among other evangelistic strategies on the campus.
- c. Lead evangelistic outreaches to the surrounding communities of the University and other specialised and strategic outreaches such as medicals, to the University Staff and Management.
- d. From time to time, lead evangelistic visits to other schools, orphanages, prison, remand homes, hospitals/clinics/medical centres, refugee camps or displaced-people camps, among others.
- e. Lead in exploring avenues for campus and its environs evangelisation through the internet.
- f. Lead in any other evangelistic activities as may be assigned by the Council.

4.2 Missions Sub-unit

The Sub-unit shall carry out the following services:

- a. Lead prayer mobilisation for missions.
- b. Lead in creating missions awareness through advocacy, training, conferences, etc.
- c. Lead the Unit and by extension The Chapel in adopting missionaries/mission fields.

- d. Lead The Chapel in partnering with missionaries/mission fields.
- e. Receive any missionary that comes around.
- f. Lead in any other mission's activity as may be assigned by the Chaplaincy.

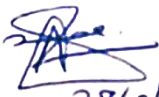
5.0 Funding

The activities of the Unit shall be funded in the following ways:

- a. Personal/voluntary donations
- b. Ten percent of all regular offering to the Chapel shall be dedicated to evangelism and missions.
- c. Freewill donations clearly indicated for evangelism and missions.
- d. Special appeal as per need.

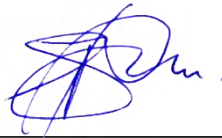
6.0 Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/10/2024

Council Chairman/Date



Council Secretary/Date

CHAPTER 9: FINANCIAL POLICY GUIDELINES

1.0 Preamble

Financial Committee is an Ad-hoc Committee set up by The Goodnews Chapel Benue State University Makurdi in accordance with the Constitution of the Chapel, (as Amended 2014) Article 11.4 (ii. a & b).

The Chapel attaches tremendous importance to efficient management of her resources, hence the need to provide necessary guidelines that will ensure controlled use of her financial resources in an apparently accountable and efficient manner.

2.0 Budget

2.1 Budget Proposal/Ratification: The Committee liaises with Units, Committees and Fellowships to prepare the Chapel's annual budget early enough for presentation and discussion by the Chapel Council and ratification by the Family Meeting.

2.2 Budget Control: The operations of the Council shall be within the approved annual budget. The Financial Secretary shall draw the Chairman's attention in writing to any item on which 90% of the budget provision has been spent.

2.3 Supplementary Budget: When the approved budget restrains Council's actions, a supplementary budget should be presented to Council for consideration and approval.

3.0 Receipts

Receipts shall consist of tithes, offerings, gifts, donations and other resources as may be recommended from time to time by the Chapel Council and approved by the Family Meeting.

3.1 Custody and Counting of Offerings: For the purpose of receiving and counting of offerings in the Chapel services, the Financial Secretary shall be assisted by brethren appointed by the Finance Committee.

3.2 Custody of Collections: The Financial Secretary shall handover all the collection to the Treasurer at the end of service immediately after counting. In the event the Treasurer is indisposed, the Financial Secretary shall handover such collections to the person mandated by the Treasurer in collaboration with the Finance Committee to act on his or her behalf and lodge the money in the bank.

3.3 Other Receipts: All monies (cash or cheque) received for the Chapel shall be handed over to the Financial Secretary by the receiver not later than forty-eight hours after receipts. The Financial Secretary shall then hand overall receipts to the Treasurer not later than another forty-eight hours after receipts.

3.4 Bank Lodgments: The Treasurer shall normally lodge all monies received for the Chapel with the Bank within a maximum of forty-eight hours of receipts.

3.5 Rentals: Renting of halls, chairs, canopies etc. shall be approved by the Chaplain on an approved form with which

payment shall be made to the Financial Secretary or into the approved Chapel account.

3.6 Investments: Any surplus receipts of not less than N250,000.00 that may not be required for any work within the following three months could be invested in short term bank fixed deposit or any other approved alternative.

4.0 Expenditure

4.1 Approvals: Every expenditure shall have prior written approval by the Council or the Chairman.

4.2 Chairman's Limit: The limit of approval (single or total) which the Chairman may make on behalf of the Council, in between Council Meetings, shall be 20% of the approved budget cost of the item or N300,000.00 whichever is lower. For a non-budget item, limit shall be N100,000.00. The Council shall specifically consider and approve expenditure above these limits. All actions/approvals on behalf of the Chapel Council shall be presented to the Council for ratification at its meeting, immediately following the action/approval to be ratified.

4.3 Application for Expenditure: All requisition forms for approval of expenditure shall be completed by the Chapel Officer responsible for the work giving rise to expenditure. The Council Chairman keeps the duplicate copy while the Financial Secretary keeps the original copy. Approving any application for expenditure, the Chapel Council Chairman shall satisfy himself as to the budgetary provision of the expenditure

through the Financial Secretary before transmitting the requisition form to the Treasurer for disbursement.

4.4 Due Notice: Applications for approval shall reach the Council Chairman at least two working days before the date on which the money is required.

4.5 Imprests: The Chapel Officers involved in routine or regular work may seek approval of the Council Chairman to operate an imprest account, provided that no imprest shall exceed the sum of N30,000.00 per month. All imprests must be retired with authentic official receipts where applicable and confirmed by the Financial Secretary before they may be replenished.

4.6 The Chairman of Council may grant advances as he deems necessary. The application for such advances should show the items of expenditure building up to the amount of the advance. All advances must be retired with authentic official receipts not more than seven days after the completion of the work. No new advances shall be made until all previous advances in the name of beneficiaries are satisfactorily retired and confirmed by the Financial Secretary.

4.7 Grants: Ministry Units of the Chapel may apply to the Council for grants to run approved Chapel programmes. Such application must show the items and their estimated cost to provide a basis for the determination of the approval.

5.0 Financial Support for Christian Programmes

5.1 Statutory Programmes: Statutory Programmes in the Chapel refers to any regular activity of ministry units approved

by the Council. Such statutory programmes shall be sponsored by the Chapel.

Members saddled with the responsibility of organizing these Statutory programmes shall submit a written comprehensive report on the programmes within two (2) weeks of completion.

5.2 Approval for Non-Statutory Programmes: Non-Statutory programmes may be organized by the Chapel, Units of the Chapel and Groups within the Chapel, provided that such programmes are approved by the Chapel Council on the recommendation of the Chaplain.

5.3 Funding: Each programme will be funded by the Unit(s) sponsoring the programme(s), while the Chapel Council may give a grant and/or permit taking a second offering in support of the programme. The organizers of the programme shall submit a written comprehensive report of the programme within two (2) weeks of completion.

5.4 Guest Speaker: Each budget shall specify the proposal for Guest Speaker's expenses as follows;

- (i) Travel cost from and return to base
- (ii) Cost of accommodation in Makurdi
- (iii) Cost of feeding in Makurdi
- (iv) Cost of reception on the last day of the programme where necessary
- (v) Honorarium and/or gift in kind.

Note: Guest speakers within Makurdi shall be entitled to item (v) only

6.0 Gifts to Churches/Christian Organizations

Each request or situation shall be considered on its own merit by the Chapel Council.

6.1 The general guide shall be as follows;

- a. Annual Harvest Thanksgiving for Churches in the area of operation, N10,000.00
- b. Invitations to special events (external); Council to decide on its merit
- c. Request for support (internal); to be decided by its merit by the Council
- d. Appeal from Christian organizations and individuals (external): second offering and/or cash purse may be considered. For second offerings, there must be at least 7 days' notice to the congregation.

7.0 Salaries/Allowances

7.1 The categories of staff covered by the Chapel remunerations are as contained in the Chapel salary structure document attached.

7.2 Only staff engaged on full-time will be entitled to salaries.

7.3 Allowances will be paid to part-time/contract staff as approved by the Council and could be reviewed from time to time (See Salary Structure as attached).

8.0 Accounting Process

8.1 All cash in hand must be secured in a Safe or Steel Cabinet designated for that purpose.

8.2 All financial transactions (receipts and payments) must be recorded in the relevant cash books maintained by the Financial Secretary or any other person authorized by the Council.

8.3 All funds received must be posted in Account books and deposited in the banks before disbursement.

8.4 All payments for expenditure request approved by the Chapel Council or Chairman of Council shall be made through payment vouchers backed with relevant documents.

8.5 All payment vouchers within each year must be numbered sequentially as per respective accounts.

8.6 The mandate for Salary/Allowances shall be signed by the Chairman and any one of the other Signatories or any other person authorized by the Council.

8.7 The Financial Secretary shall obtain bank statements on monthly basis and prepare reconciliations with account books.

9.0 Change of Signatories

9.1 Each Chapel Council Chairman shall submit the completed required change of signatories' forms to the Chaplain before the date of Inauguration of the new Council.

9.2 The Financial Secretary should be introduced to the Chapel's Banks for necessary Bank transactions but not as a signatory. This can be captured in the same letter approving the required change of signatories.

10.0 Accounting Codes

R = Receivable/Income Funds

E = Expenditure/Payments

10.1 Receivable/Income Heads (R Codes): All receivable/income codes shall be represented by even numbers e.g. 102, 104 etc.

10.2 Expenditure/Payments (E Codes): All expenditure/payments codes shall be represented by odd numbers e.g. 101, 103 etc.

10.3

11.0 Fixed Assets

Fixed Assets are tangible assets that have been procured, donated, or constructed and held for use over a period exceeding one accounting year and the value of which should not be below five thousand (N5,000). Other non-qualifying expenditure of a capital nature shall be treated as small tools.

11.1 Fixed Assets Register:

This provides details of suppliers, description of goods, original cost, location and disposal of assets. The Fixed Assets Register (FAR) highlights for each individual asset, the following information:

- supplier’s name and address;
- description and location of the asset;
- asset reference (identification) number;
- purchase price (cost) and/or valuation;
- date of purchase and disposal;
- serial or registration number
- additions to the asset; condition of asset, etc.

11.2 Maintenance of Fixed Assets Register

The Fixed Assets Register (FAR) shall be updated twice a year by the Financial Secretary. A physical verification of fixed assets will be carried out as well. Any discrepancies shall be investigated and satisfactorily resolved with the approval of the Chaplain. The FAR shall be based on the double entry records. Reducing Balance Method shall be used for the extraction of depreciation charges for a particular period.

11.3 Labeling of Fixed Assets

- The Fixed Assets shall be code-numbered for proper identification as to categories and location.
- All movable assets such as vehicles will carry the imprint of The Goodnews Chapel.

