



# CONSTITUTION

OF

**THE GOODNEWS CHAPEL**  
**BENUE STATE UNIVERSITY, MAKURDI**

**AMENDED 2024**



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## **PREAMBLE**

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We, the entire members of The Goodnews Chapel Benue State University (hereinafter referred to as “The Chapel”), have solemnly resolved to be an autonomous, non-denominational Congregation, to provide services to the University and its environs in line with the principles, practices and teachings of the Holy Bible in its entirety. The non-denominational status shall be maintained at all times.

## **ARTICLE 1: GENERAL PROVISIONS**

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### **1.1 *Supremacy:***

**1.1.1** The members of The Goodnews Chapel affirm the supremacy of the Holy Bible, acknowledging the Old and New Testaments, as the inspired, infallible, inerrant and authoritative Word of God. While the Holy Scriptures stand as the bedrock of our faith and guide our moral values, principles, and practice, this constitution is established as the blueprint for the organized and equitable governance and operation of the Goodnews Chapel.

**1.1.2** In the event of any conflict or inconsistency between the provisions of this constitution and the Holy Scriptures, the teachings of the Holy Scriptures shall prevail. In such cases, this constitution will be interpreted and applied by the principles outlined in the Holy Scriptures.

### **1.2 *Name:***

The Congregation shall be known, called and addressed or referred to as **The Goodnews Chapel, Benue State University, Makurdi.**

### **1.3 Address:**

**1.3.1** The office of The Chapel shall be situated in the Benue State University, Makurdi. The administrative centre of The Chapel shall be situated within The Chapel.

**1.3.2** Chapel website and email addresses: The Chapel shall have and maintain a website and email addresses as may be determined by The Chapel Council.

### **1.4 Vision Statement**

Chapel members who are Christ-like in lifestyle and Kingdom Service.

### **1.5 Mission Statement**

To bring the good news to all, feed the lambs, tend the sheep, and make them available for the Master's use.

### **1.6 Core Values**

- i. God's Word
- ii. Discipleship
- iii. Love and Care
- iv. Unity
- v. Evangelism

- vi. Excellence
- vii. Family Life
- viii. Leadership Development and Mentoring
- ix. Holiness and Righteousness
- x. Integrity

**1.7 *Logo:***

The Logo of The Chapel shall consist of a red cross and an open Bible within a globe. the red cross symbolizes the atonement, the open Bible stands for the Word of God and the