11.4 Depreciation of Fixed Assets

Fixed assets shall be depreciated according to The Goodnews Chapel’s Policy on fixed asset depreciation; the following rates will be used:

| | |
|----------------|-----|
| Motor Vehicles | 20% |
| Equipment | 10% |

| | |
|------------------------|-------|
| Furniture and Fittings | 10% |
| Plants and Machinery | 10% |
| Building | 1.25% |

11.5 Disposal of Fixed Assets

When equipment is found to be beyond repair, or is out dated or has exceeded its useful life, the equipment shall be evaluated by the Finance Committee. The final approval for disposal or distribution shall rest with the Chapel Council.

11.6 Fixed Assets Enumeration

- Annually the General Secretary shall issue guidelines for enumeration of fixed assets.
- Designated persons shall conduct a physical verification exercise of all fixed assets at least once a year to ascertain the existence, custody, and general status of the fixed assets.
- At the end of the exercise, the Council should be advised with respect to the status of Fixed Assets in the Chapel, with a recommendation of disposal or otherwise.

11.7 Assets Revaluation

The Chapel Council shall engage the services of a professional valuer to carry out revaluation of Chapel fixed assets when need arises.

12.0 Reporting

Financial reports of both Receipts and Expenditure of the Chapel shall be prepared annually by the Treasurer and Financial Secretary and presented to the Council and the Family Meeting. Summary of the financial report shall be

presented to the Family Meeting by the Chapel Council Chairman.

13.0 Auditing

13.1 The Chapel Council shall appoint External Auditor(s) to audit the accounts and performance of the Chapel from time to time or as could be directed by the Family Meeting.

13.2 Audit Report(s) should be presented to the Family Meeting annually by the incumbent Council.

14.0 Sub-Committee on Collections

14.1 The Chapel Council shall appoint six faithful brethren to assist during church services in collections of regular offerings and tithes. They will also assist in proper counting of such monies which would be kept safe by the Treasurer for timely bank deposit.


15.0 Discipline

Members of the Finance Committee are expected to be discipline to money and time management, observes modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Chairman and proven cases of gross misconduct shall be taken to the Council for necessary actions.

16.0 Amendment


This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such

amendments shall be forwarded to the Council for approval for it to have binding effect



27/10/2024

Terna Abuul
Council Chairman



Abel T. Uyoo
Council Secretary

CHAPTER 10: MARRIAGE GUIDELINES

1.0 Preamble

Guidelines to regulate courtships, wedding celebrations and marriage covenant in The Goodnews Chapel, Benue State University Makurdi and other ancillary thereto:

These guidelines may be referred to as the Marriage Guidelines.

Whereas marriage is a God-ordained institution and is central to God's plan for the human race;

Whereas marriage is a major factor in determining the strength and unity of the Church because if the home is Christ centered, then the Church would be Christ centered;

And whereas, proper and adequate counseling is crucial to every intending couple in the interest of the general wellbeing of the Church;

And whereas the desire to marry is legitimate, proper and scriptural: marriage being honorable in all and the bed undefiled (Heb 13:4)

These guidelines are therefore designed to help the Church guide prospective marriage couple with the scriptures as the final authority.

2.0 Composition and Tenure

There shall be a marriage committee in the Chapel appointed by the Chapel Council.

2.1 Composition

The marriage committee shall comprise seven (7) members as follows:

- i. Chairman (appointed)
- ii. Chaplain
- iii. Men's Fellowship Representative
- iv. Women's Fellowship Representative
- v. Youth Fellowship Representative
- vi. Medical doctor
- vii. Secretary (appointed)

2.2 Tenure

The tenure of the Committee members shall be for a period of three years and subject to renewal for a maximum of another three years.

3.0 Quorum

A 2/3 majority of members shall form quorum for any meeting

4.0 Functions

- i. Shall prayerfully give counsel to the youth and intending couple in line with the scriptures.
- ii. Shall supervise the wedding arrangements in the chapel to ensure that all things are done in accordance with the scriptures.
- iii. Shall assist the Council in handling marital issues in the Chapel by visiting families with problems with the aim of resolving such and restoring their homes.
- iv. Shall liaise with the Chapel Council towards the implementation of this policy.

5.0 Finding a Partner

5.1 Brethren are expected to personally pray to God for guidance and direction.

5.2 Before making or accepting a marriage proposal, they are however encouraged to seek godly counsel from the Chaplain and or older and matured brethren. Additionally, the counsellor at this point must ascertain their genotype and HIV status.

5.3 After they are convinced under God, they should make their intention known in writing to the Chapel Marriage Counselling Committee through the Chaplain.

5.4 The Chapel Marriage Counselling Committee will then commence the preliminary counseling session to ascertain the conviction and suitability or otherwise of the intending couple.

5.5 Detailed counseling commences only after the Marriage Counselling Committee has ascertained the conviction and suitability of the intending couple.

5.6 If any of the intending couple is less than 21 years old (not below 18years), the prospective couple must present a written consent from both parents to the Marriage Counselling Committee. Where parents are not in agreement, the Chapel leadership should be duly informed for necessary interventions.

6.0 Courtship

6.1 The courtship period is a time of praying, planning, getting to know each other by the intending couple and preparing together for their future home. The intending couple is therefore expected to develop their relationship by involving themselves in healthy Christian conducts. They must conduct themselves in holiness and with a high sense of responsibility and chastity.

6.2 The intending couple is advised not to allow the courtship period to exceed one year but should not be less than six months unless there are good reasons to justify the expulsion of this rule.

6.3 The intending couple must not:

- a) Be living together
- b) Engage in pre-marital sex and any other sinful activity.

7 Eligibility for wedding in the Chapel

7.1 The intending couple **MUST** be born again. The conversion experience of both intending couple should not be in doubt.

7.2 At least one of the prospective couples and/or their parents must have been a consistent and committed member of the Chapel for a period of not less than one (1) year.

7.3 Those who are less than 1 year but are consistent could be given a special consideration by the Committee and to be ratified by the Council.

7.4 Non-Chapel members may apply to be wedded in the Chapel. Where such application is made, it may be approved by the Council upon receipt of a letter of good standing from their church or ministry head and a favorable recommendation from the Chapel Marriage Counselling Committee after careful counselling of the intending couple. If the approval is given by Council, the wedding can take place in the Chapel.

7.5 The prospective couple must be physically, emotionally, economically and spiritually mature. They must have grown to an age that they can think and plan independently. They must be able to make decisions and be responsible for the consequences of such.

7.6 None of the prospective couple must be under any form of marriage betrothal or similar commitment with any other person besides the person he/she intends to be married to in the Chapel.

7.7 None of the prospective couple must be a divorcee or may have been married traditionally before and whose spouse is still living.

7.8 The Goodnews Chapel as a matter of doctrine recognizes only marriage between a man and a woman (one wife, one husband) to the exclusion of all others.

7.9 There shall be no lawful or scriptural hindrance between the intending couple.

8 Marriage Counseling

8.1 The intending couple shall submit themselves for counselling to the Marriage Counselling Committee. They shall attend marriage counselling sessions for a period as may be prescribed by the Committee.

8.2 Non-Chapel members intending to be wedded by the Chapel shall be expected to go through the Chapel's marriage counselling sessions.

8.3 After the Marriage Counselling Committee completes its sessions with the intending couple, the Committee shall submit written report for Council's consideration.

8.4 The intending couple shall undergo the following tests.

Before wedding

- a) Hemoglobin/Genotype
- b) Blood group
- c) Retroviral screening (HIV)
- d) Hepatitis B and C test
- e) Blood pregnancy test a week to the wedding

8.5 The test shall be conducted by a Chapel's approved physician and the result submitted directly to the Marriage Counselling Committee.

8.5.1 HIV and hemoglobin/genotype tests shall be conducted before approval is given to the intending couple to commence courtship while pregnancy test shall be conducted one week before the wedding date. The intending couple is therefore expected under God to faithfully follow the guidelines with utmost honesty in the submission of specimens to the laboratory department.

8.5.2 Submission of the specimens must be timely and represent the persons they are meant to represent. Council shall not condone misrepresentation of specimens. To avoid the last minutes disappointment therefore, the intending couple is advised to follow all stipulations with all diligence.

8.5.3 Where the laboratory results are misrepresented, the Chapel shall have no legal obligation to conduct the marriage.

8.5.4 Where laboratory test indicates pre-marital pregnancy, the Chapel shall not conduct the wedding.

8.6 In special circumstances like in HIV/AIDS where the couple strongly insist in getting wedded and are of strong Christian faith, the church may wed them if it is certified that the intending couple understand the implication of the covenant they are about to enter into, and then wedding will be done after they signed an informed consent form (Appendix B) with the Chapel's approval

8.7 In situations where the intending couple have AS Hemoglobin genotype, the Marriage Counselling Committee will strongly advise the Council to stop the marriage.

9.0 Announcement of Wedding

9.1 The wedding shall be announced on three consecutive Sunday services before the wedding day. Persons with genuine objection against the wedding should present them to the Chaplain or the Marriage Counselling Committee during this period of announcements.

9.2 Wedding date should not be fixed until Council approves the wedding.

9.3 The intending couple or their parents may communicate suggested wedding date(s) to the Marriage Counselling Committee not later than four (4) months to such intended date(s). Such date(s) however shall be subject to approval by the Council.

9.4 The Marriage Counselling Committee in conjunction with the Chaplain/Officiating Minister and the intending couple shall fix the final and acceptable wedding date. However, the Council and the Marriage Counselling Committee may choose a particular date in a month, quarter, or year to conduct weddings, in which case two or more couples may be joined on the same day and at the same time. Intending couple would therefore prepare their hearts and accept such arrangement.

9.5 No intending couple or their parents shall impose a wedding date on the Chapel.

10.0 The Wedding Service

10.1 The outline, content and duration of the wedding service program along with officiating ministers shall be drawn up by the Chaplain and the prospective couple. Should this fail, then the printed program will not be use at the wedding service.

10.2 The dress code of the intending couple and the bridal train should be modest, not exposing sensitive parts of the body. Long slits at the back are not allowed and the length of the gown should reach the knees as well as cover the chest to the neck line.

10.3 Appearances such as wearing of dreadlocks, plaited hair style, tinted hair, ear rings, low-waist trousers by the groom and groom's men are strongly prohibited.

10.4 Under no circumstances should public spraying of cash be allowed during wedding services in the Chapel.

10.5 Offerings received during wedding services is entirely for the Chapel. Attendees should be informed of the church's stand.

11.0 Wedding Reception Program

11.1 Every wedding reception program must be approved by the Marriage Counselling Committee prior to the said date.

11.2 Any reception planned in conjunction with the Chapel or in the premises of the Chapel must not attract Comedians and traditional Entertainers. Use of alcoholic drinks and worldly music are prohibited.

11.3 Spraying of cash is not allowed, rather the money should be given to the couple privately.

11.4 Reception, just like the wedding should be modest.

11.5 If the Chapel premise is used for reception, it must not infringe on other Chapel activities and the couple(s) shall be responsible for the clean up after the reception program.

12.0 Traditional/Court Wedding Engagement

12.1 Where a prospective couple wishes to contract their marriage through native custom or court wedding, the Chapel may only conduct a church blessing for their marriage at their request and after due interview by the Marriage Counselling Committee to ascertain if biblical principles on marriage were adequately followed by the couple.

12.2 However, the Chapel shall as a matter of policy discourage her members from contracting their marriage outside the church. Traditional and court/registry wedding should only serve as prelude to church wedding.

12.3 A Representative of the Chapel shall accompany the intending couple for their traditional or court wedding engagements.

13.0 Exigency

13.1 Where any situation arises that is not covered by these guidelines the Marriage Counselling Committee may take such action(s) as shall be consistent with Holy Scriptures. This shall be in consultation with the Council in respect of that situation.

14.0 Use of the Guidelines

14.1 A copy of this guidelines shall be given to every prospective couple in The Goodnews Chapel as soon as they declare their intention

14.2 Each Unit, Fellowship, Committee in the Chapel shall be in possession of a copy of these guidelines which shall be read to the group members from time to time by the group leaders.

14.3 By these guidelines, it is assumed that the intending couples have perused this document and are willing to submit themselves to the Marriage Counselling Committee to be counseled before wedding.

15.0 Miscellaneous

This guideline is in compliance with the Marriage Act CAP. 218 Laws of the Federal Republic of Nigeria 1990, with exceptional understanding that the Christian marriage is a contract under God and divorce is not in contemplation once marriage is conducted.

16.0 Amendment

This marriage policy is not to be altered or amended by anybody except due process of amendment is followed. A member of the Marriage Counselling Committee may suggest areas of amendment in writing to the Chapel Council. The Council after deliberation on the said amendment shall where necessary and scriptural effect such amendment of the guidelines.

Interpretation

In these guidelines, unless the context otherwise require;

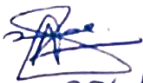
Chapel means The Goodnews Chapel, Benue State University, Makurdi.

Marriage Counselling Committee means the Marriage Counselling Committee of The Goodnews Chapel, Benue State University, Makurdi.

Council means the Council of The Goodnews Chapel, Benue State University, Makurdi.

Chaplain means the presiding Pastor/Spiritual head of The Goodnews Chapel, Benue State University, Makurdi.

Born again means, to accept Jesus Christ as one's Personal Lord and Saviour, living a life that is consistent with the life of Christ.



27/10/2024

Council Chairman



Council Secretary

CHAPTER 11: MEMBERSHIP AND VISITATION UNIT

A. Vision

Promote the spiritual and numerical strength of the Chapel within and around the University community through warm fellowship to members, visitors and prospective members.

B. Mission

To make first contact with visitors, administer Chapel membership, and implement the Chapel visitation program.

C. Objectives

1. To give visitors a sense of belonging in Gods family and create a lasting and welcoming impression of love.
2. To give new students an early opportunity and platform to find the Lord and become members of God's family in the Chapel.
3. To admit believers into Chapel membership.
4. To extend the Chapel's warm fellowship to visitors and members.
5. To implement the Chapel's strategic plan as it relates to Membership and Visitation Unit
6. To enhance effectiveness and efficiency through collaboration with other units, fellowships and committees.

D. Supremacy

The Chapel Constitution shall supersede the Membership and Visitation Unit policy document

B. Membership

Membership of the unit shall be by admission following screening and induction into Chapel membership.

C. Activities/Programmes

The following activities shall be carried out by the Membership and Visitation Unit:

1. Orientation meetings for new students focusing on holistic life on campus.
2. Organize welcome program for new students following matriculation by the University.
3. Receive visitors to the Chapel every Sunday.
4. Visitation to newcomers and Chapel members every Saturday of the week
5. Organize orientation classes for prospective members within the period of four weeks.
6. Screening, induction, and admission of applicants into Chapel membership in consultation with the Chaplain.

D. Membership and Visitation Unit Executive Members

1. Coordinator
2. Assistant Coordinator
3. General Secretary
4. Treasurer/Financial secretary

E. Duties of the Unit Executive Members

1. To Coordinate the implementation of unit activities.
2. Oversee the administration of the Membership and Visitation Unit funds.

3. Carry out any other duties as assigned by the Council from time to time.

F. Duties of Individual Executive Members

1. Unit Coordinator

- i. Ensures the overall coordination of the unit's activities.
- ii. Preparation of visitation and other activity schedules.
- iii. Presides over all Executive meetings of the unit.
- iv. Acts on the Unit's behalf in emergency situations
- v. Be responsible for fund requisition and all procurements of the unit as well as retirements.
- vi. Perform any other duties that Chapel Council may assign from time to time

2. Assistant Unit Coordinator

- i. Assists the unit coordinator in carrying out his/her responsibilities.
- ii. Acts as unit coordinator if the latter is absent for an extended period until another appointment is made by the Chapel Council.
- iii. Coordinates the administration of the welcome packs and manage all refreshments in collaboration with the unit coordinator.
- iv. Any other duties as assigned by the unit coordinator from time to time.

3. General Secretary

- i. Convenes all meetings in consultation with the unit's coordinator
- ii. Takes Minutes of all meetings
- iii. Keeps the membership register and other documents of the unit
- iv. Compute monthly summaries of the units' visitations
- v. Performs any other duties that may be assigned by the Executive from time to time

4. Treasurer/ Financial Secretary

- i. Reminds members of their financial obligations on a regular basis.
- ii. Assists the coordinator in undertaking procurements for the unit
- iii. Maintains an accurate record of the unit's funds
- iv. Provides financial reports on Executive directives
- v. Performs any other duties that may be assigned by the Exco from time to time

G. Tenure of Exco Members

The tenure of the Units Executive Committee will run concurrently with the Chapel Council and will be renewable for another three (3) years.

H. Sources of Funds

The Unit shall have the following as sources of revenue for executing the welfare package for members and other programs/projects:

- i. Voluntary Contributions by members.
- ii. Funds approved for the unit's activities by the Chapel Council

I. Welfare of Members


The Executive Committee will determine the welfare needs of members, after which voluntary contributions will be solicited and received from the unit's membership. The sum realized will then be handed to the unit member in need.

J. Discipline

Members of the unit are expected to be disciplined to time management, attendance to meetings, observe modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.

K. Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/10/2024

Bro. Terna Abuul
Council Chairman



Engr. Abel T. Uyoo
General Secretary

CHAPTER 12: MEN FELLOWSHIP

A. Vision

In accordance with Titus 2:2 and 1 Timothy 2:8, all married Men of The Goodnews Chapel (GNC), Benue State University (BSU) Makurdi shall gather to provide warm fellowship for themselves and to grow in the grace that is in Christ Jesus under the guidance of the Holy Spirit. The group will be known as The Goodnews Chapel Men Fellowship, BSU, Makurdi.

B. Mission

To identify and meet the spiritual and physical needs of the men of the GNC, BSU, Makurdi, and the Church of God in general.

C. Objectives

1. To assist men in developing spiritual capacity through sound preaching of God's word for them to effectively serve the home, church, and their generation.
2. To develop men's leadership potential and inspire them to achieve excellence in all aspects of life.
3. To assist men in identifying and developing their God-given talents and abilities.
4. To provide a forum for warm fellowship among GNC men.
5. To encourage GNC Men to reach their full potential as heads and priests in their households.
6. To attend to the welfare needs of fellowship members in accordance with the policy document.

7. To make a difference in the lives of GNC's single Christian brothers and the student fellowships that are affiliated to the chapel.
8. To stand firm and unwavering in prayer for families and chapel.
9. Any other activity that Council may direct from time to time or that the Men's Fellowship leadership deems necessary

D. Supremacy

The Chapel Constitution shall supersede the Men fellowship policy document

E. Membership

Membership of the Men's fellowship shall be open to all registered married Men of the GNC

F. Activities/Programmes

The following activities shall be carried out by the Men's fellowship:

1. Monthly prayer meetings, seminars, bible studies, and/or workshops
2. Joint program with the Women's Fellowship as may be required from time to time.
3. Visitations to members as needed.
4. Interactive sessions in the chapel with single Christian brothers and affiliate fellowships
5. Entrepreneurial activities that can help members develop their skills.

6. Men's Day Program, which will be held exclusively or in conjunction with the women's fellowship.
7. Any other activity that Council may direct from time to time or that the Men's Fellowship leadership deems necessary.

G. Men Fellowship Exco Members

1. Leader
2. Assistant Leader
3. General Secretary
4. Treasurer
5. Financial/Organizing Secretary

H. Duties of the Fellowship Exco Members

1. To develop policies and program of activities for the fellowship.
2. Oversee the administration of the Men's Fellowship funds.
3. Create *ad hoc* committees as-needed.
4. Carry out any other duties as assigned by the Council from time to time.

I. Duties of Individual Exco Members

1. **Men's Leader**
 - i. Ensures the overall well-being of all Men in the Chapel.
 - ii. Represents the fellowship on the Chapel Council.
 - iii. Presides over all Exco and business meetings of the fellowship

- iv. Oversees the functions of the fellowship's Ad Hoc committees
- v. Acts on the fellowship's behalf in emergency situations
- vi. Be a signatory to the fellowship accounts
- vii. Oversee the activities of the Men's Cooperative Society.
- viii. Perform any other duties that Council may assign from time to time

2. Assistant Men's leader

- i. Assists the Men's Leader in carrying out his responsibilities.
- ii. Acts as Men's Leader if the latter is absent for an extended period until a by-election is held.
- iii. Administers the welfare package to members in collaboration with the Men's Leader.
- iv. Any other duties as assigned by the Exco from time to time

3. General Secretary

- i. Convenes all meetings in consultation with the Men's Leader
- ii. Takes Minutes of all meetings
- iii. Keeps the membership register and other documents of the fellowship
- iv. Be a signatory to the fellowship accounts
- v. Performs any other duties that may be assigned by the Exco from time to time

4. Treasurer

- i. Reminds members of their financial obligations on a regular basis.
- ii. Deposits fellowship funds in the bank.
- iii. Maintains an accurate record of fellowship funds on hand and in the bank.
- iv. Provides financial reports on Exco directives
- v. Be a signatory to the fellowship's accounts

5. Financial/Organizing Secretary

- i. Documents all financial transactions of the fellowship
- ii. Makes arrangements for meetings
- iii. Publicizes the activities of the fellowship
- iv. Liaises between the fellowship and the single Christian brother in the Chapel and affiliate fellowships as may be directed
- v. Submit annual financial report to the Council
- vi. Any other duties that may be assigned by the Exco from time to time

4. Tenure of the Men's Exco Members

The tenure of the Fellowship's Executive Committee will run concurrently with the Chapel Council and will be renewable for another three (3) years.

5. Sources of Revenue

The fellowship shall have the following as sources of revenue for executing the welfare package for members and other programs/projects:

- i. Offering at meetings
- ii. Monthly contribution as may be agreed upon by Exco from time to time
- iii. Personal donations
- iv. Budgetary provision from the Chapel

6. Welfare of Members

Every member of the Men's fellowship shall be entitled to the following welfare tokens as indicated:

- i. A minimum of N5000 for wedding gift to each member's child who duly informs the fellowship. Individual families are encouraged to support the wedding lavishly since life is about sowing and reaping.

“Give, and you will receive, your gift will return to you in full-pressed down, shaken together to make room for more, running over, and poured into your lap. The amount you give will determine the amount you get back.” Luke 6:38 NLT

- ii. A minimum of N5000 as condolence token to a member bereaved of any of the following:
 - a. Wife
 - b. Child
 - c. Father
 - d. Mother

Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellowman has fulfilled the law. Romans 13:8 NIV

- iii. A minimum of N5000 as support for any member who has organized a family celebration for which the fellowship is duly informed and invited. Every member of the fellowship is expected to physically identify with other members who mourn or have occasion to laugh.

Rejoice with those who rejoice; mourn with those who mourn. Roman 12:15. NIV

- iv. Messages would be sent to all members of the fellowship about any member that is challenged. Members are expected to pray for, visit and show bowels of mercies, fulfilling the law of Christ.

Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up. Galatians 6:9 NIV.

- v. When a member of Chapel is wedding and the Men fellowship is duly invited, a freewill offering shall be taken in the last meeting before the date and used for that purpose.

The Lord will greatly bless his people. Wherever they plant seed, bountiful crops will spring up. Their cattle and donkeys will graze freely. Isaiah 32:20. NLT

7. Men's Cooperative Society

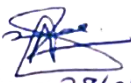
- i. There shall be a Men's Cooperative Society to be run according to the Constitution for the financial empowerment of members.
- ii. The Society shall be overseen by the Men's Leader.
- iii. The Men's Cooperative Society is open to the women of the GNC.

8. Discipline

Members of the Fellowship are expected to be discipline to time management, attendance to meetings, observes modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.

9. Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/10/2024

Bro. Terna Abuul
Council Chairman



Engr. Abel T. Uyoo
General Secretary

CHAPTER 13: MULTIMEDIA UNIT

1.0 Preamble

The Multimedia unit of the Chapel serves as a vital conduit for spreading the teachings of the word of God through a diverse range of media, including sound, video, the internet, and various digital applications. This policy is created, among other things, to guide the operations of the unit.

1.1 Vision

The vision of the unit is to effectively deliver God's message to the hearts of university community members, its environs, and the digital space.

1.2 Mission

To harness the power of multimedia technology in spreading the word of God and nurturing spiritual growth in the hearts of all (Psa. 68:11).

2.0 Functions of the Unit

The functions of the unit are as follows:

- i. **Screen Projection:** Showing lyrics of song ministrations, hymns, Bible readings, presentation slides, video clips, etc.
- ii. **Video/photo coverage:** Video recording, photographs of important moments and media productions.
- iii. **Livestreaming on YouTube:** The Unit shall make live broadcasts of Chapel services and events on her YouTube channel, allowing members to participate remotely.

- iv. **Audio Messages on Telegram:** The Unit shall upload audio messages of the Chapel programmes to a dedicated Telegram channel, making it convenient for members to access and share inspirational content.
- v. **Facebook Engagement:** The Unit shall share pictures and information related to Chapel programs on her Facebook page, promoting community engagement and awareness.
- vi. **Enhanced Training:** The Unit shall organize regular training to equip her members with advanced skills in multimedia production, including live streaming, video editing, and social media management.
- vii. **Interactive Website:** The unit shall regularly manage and update the Chapel website to provide easy access to resources, event information, and messages.
- viii. **Bulk SMS:** The unit shall use bulk SMS services to keep Chapel members and visitors informed about upcoming events and important announcements.
- ix. Submit proposed annual budget and financial report/statement of accounts of the unit to the Council through the Chapel Treasurer
- x. Submit half yearly report of the unit's program and performance to the Council through the Chaplain
- xi. Perform any other duty (ies) as assigned by the Council

3.0 Structure of the Unit and Tenure of Coordinators

The leadership of the unit shall consist of a Coordinator, Assistant Coordinator, Secretary and Treasurer.

Whereas, the Chapel Council shall appoint Coordinators/ Assistant Coordinators on the recommendation of the Chaplain, the Secretary and Treasurer shall be elected by the

Unit members and submitted through the Chaplain to the Chapel Council for approval and dedication.

The tenure of the coordinators shall be for a period of three years and subject to renewal for a maximum of another three years.

3.1 Functions of the Unit Leaders

3.1.1 Unit Coordinator shall:

- h. Represent the unit in the Chaplaincy
- i. Preside over the unit meetings
- j. Oversee functions of the unit
- k. Authorize unit expenses and serve as signatory to the unit account.
- l. Submit half yearly program and report of performance to the Chaplain
- m. Act on behalf of the unit in matters of emergency
- n. Perform any other duty(ies) as assigned by the Council

3.1.2 Assist. Coordinator Shall:

- d. Deputize the unit Coordinator in the discharge of his or her duties
- e. Act as the coordinator in the absent of the unit substantive Coordinator
- f. Perform any other duty(ies) as assigned by the coordinator.

3.1.3 Secretary Shall:

- e. Keep all books and records of the unit

- f. Take minutes of the unit's meetings
- g. Summon meetings in consultation with the unit's Coordinators
- h. Perform any other duty(ies) as assigned by the coordinator.

3.1.4 Unit Treasurer shall

- f. Keep custody of all the monies of the unit.
- g. Records and manages funds, and presents half-yearly financial reports to the Chapel Treasurer through the Coordinator.
- h. Perform any other duty(ies) as assigned by the Coordinator or Chaplain

4.0 Activities/Meeting of the unit

In the discharge of her responsibilities, the unit shall carry out the following activities amongst others:

4.1 Unit Meetings - This shall be held on Saturdays; at least twice in a month as will be planned on the unit programme. Meeting agenda shall among other matters include prayers, training and deliberations as planned by the unit leader.

4.2 After Service Meetings – The unit shall meet briefly after every Sunday service to take remarks of the unit service delivery and discuss areas of improvement as occasion demands. This meeting shall also serve as a time of prayers for the unit.

4.5 Prayers- As occasion demands and as directed by the leadership of the unit.

4.6 Retreat- This shall be held at least once every year or as occasion demands.

5.0 Membership of the unit

Membership of the unit is open to only registered members of the church.

6.0 Funding

The major activities/programs of the unit shall be funded directly by the Council. The unit Coordinator shall apply to the Council for the release of such funds in accordance with annual budget.

Other sources of funding for the unit shall include:

- iv. Contributions from members of the unit as the need arises and as the spirit leads.
- v. Donation from members, other concerned individuals within or outside the Chapel.
- vi. Any other godly source of revenue as approved by the Council.

7.0 Welfare

The welfare of members of the unit shall be a top priority. However, all welfare matters like celebrations, bereavements etc. shall be treated on the merit of the case as agreed by the members of the unit.

In the case of an emergency, the leadership of the unit shall take a decision on behalf of all the members of the unit.

8.0 Discipline

Members of the unit are expected to be discipline to time management, attendance to meetings, observes modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.

9.0 Operational Guidelines

- 9.1 **Announcements for Projection:** All announcements and e-flyers intended for screen projection must go through the Chapel Secretary, who will eventually post such on the agreed media platform.
- 9.2 Lyrics of choir ministrations and hymns intended for screen projection must be forwarded to the dedicated online platform at most 12 hours before the scheduled service.

Non-Chapel Programmes:

- i. On the occasion of a granted approval to use the Chapel facility for programmes that will require the use of the unit services or equipment, a notice of at least one week interval must be given to the unit leader by the representative/organisers of non-chapel programmes.
- ii. Only chapel media member shall be allowed to use the chapel media equipment on the occasion of non-chapel programmes that are being hosted in the chapel.

Other Chapel Programmes: These are programmes that are being organised by unit, groups and fellowships that are not generally for the entire congregants. These can be retreats, seminars, film shows etc. for particular groups.

- i. Transportation aide shall be provided for media members who volunteered to cover such meetings.

Schedule A

| S/N | Logistics | Amount (₦) |
|-----|--|------------------|
| 1 | Wedding coverage and video production | 20,000 |
| 2 | Wedding coverage with additional camera and video production | 30,000 |
| 3 | Transport logistics | 2,000 per person |

Note: Non chapel programmes that requires other factors such as data subscriptions for livestreaming or hiring of equipment or other services outside chapel shall be costed as the occasion demands.

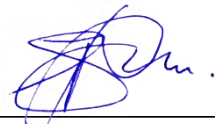
10.0 Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/10/2024

Council Chairman



Council Secretary

CHAPTER 14: PRAYER / INTERCESSORY UNIT

A. Preamble

Jesus told his disciples a parable that “*Men ought always to pray, and not to faint*” Luke18:1 KJV. The Chapel Council in response to divine mandate deemed it fit to put in place the Prayer/Intercessory Unit to coordinate and charge members of the church to fulfill the prayer mandate. Therefore, it is in order to actualize the above mandate that the policy document of the Unit is structured as follows:

B. Aim

To mobilize the church to fulfill this divine mandate through intercession, prayers and special ministrations as led by God and as the need arises.

C. Membership

Membership of the prayer/intercessory unit shall be open to all registered members of The Goodnews Chapel, Benue State University, Makurdi.

Objectives

D. Activities/Programmes

The following activities shall be carried out by Prayer/Intercessory Unit:

- i. Weekly Sunday prayer meetings. 7 - 8am
- ii. Monthly fasting and prayer retreat every first Sunday of the month for all members of the unit.
- iii. Faith clinic every last Thursday of the month.
- iv. Coordination of Chapel Friday prayer meetings and monthly Vigils.

- v. Coordination of Chapel Sunday intercessory prayers
- vi. Mobilizing the Church to take up prayer burdens as the need arises from time to time
- vii. Organizing deliverances, healing and special prayer services.
- viii. Visitation and giving welfare assistance to members of the unit.
- ix. Implement the Chapel's strategic plan as it relates to Prayer and Intercessory Unit
- x. Enhance effectiveness and efficiency through collaboration with other units, fellowships and committees.
- xi. Any other assignment as may be directed by Chapel Council

E. Prayer/Intercessory Unit Leadership

The leadership of the Prayer/Intercessory unit comprises the Unit Coordinator and Assistant appointed by the Chapel Council. However, some members of the Unit shall be elected or appointed to assist in running the affairs of the Unit in the following capacities:

- i. Treasurer/Welfare secretary
- ii. General Secretary/Public Relations Officer (PRO)
- iii. Financial Secretary

F. Duties of the Unit Coordinator

- i. To formulate and plan programmes for the Unit
- ii. To ensure the smooth running of the Prayer/Intercessory Unit

- iii. Be responsible for the administration of the Unit
- iv. To interface with Chapel Council on behalf of the unit
- v. Constitute Adhoc Committees from time to time as the need arises
- vi. Perform any other function (s) as may be directed by the Chapel Council

G. Duties of the Unit Assistant Coordinator

- i. Deputize the coordinator in the performance of his/her functions
- ii. Performs any other function as may be assigned by the unit coordinator.

H. Duties of Other Officers

1. General Secretary/Public Relations Officer (PRO)

- i. Takes minutes of all unit meetings
- ii. Keeps membership register and other relevant documents of the Unit
- iii. Convenes all meetings in consultation with the Unit leadership

2. Treasurer/Welfare Secretary

- i. Mobilize contribution towards the wedding of a member (s)
- ii. Mobilize to visit and remit a token for each member on each delivery of baby(ies)
- iii. Send messages to all members in the event of a challenge and celebration. Members are expected to pray, visit and show bowels of mercies.

- iv. Mobilize the visit and remittance of a minimum of a token to any member bereaved of (a) Husband (b)wife and (c) child
- v. Be in charge of refreshment during special programmes of the Unit
- vi. Organize visitation to members of the unit to foster bonding and fellowship
- vii. Encourage members to voluntarily contribute to the Unit's purse
- viii. Safe keeping of unit monies and keep adequate record of same

3. Financial Secretary

- i. Keep adequate financial records of the Unit
- ii. Any other duties that may be assigned by the Unit leadership

I. Tenure of Prayer/Intercessory Unit Leadership

The tenure of the unit leadership shall run concurrently with that of The Goodnews Chapel Council for a period of three (3) years in the first instance.

J. Source of Funds

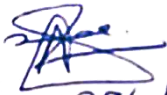
- i. Personal/voluntary donations
- ii. Financial support from the Chapel Council based on budgetary provisions.
- iii. Monthly contributions from members during the monthly Unit retreat.

K. Discipline

All members of the Unit are to be an example of a believer in words and conduct. Any member whose conduct is found to be below Biblical standards or proven a life of misconduct shall first of all be investigated by the Unit leadership. Where misconduct is established against such a member, such shall be referred to the Chapel Council for discipline.

L. Amendment

This policy shall be reviewed from time to time as the need arises. Such amendment shall be done by the members of the Unit and submitted to the Chapel Council for approval.



27/10/2024

Council Chairman



Council Secretary

CHAPTER 15: SECURITY AND SAFETY POLICY / PROCEDURES MANUAL

1. PURPOSE: The purpose of the Goodnews Chapel (GNC) Security & Safety Policy will be in three folds:

- i. To provide a secure place of worship where members and visitors may comfortably worship with the assurance that all reasonable measures are being taken to ensure their safety from external threats.
- ii. To provide a safe place of worship where hazards and unsafe conditions are identified and repaired, removed, or mitigated to the point that they no longer present a hazard.
- iii. To develop, maintain, and continuously update a comprehensive Emergency Action Plan that outlines the process by which the GNC will respond to hazardous or threatening conditions or situations.

2. METHODOLOGY: The method is to establish a Security and Safety team with two functional areas:

- i. **Prevention**, shall comprise of all operations intended to reduce or eliminate risks and hazards before they occur such as safety inspections, entry point surveillance and screening, safety education and training, and the presentation of a visible security personnel.
- ii. **Response:** shall comprise of all operations taken after an event or situation to mitigate effects and recover from the event.

The Security team shall operate under the direction of the Security Committee, headed by the Security Committee Chairman (SCC) and shall be

answerable to the Chapel Council through the Chapel Council Chairman.

3. **END STATE:** The desired end state for this policy manual is to secure the GNC from external threats and unsafe physical conditions. A trained team of security personnel performing duties, and internal review procedures established to ensure continuous evaluation and refining of the program to mitigate the most likely hazards and threats.
4. **AUTHORITY:** The GNC Security & Safety policy and procedures derives its authority from the Chapel Constitution, and shall operate in accordance with Chapel Constitution under the directives of the Chapel Council.

5. SECURITY TEAM

A. Oversight

1. The Church Security Program shall be enforced with the approval of the Chairman of Council.
2. Day to Day operations will be under the supervision of the GNC Security Committee Chairman.
3. Security Committee shall perform an annual review of the Safety & Security Program to ascertain the progress of this policy/procedural manual.

B. Personnel

1. All security personnel shall be subject to the security policy of the Chapel
2. All security personnel must be twenty-one years of age or older.

3. All security personnel shall abide by the Chapel constitution and this policy.
4. An erring security personnel may be suspended from duty at any time by the Security Committee and the case reported to Council for further investigation and necessary action.

6. TRAINING

A. The purpose of the Church Security training shall be:

- i. To ensure that security personnel have the skills and knowledge needed to maintain a safe environment for themselves, as well as for Chapel members and visitors.
- ii. To ensure compliance with state law.
- iii. To develop a professional team of security personnel.
- iv. To ensure proficiency and efficiency in duty-related skills.
- v. To reduce the likelihood of violent acts and intruders on Chapel property through the development of effective preventive strategies.
- vi. To ensure a fast and effective response to emergencies on Chapel property in an effort to preserve life and safeguard property.

B. Training Tenets

- i. Training shall remain focused on protecting the Worship place, its sanctity, respect and reverence.
- ii. Security team members shall train together to build cohesion, standardize knowledge and skills, and improve efficiency.

- iii. Training shall be progressively channeled to aid in skill development and increased knowledge.
- iv. Training shall be practical and applicable to members' duties.
- v. All trainings shall be documented & maintained as a matter of Chapel records.

7. TEAM COMPOSITION

- i. The Security team shall be led and supervised by the Chapel Security Committee Chairman in collaboration with the Administrative Secretary.
- ii. Additional members will comprise volunteered Chapel members and augmented on a case-by-case basis by off-duty law enforcement officers hired for special events.
- iii. A pool of volunteer Chapel members shall be maintained so that members can perform duties on a rotational basis.
- iv. Teams shall be deployed to support all forms of services designated and approved by the Chapel authority.

The optimal service designations are:

- a) First Morning Sunday Worship Service
- b) Second Morning Sunday Worship Service
- c) Teens/Children Service section
- d) Wednesday Evening Bible Study
- e) Friday Evening Prayer service
- f) Last Thursday's monthly evangelism
- g) Last Friday's monthly prayer vigils
- h) Special events.

During special events, teams will be designated as required for the event

8. OFFICERS, DUTIES AND FUNCTIONS OF THE SECURITY COMMITTEE

A. Chairman of the Security Committee

The Chairman of the Security Committee shall;

- i. Have overall responsibility for the planning, development, and execution of the safety and security programs.
- ii. Establish and maintain the policy and procedure manual and emergency action plans.
- iii. Supervise Security Team personnel.
- iv. Ensure compliance with this policy manual, state law, and applicable safety guidelines
- v. Manage Security program training for staff, team members, and the general congregation
- vi. Serve as the safety and security adviser to the security team and the entire chapel
- vii. Prepare and submit to The Chapel Council the committee's budget for the costed annual operational plan
- viii. Liaise with local law enforcement agencies with the permission of the Chapel Council for training, threat awareness, safety, and information pertaining to the Chapel security policy
- ix. Represent the Security Committee during Chapel meetings
- x. Conduct monthly, quarterly safety surveys

- xi. Coordinate manpower requirements, soliciting volunteers, and scheduling Security Team members for Chapel services
- xii. Serve as the Security coordinator during Chapel services and events.
- xiii. Conduct monthly security drills for the team.

B. The Security Team Leader

The duties of security team leader include:

- i. Assigning Security Team members to specific stations.
- ii. In the event that manpower is insufficient to cover all entries, the Team Leader will prioritize based on available manpower.
- iii. Manning the communications and video surveillance hub, where and when available.
- iv. Coordinating Security Team Responses, for example, in handing and taking over reports
- v. Report appropriately to the Chairman, Security Committee.

C. Security Functions

These shall include:

- a) Monitoring the flow of traffic into and around the church premises.
- b) Serving as a visual deterrent
- c) Monitoring parked vehicles and Chapel assets.
- d) Monitoring entry and exit points into Chapel facilities for unusual and/or suspicious behavior and communicate or raise alarm for emergency assistance through established hierarchy.

- e) For security personnel, intervene in violent incidents that pose an imminent physical threat to themselves, church members, and visitors.
- f) Reporting, responding to, and investigating unusual and/or suspicious behavior occurring inside Chapel facilities and raise alarm for emergency assistance through established hierarchy.

9. SECURITY COMMUNICATION EQUIPMENT

- i. Team members shall maintain cell phones as a means of communication within the group and for emergency calls for assistance.
- ii. Video Surveillance: When supplied, the Security Team may be equipped with Tablets capable of monitoring server-based surveillance cameras. As a minimum, one tablet will be used by the Security Team Leader with additional ones as required for special events.
- iii. Metal Detector Wands. When supplied, Metal detector wands may be used by the Chapel Security Team to aid in discretely screening people during periods of high pedestrian traffic associated with special events, screening bags, and screening suspicious packages.


10. DISCIPLINE

Members of the fellowship are expected to conduct themselves with the outmost sense of morality and responsibility according to the scriptures. Members of the Security

Committee and Security Personnel are also expected to be disciplined to their work ethics/tenets and professionalism time management, attendance to meetings, observe modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Security Committee Chairman and reported to the Chapel Council for necessary action.

11. REVIEW OF SECURITY COMMITTEE POLICY

This policy document is subject to review periodically.



27/10/2024

Council Chairman



General Secretary

CHAPTER 16: TECHNICAL UNIT

1.0 Preamble

The Technical Unit of The Goodnews Chapel Makurdi is a unit set up to oversee sound re-enforcement and maintenance of the Chapel musical and lighting equipment of the Church. The unit is responsible in ensuring quality sound system during all church programs, ensure musical equipment are in good working condition, and ensure there is light during all church programs.

Vision

To ensure that the congregation of the Church are blessed with quality sound during all church programs.

2.0 Membership

Membership of the unit is open to all registered members of the Chapel who are led to join the unit and have followed the process of induction into Units.

3.0 Leadership

The leadership of the unit shall be made up of the Unit Coordinator, Assistant Coordinator (which shall be appointed by the Chapel Council), the unit Secretary, Financial Secretary and Treasurer shall be appointed by the unit members through voting.

3.1 Functions of the Leaders

The Unit Coordinator shall;

- a. Represent the unit in the Chaplaincy
- b. Oversees functions of the unit
- c. Preside over the meetings of the unit

- d. Authorize the unit expenditures
- e. Submit half yearly activities reports to the chaplain
- f. Perform any other responsibilities assigned to the unit
- g. Perform any other responsibility as may be assigned by the Chaplain/Council

3.2 The Assistant Unit Coordinator shall;

- a. Deputize the unit Coordinator in the discharge of his responsibilities
- b. Represent the unit in the Chaplaincy
- c. Act as Coordinator in the absence of the unit Coordinator for a long time until a substantive Coordinator be appointed
- d. Perform any other duties assigned by the unit coordinator, chaplain and the church council.

3.3 The Secretary shall;

- a. Shall keep the unit's books
- b. Take minutes during unit's meetings
- c. Perform any other function as may be assigned by the unit coordinator or chaplain

3.4 Financial Secretary

- a. Keep all financial books and records of the Unit
- b. Issue receipt for monies received from members.
- c. Present Yearly and Half Yearly budgets of the unit to the Chapel Treasurer through the Coordinators.
- d. Lead in mobilizing financial resources for the running of the unit
- e. Perform any other duty(ies) as assigned by the Coordinator or Chaplain.

3.5 Treasurer

- a. Keep custody of all the monies of the unit.
- b. Render statement of account to the unit with the assistance of the financial secretary.
- c. Deposit all unit monies in excess of N10, 000 into the unit account.
- d. Perform any other duty(ies) as assigned by the Coordinator or Chaplain

4.0 Operations of the Unit

The unit shall carryout the following functions in addition to that which is spelt out in the Chapel Constitution

- a. Ensure quality sound during all church programs
- b. Ensure that there is light during church programs
- c. Maintains the church musical and lightening equipment
- d. Take the church musical and lightening equipment for repairs
- e. Make request for funds to carry out its duties
- f. Submit her activities report to the Chaplain during The Family meetings

5.0 Funding of the Unit

- a. The unit shall be founded by the Church Council base on the budget of the unit
- b. member contributions
- c. donations from concerned church members

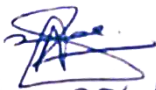
6.0 Discipline

Members of the unit are expected to be disciplined to time management, attendance to meetings, observe modesty in

conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions

7.0 Amendments

Any part of this policy or the entire policy is subject to amendment where it fails to provide the expected result.



27/10/2024

Council Chairman



General Secretary

CHAPTER 17: USHERING UNIT

Vision

“Let everything be done decently and in order” (1 Cor. 14:40)

Mission Statement

To serve God and the church by helping to create an environment that prepares people to hear and receive the Word of God.

Section One: Preamble

The ministry of Ushering is one of the oldest ministries in the church. In the Old Testament, they called them “Doorkeepers” (Psalm 84:10). In the New Testament Christ used his disciples for the functions of ushering on many occasions. Ushering ministry is built on the foundation of diaconal ministry.

Section Two: Conditions for Service

1. **An Usher must be born again:** John 3:3
2. **Humility:** Philippians 2:5-10
3. **Denying of Oneself:** Matthew 16:24-26
4. **Commitment:** 1 Samuel 1:24-2:11
5. **Loyalty:** Faithfulness and submission to authority
6. **Punctuality:** An Usher must be time conscious, knows what to do, when and how to do such at all circumstances.
7. **Honesty:** An Usher must be transparent and accountable in the handling and collection of any items left in his/her custody.
8. **Discipline:** An Usher should demonstrate a high sense of discipline and self-control in any given situation.

Carelessness in behavior and speech shall not be overlooked. (1 Cor. 9:27; Ps. 14:3).

9. **Courtesy:** An Usher should be polite, well-mannered, kind, cheerfully welcome people to the house of God.
10. **Decency:** An Usher shall be decent in appearance, maintaining a neat, modest, presentable and appropriate outlook at all times, both in the church and out of the church.
 - a. Female ushers shall not be allowed to wear trousers in the Sunday church service.
 - b. Ushers shall not be allowed to wear any clothe that exposes their armpit, especially to the church. That is, his/her armpit should not be seen when he/she raises his/her hand.
 - c. Wearing of bangles/necklaces should be minimized to avoid distraction.
 - d. Ushers are not allowed to wear easy wear/palm during service as that would inconvenience them during service.
 - e. Deep-black style of cloth or any style of clothe that exposes any part of the breast/chest is not allowed.
 - f. Tight clothes (skirts, trousers, shirts, gowns) are not allowed by any Usher both in the church and outside the church. All skirts and gowns must be below the knee and must not be transparent.
 - g. Ushers shall not be allowed to wear T- shirts to church. Any Usher with T-shirt must not minister.
11. **Alertness:** An Usher shall be on the lookout for dangers to ensure safety for worshippers/properties.

12. **Boldness:** The Usher shall act, behave and move with confidence, be firm, resolute and courteous when dealing with difficult people.
13. **Preparation:** An Usher shall have a spirit of excellence; doing the right thing at the right time at all times. Ushers shall be in church as early as possible on Sundays for the Sunday School and corporate prayers before the main Service commences.

Objective

1. To implement the Chapel's strategic plan as it relates to Prayer and intercessory Unit
2. To enhance effectiveness and efficiency through collaboration with other units, fellowships and committees.

Section Three: Criteria for Membership

1. A person (Male or Female) who desires to be an Usher must be **born again**.
2. He/she shall pick the membership form of the Chapel and properly fill it, indicating his/her interest in joining the unit.
3. He/she must be inducted and admitted by the Chaplain or representative.
4. He/she shall be ready to abide by the criteria of service in the house of God as outlined in Section two of this document.

Section Four: Unit Leadership and Responsibilities

5.1. Unit Coordinator shall:

1. Represents the unit in the Chaplaincy
2. Preside over the unit meetings
3. Oversee functions of the unit
4. Authorize unit expenses
5. Act on behalf of the unit in matters of emergency
6. Perform any other duty (ies) as shall be assigned by the Chapel Council

5.2. Assist. Coordinator Shall:

1. Deputize the unit coordinator in the discharge of his or her duties
2. Act as the coordinator in the absence of the coordinator
3. Perform any other duty (ies) as shall be assigned by the coordinator

5.3. Secretary Shall:

1. Keep all books and records of the unit
2. Take minutes of the unit's meetings
3. Summon meetings in consultation with the unit's Coordinator
4. Perform any other duty (ies) as shall be assigned by the coordinator.

5.4. Unit Financial Secretary/Treasurer shall:

1. Keep custody of all the monies of the unit
2. Present Yearly budgets of the unit to the Chapel Treasurer through the Coordinator
3. Keep all financial books and records of the Unit

4. Lead in mobilizing financial resources for the running of the unit
5. Perform any other duty (ies) as assigned by the Coordinator or Chaplain

Section Five: Programmes/Activities

1. **Church Cleaning:** The unit is saddled with the responsibility of cleaning the church and its environs; including the toilets. The unit shall meet every Saturday from 4-6pm to clean the church and prepare same for Sunday worship services. Failure to participate in the cleaning without any cogent reason adequately communicated to the coordinator will disqualify one from serving on Sunday. A monthly roaster shall be prepared by the leadership for effectiveness. The Unit shall mobilize the church towards general cleaning twice a year, where all members of the church participate.
2. **Decoration:** The unit shall be changing the altar decorations regularly. All members shall participate in this exercise.
3. **Training and Retreat:** The unit shall be organizing retreat and training of members on some service skills, once every semester.
4. **Prayer meeting:** The unit shall be meeting to pray and fast once every month. It shall come up on the third Thursday of every month at 5pm. Members shall fast and pray at their homes before converging in the evening to pray together and break the fast.

5. **Church Weekly Activities:** Every unit member shall be required to be present in all Chapel activities and be at the point of duty as the coordinator may assign. Meanwhile, student members may be exempted from Bible Studies and Prayer meetings as they may be going for their various Student Fellowship bodies' activities on campus.

Section Six: Dress Code (1 Peter 3:3,4)

An usher is expected to appear smart as he/she moves about in the service. Dressing should be to avoid undue attraction/distractions.

- (A) Every Usher is expected to have all the dress codes/uniforms.
 1. All female Ushers shall cover their hairs properly in all church services and long hairs must be arranged properly
 2. The use of slippers, extremely high-heel shoes and unbuckled sandals to serve during church services shall not be allowed.
 3. Fixing of nails shall be highly discouraged.
 4. Excessive make-ups shall not be allowed. Make-ups must be light and friendly.
 5. Every Usher is expected to appear smart and neat at all times.
 6. Wearing of clothes that do not allow for ease of movements shall not be allowed.

(B) Uniforms

The uniforms of the unit include:

1. White shirts with black trousers/skirts and touch of red or black for every first Sundays of the month.
2. Sky-blue shirts on black trousers/skirts with touch of black for every second Sundays of the month
3. Traditional dressings for every last Sundays of the month.
4. Other Sundays would be any corporate dressing.

Section Seven: Duties and Responsibilities

An usher shall have a strong sense of commitment to duty by securing a conducive environment for worshippers and for the hearing of the Word of God. This is done by:

1. Maintenance of order: To ensure that this is done, an usher shall be in church early enough to ensure that all is put in place meticulously with concern to details: this is to ensure that worshippers/guests and the church service is not disrupted.
2. Ensuring that the decoration of the altar and the church is done regularly.
3. Ensuring an orderly arrangement of seats and sitting of worshippers. Pregnant and lactating women should have a special sitting arrangement in a roll that would allow them to easily attend to their babies.
4. Security: the ushers shall keep guard of lives and properties of worshippers who come to the church.
5. Preparing the table for Holy Communion.

6. Sharing of handbills, flyers and programme leaflets shall be carried out by the ushers
7. Assisting the preachers and service coordinators by serving them water and any other thing they may require.
8. Assisting worshippers to get whatever they would like to get from any location in the church
9. Taking attendance of worshippers in Sunday services
10. Adhering to the programmes/activities of the Unit.
11. Any other function the Chapel Council may assign to the unit.
12. Ushers shall be involved fully for special events such as weddings of church members and conducted in the church. In cases of outsiders, the bride/groom may need to make some arrangement with the ushers through the Chaplain.

Section Eight: Welfare

The welfare of members of the unit shall be a top priority. However, all welfare matters like celebrations, bereavements etc. shall be treated on the merit of the case as agreed by the members of the unit.

In the case of an emergency, the leadership of the unit shall take a decision on behalf of all the members of the unit

Section Nine: Source of Funds

1. Members shall be required to pay a monthly due of N100 only.
2. Support from Council due budgetary provisions
3. Any other sources

Section Ten: Disciplines/Penalties

Members of the unit are expected to be disciplined to time management, attendance to meetings, observe modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the unit for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions. In addition:

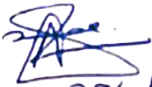
1. No usher shall leave his/her place of posting/assignment without replacement; such action would attract disciplinary action as deem fit by the Chief Usher
2. Any act of disobedience and disregard to the leadership of the unit shall attract punishment of suspension for two weeks
3. Leaving the church before the end of service without proper permission shall attract two weeks suspension
4. Operating of mobile phones/other devices during service is highly prohibited. Defaulters shall be referred to punishment measures.
5. Chewing of gums during service is not allowed.
6. Indecent dressing would not be allowed. Such persons won't serve but asked to go and change such clothes and must return to the service.
7. Absence from church service for 3 consecutive weeks without notification would attract probation for one month and if the defaulter does not change and be consistent with all our activities within the period of

probation, he/she would lose his/her membership in the unit.

8. Any Usher without dress code for the particular service and not with a cogent reason shall not be allowed to serve for that Sunday service
9. Stealing of any property of the church/worshippers by any Usher would attract expulsion from the unit.

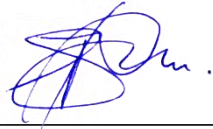
Section Eleven: Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/10/2024

Council Chairman



Council Secretary

CHAPTER 18: WELFARE UNIT

1.0 Preamble

In line with Hebrews 13:1-3, “Let brotherly love continue. Be not forgetful to entertain strangers: for thereby some have entertained angels unawares. Remember them that are in bonds, as in bonds with them; and them which suffer adversity, as being yourselves also in the body”, we the members of The Goodnews Chapel Benue State University, Makurdi hereby make the following provisions to guide and regulate the welfare of members.

2.0 Aim

The aim of the Welfare Policy is to ensure that the welfare needs of members of The Goodnews Chapel are catered for.

3.0 Membership

The members of the Welfare Committee comprise of the following:

1. The Church Welfare Secretary - Chairman
2. Men’s Fellowship Leader - Member
3. Women Fellowship Leader - Member
4. Youth Fellowship Leader - Member
5. FCS Rep in Council - Member
6. NIFES Rep in Council - Member
7. Financial Secretary - Member/Secretary

Note: Where necessary, some members of the Chapel shall be co-opted to assist the committee.

4.0 Duties

The Committee shall assist the Welfare Secretary to carry out the duties as captured in the Constitution, in *Article 8sub-section (g)*.

5.0 Application

This policy shall apply to all registered members of The Goodnews Chapel, Benue State University, Makurdi. To be qualified for welfare attention, members are expected to comply with the following:

5.1 Actively participate in Chapel weekly activities

5.2 Active participation in unit/fellowship/committee activities

5.3 Should be financially committed to The Goodnews Chapel through tithes, offerings and donations

6.0 Funding

To facilitate the implementation of the policy, Chapel members shall contribute bountifully to the welfare purse through:

- a. Welfare offering last Sunday of every month.
- b. Donation of food stuffs
- c. Donation of welfare items

The Welfare Secretary shall apply for funds from the Chapel treasury to attend to welfare needs where the money drawn from the welfare offering is exhausted or inadequate.

7.0 Scope

This Welfare Policy shall cater for celebrations, bereavement, farewell packages and support to indigent members. Members requiring welfare attention should complete and submit the Chapel Welfare Request Form to the Welfare Secretary of the Chapel through their Unit/Fellowship/Committee Coordinators/Leaders.

7.1 Celebrations

These shall include occasions where a member is celebrating any of the following:

- a. The birth of a child - ₦5,000
- b. Wedding - ₦10,000
- c. Book/Music album launch - ₦5,000

In the event of elevation, appointment, etc., the Chapel shall identify with the individual at the discretion of the Council.

7.2 Bereavement

7.2.1. Bereavement of a Member

Where a member dies, the Chapel shall

- a. Hold Service of Songs in respect of the deceased member.
- b. Collaborate with the deceased family and support financially to handle the cost of the Casket, Ambulance and Mortuary fee.
- c. Be responsible for the interment of the deceased member at the burial service.
- d. Arrange for transportation of members to and fro the burial.

- e. Arrange for feeding of her members during the burial.

7.2.2. Bereavement of a Members' Child or Parent

The Chapel shall support her members with any sum as the Council may determine from time to time in the event of the death of a member's child or parent.

7.3 Sent-Forth

7.3.1 Farewell Package to a Member

Where a member is relocating to another town from Makurdi, the Chapel shall support him/her as may be determined by the Council.

7.3.2. Sent Forth of the Students

A Send-forth service shall be organized for graduating students who are members of the Chapel. At that occasion, gifts and refreshment shall be given to such graduating students as considered reasonable by the Chapel Council.

7.4 Needy Persons who are not registered members of the Chapel

This group of persons could be from within the Chapel or occasional visitors to the Chapel. Where such a member is faced with grave challenges, the Chapel may support such a person as Council shall determine.

7.5 Welfare of Ministers

7.5.1. Guest speakers outside Makurdi

- i. Honorarium/travel cost from and return to base – ₦50,000 minimum
- ii. Cost of accommodation in Makurdi – average of ₦12,000 per night
- iii. Cost of feeding per day – ₦5,000 per person

7.5.2. Guest speakers within Makurdi

Guest speakers within Makurdi shall be entitled to honorarium of ₦10,000 minimum.

7.5.3. Water/Juice for Service

One (1) litre of Juice and bottle water will be served to the Chaplain/Minister for the Sunday service.

7.6. Refreshment

7.6.1. Weddings

Members and outsiders wedding in the Chapel shall provide refreshment for the officiating ministers immediately after the wedding service through the church Welfare Secretary

7.6.2 Other Church programmes


Committees responsible for church programmes should liaise with the Welfare Secretary to provide refreshment where necessary.

8.0 Discipline

Members of the Welfare Committee are expected to be discipline to money and time management, observes modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Chairman and proven cases of gross misconduct shall be taken to the Council for necessary actions.

9.0 Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/10/2024

Terna Abuul
Council Chairman



Abel Uyoo
Council Secretary

CHAPTER 19: WOMEN FELLOWSHIP

1. Preamble

In line with Titus 2:3-5, all married women of The Goodnews Chapel (GNC), Benue State University (BSU) Makurdi shall come together to provide warm fellowship for themselves under the guidance of the Holy Spirit. The fellowship shall be known and called The Goodnews Chapel Women Fellowship, BSU, Makurdi.

2. Aim

To identify and attend to the needs of the women of the GNC, BSU, Makurdi, in particular, and the Church of God in general.

3. Objectives

1. To help women build spiritual capacity to effectively serve the home, church and their generation
2. To help women identify their God given talents and abilities and develop same.
3. To create a forum for fellowship among women of the GNC
4. To challenge GNC women to realize their full potentials as help meet for their husbands in life and ministry
5. To attend to the welfare needs of members of the fellowship as provided for in the policy document.
6. To create an impact on the lives of the single Christian sisters in GNC and the student fellowship affiliated to it.
7. To carry out special ministration to the widows in the chapel
8. To stand in the gap praying for the Chapel
9. To execute any other function as Council may direct from time to time

4. Supremacy

The Chapel Constitution shall supersede the Women Fellowship policy document

5. Membership

Membership of the Women fellowship shall be open to all registered married women of the GNC inclusive of widows.

6. Activities/Programmes

The following activities shall be carried out by the Women's fellowship:

1. Monthly meetings
2. Seminars, Bible studies and Workshops
3. Periodic joint programmes with the Men's fellowship
4. Visitations
5. Interactive sessions with single Christian sisters in the Chapel and affiliate fellowships
6. Entrepreneurial activities that can build capacity of members
7. Highlighting women activities during the Women's Day programme
8. Leading women to pray
9. Care for both the spiritual and physical needs of the women of GNC
10. Any other activity as Council may direct from time and time

7. Women Fellowship Exco Members

1. Leader
2. Assistant Leader
3. General Secretary
4. Treasurer
5. Financial/Organizing Secretary
6. Chaplain's Wife

8. Duties of the Fellowship Exco Members

1. To formulate policies and plan programme for the fellowship
2. Be responsible for the administration of the Women's fellowship funds
3. Constitute ad hoc committees from time to time as the need arises.
4. Perform any other function as may be assigned by the Council from time to time.

9. Duties of Individual Exco Members

10. Women's Leader

- i. To ensure the overall well-being of all women in the Chapel
- ii. Represents the fellowship on the Chapel Council
- iii. Presides over all Exco and business meetings of the fellowship
- iv. Oversees the functions of the fellowship's Ad Hoc committees
- v. Acts on behalf of the fellowship on matters of emergency

- vi. Be a signatory to the fellowship's accounts
- vii. Performs any other duties as may be assigned by Council from time to time

11. Assistant Women's Leader

- i. Assists the Women's Leader in the discharge of her duties
- ii. Acts as Women's Leader in the event of the latter's prolonged absence until a by-election is held
- iii. Administers the welfare package to members, in conjunction with the Women's Leader
- iv. Monitors the welfare of pregnant and nursing mothers in the Chapel
- v. Any other duties as may be assigned by the Exco from time to time

12. General Secretary

- i. Convenes all meetings in consultation with the Women's Leader
- ii. Takes Minutes of all meetings
- iii. Keeps the membership register and other documents of the fellowship
- iv. Be a signatory to the fellowship's accounts
- v. Performs any other duties that may be assigned by the Exco from time to time

13. Treasurer

- i. Gently reminds members of their financial obligations from time to time

- ii. Lodges monies of the fellowship in the bank
- iii. Keeps adequate record of fellowship monies at hand and in the bank
- iv. Submits financial reports on Exco directives
- v. Be a signatory to the fellowship's accounts

14. Financial/Organizing Secretary

- i. Documents all financial transactions of the fellowship
- ii. Makes arrangements for meetings
- iii. Publicizes the activities of the fellowship
- iv. Liaises between the fellowship and the single Christian sisters in the Chapel and affiliate fellowships as may be directed by the Exco.
- v. Submit annual financial report to the Chapel Council
- vi. Any other duties that may be assigned by the Exco from time to time

15. Chaplain's Wife

- i. To support the Women's Leader in ensuring the overall well-being of the women in the Chapel
- ii. To ensure the overall well-being of all women in the Chapel
- iii. Remains a member of the Exco as long as her husband is Chaplain of the Chapel
- iv. Monitors the welfare of pregnant and nursing mothers in the Chapel in conjunction with the Assistant Women Leader
- v. Any other duties as shall be assigned by the Exco from time to time

16. Tenure of the Women Exco Members

The fellowship Executive Committee's tenure shall run concurrently with the Chapel Council renewable for another term of three (3) years.

17. Sources of Revenue

The fellowship shall have the following as sources of revenue for executing the welfare package for members and other programmes/projects:

- i. Offering at meetings
- ii. Monthly contribution as may be agreed upon by Exco from time to time
- iii. Personal donations
- iv. Budgetary provision from the Chapel

18. Welfare of Members

Every member of the Women's fellowship shall be entitled to the following welfare tokens as indicated:

- i. A minimum of N5000 for each member on each delivery of child/children.
“And the king will say, ‘I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me!’ Matthew 25:40. NLT
- ii. A minimum of N5000 for wedding gift to each member's child who duly informs the fellowship. Individual families are encouraged to support the wedding lavishly since life is about sowing and reaping.

“Give, and you will receive, your gift will return to you in full-pressed down, shaken together to make room for more, running over, and poured into your lap. The amount you give will determine the amount you get back.” Luke 6:38. NLT

- iii. A minimum of N5000 as condolence token to a member bereaved of any of the following:
 - a. Husband
 - b. Child
 - c. Father
 - d. Mother

“Let no debt remain outstanding, except the continuing debt to love one another, for he who loves his fellowman has fulfilled the law.” Romans 13:8 NIV

- iv. A minimum of N5000 as support for any member who has organized a family celebration for which the fellowship is duly informed and invited.

Every member of the fellowship is expected to physically identify with other members who mourn or have occasion to laugh.

“Rejoice with those who rejoice; mourn with those who mourn.” Roman 12:15. NIV

- v. A minimum of N5000 as fruit allowance for the Chaplain’s wife quarterly. Members are encouraged to contribute kitchen items/foodstuff for the Chaplain’s wife kitchen quarterly as well as reach out to her according to the word of the Lord.

“Now we ask, brothers (sisters), to respect those who work hard among you, who are over you in the Lord and

who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other.” I Thessalonians 5:12-13. NIV

- vi. A minimum of N5000 each as support token for widows who are members of the fellowship once in a year.
“Pure and genuine religion in the sight of God the father means caring for orphans and widows in their distress and refusing to let the world corrupt you.” James 1:27. NLT
- vii. Messages would be sent to all members of the fellowship about any member that is challenged. Members are expected to pray for, visit and show bowels of mercies, fulfilling the law of Christ.
“Let us not become weary in doing good, for at the proper time we will reap a harvest if we do not give up.” Galatians 6:9 NIV.
- viii. When a member of Chapel is wedding and the Women fellowship is duly invited, a freewill offering shall be taken in the last meeting before the date and used for that purpose.
“The Lord will greatly bless his people. Wherever they plant seed, bountiful crops will spring up. Their cattle and donkeys will graze freely.” Isaiah 32:20. NLT

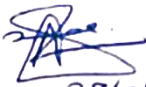
19. Discipline

In line with I Peter 3:1-6, every member of the fellowship is expected to be chaste, homely and exemplary as daughters of Sarah.

Members of the Fellowship are expected to be disciplined to time management, attendance to meetings, observe modesty in conduct and appearance (offline and online) according to the scriptures. Cases of misconduct shall be investigated by the Leader and reported to the EXCO for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.

20. Amendment

This policy shall be binding on all members and may be reviewed from time to time as the members may decide. Such amendments shall be forwarded to the Council for approval for it to have binding effect.



27/10/2024

Bro. Terna Abuul
Council Chairman



Engr. Abel T. Uyoo
General Secretary

CHAPTER 20: YOUTH FELLOWSHIP

1. AIM

To identify and attend to the needs of the young members of the church by creating a conducive environment for spiritual growth and development through fellowship and programs

2. OBJECTIVES/FUNCTION OF THE YOUTH FELLOWSHIP

As provided by the church constitution (Amended 2024)

- i. Implement the chapel Youth Fellowship Policy and guide the chapel in the review of the policy when the need arises.
- ii. Mobilize, organize and coordinate all the youths in the chapel who are not members of student fellowship groups in the University to express their love for the Lord in active service.
- iii. Prepare all youth in the Chapel to be example of the believer in speech, in life, in love, in faith and purity.
- iv. Submit half-yearly program and report of performance to the Council.
- v. Execute any other functions as Council may deem appropriate.

3. ELECTIONS MODALITIES

- i. Elections shall be conducted by the Youth Fellowship Coordinators at the Fellowship level.
- ii. Members of the Fellowship shall prayerfully suggest nominees for election. (only non-student members of the fellowship are qualified to be nominated)

- iii. The coordinators shall interview the nominees and those successfully screened shall be presented to the fellowship for election.
- iv. Election shall be through voting. The nominees are also allowed to vote.
- v. Votes shall be counted and the nominee with the highest vote shall emerge the candidate(s) for the position(s).

4. COMPOSITION OF THE FELLOWSHIP EXECUTIVES

There shall exist in the Fellowship, fellowship executives which shall consist of the coordinators as appointed by the church Council and other elected members;

- i. Coordinator
- ii. Assistant Coordinator
- iii. Youth leader
- iv. Assistant Youth Leader
- v. General Secretary
- vi. Financial Secretary
- vii. Treasurer
- viii. Prayer Secretary
- ix. Organizing Secretary
- x. Welfare Secretary

5. QUORUM

Quorum shall be formed when at least a two-third of the youth executive members including the youth leader or assistant youth leader shall be present during any leadership meeting.

6. FUNCTIONS OF THE EXECUTIVES

(a)Coordinator

- i. Shall provide supervisory and advisory role to the Fellowship
- ii. Shall conduct elections for the fellowship.
- iii. To supervise selection of speakers from within and outside the Goodnews Chapel for programs.
- iv. Shall be part of the executives meeting
- v. Any other function(s) as may be assigned by the Council

(b)Assistant Coordinator

- i. Shall act as the coordinator in the absence of the coordinator
- ii. Shall perform any other function(s) as may be directed by the coordinator and the church Council.

(c)Youth Leader shall;

- i. be the youth fellowship representative in the Council
- ii. preside over executive meetings.
- iii. oversee the activities of the Youth Fellowship.
- iv. coordinate the youth to channel their love and energy correctly in the service of the Lord.
- v. ensure members are adequately informed of all council communications that concern them.
- vi. coordinate the youth to be examples unto the believers.
- vii. give update on the state of the fellowship from time to time to council.

viii. Perform any other duty(ies) as may be assigned by the Council

(d) Assistant Youth Leader shall;

- i. act as the leader in the absence of the leader of the fellowship for a period not exceeding 6months. (the coordinator shall conduct new elections to elect a new leader of the fellowship after 6months)
- ii. perform any other function(s) as may be directed by the leader with all humility and service.

(e) General Secretary

- i. Writes and receives letters on behalf of the fellowship
- ii. Keep proper minute book for the fellowship, and proper record of programmes and events.
- iii. Propose programme(s) for consideration during executive meeting.
- iv. shall keep custody of all Youth Fellowship secretariat records and maintain a directory for all fellowship members giving the following details:
 - a. Names
 - b. Address (residential)
 - c. Home town and LGA and State of Origin/Country
 - d. Next of kin and address
 - e. Employment status
 - f. Registration date
 - g. Departure date
- v. Formally makes general announcement in the fellowship (the leader makes very important ones for emphasis).

- vi. Shall perform any other function(s) as may be directed by the leader with all humility and service.

(f) Financial Secretary shall;

- i. keep accurate records of fellowship funds
- ii. Make all financial records available at the executive meetings and to the church Council upon request.
- iii. assist the leader in preparing the annual budget for the fellowship and provide financial advice to the fellowship.
- iv. be signatory to the bank account.
- v. make request for funds and retire such funds as directed by the leader.
- vi. perform any other function(s) as directed by the leader with all humility and service.

(g) Treasurer shall;

- i. receive and keep accurate records of funds received by the fellowship.
- ii. work with the financial secretary in making all financial records available at the executive meetings.
- iii. perform any other function(s) as may be directed by the leader with all humility and service.

(h) Organizing Secretary shall;

- i. be responsible for proper arrangement of venues and other logistics for fellowship meetings
- ii. keep custody of all property belonging to the Youth Fellowship.

- iii. publicize the activities of the fellowship to members and to others as may be directed
- iv. perform any other function(s) as may be directed by the leader with all humility and service.

(i) Prayer Secretary shall;

- i. coordinate prayers in the youth fellowship.
- ii. be an example to believers in the fellowship in matters concerning prayer.
- iii. arrange for prayer meeting once a month.
- iv. perform any other function(s) as may be directed by the leader with all humility and service.

(j) Welfare Secretary shall;

- i. arranges a visitation to all members of the youth fellowship by the executives (in pairs) at least once a year.
- ii. report to the executives the state of member's welfare once in a month
- iii. dispense resources approved by the fellowship leaders to the needy members.
- iv. perform any other function(s) as may be directed by the leader with all humility and service.

7. FINANCE

- i. The finance of the Youth Fellowship shall consist of offerings, gifts, donations and other resources.
- ii. The fellowship shall operate an account with any recognized bank(s) as shall be determined by the Chapel Council.

- iii. All Fellowship monies shall be lodged in the fellowship account in authorized banks by the treasurer and any other person authorized by the fellowship.
- iv. The following shall be signatories to all financial transactions of the fellowship account:
 - a. The Council Chairman
 - b. The Coordinator
 - c. The Youth treasurer
- v. The Council Chairman's signature and any one of the other signatories as listed in (iv) above must be used in any financial transaction(s) of the Fellowship.
- vi. Retirements should be made after every expenditure to the Fellowship Financial secretary who shall submit monthly report to the Council Financial Secretary
- vii. The Financial Secretary alongside the treasurer shall prepare the financial statement of the youth fellowship and shall submit it to the Chapel Council upon request for external audit.
- viii. The financial report of both income and expenditure of the fellowship will be prepared annually by the treasurer and financial secretary and presented to the fellowship.

8. DISCIPLINE

Members of the fellowship are expected to conduct themselves with the outmost sense of morality and responsibility according to the scriptures. Members of the fellowship are also expected to be disciplined to time management, attendance to meetings, observe modesty in conduct and appearance (offline and online) according to the

scriptures. Cases of misconduct shall be investigated by the Coordinator and the Assistant and reported to the Fellowship for necessary action. Proven cases of gross misconduct shall be taken to the Chaplain/Council for necessary actions.

9. WELFARE OF MEMBERS

Every member of the fellowship shall be entitled to welfare package during condolence visit, wedding etc. as God grants enablement. The executives shall determine how much with due consideration to the availability of funds and the need on ground.

10. MEMBERSHIP AND CEASATION OF MEMBERSHIP

This shall be as captured by the church constitution

11. RELATIONSHIP AND MARRIAGE

Every member intending to enter a relationship should comply with the laid down marriage guidelines of the Chapel.

12. ANNUAL MEETING OF THE YOUTH FELLOWSHIP MEMBERS

There shall be annual general meeting to review activities of the fellowship and project the way forward to improve on programmes and services.

13. REVIEW OF FELLOWSHIP POLICY

This policy document is subject to review periodically.



27/10/2024

Council Chairman



General Secretary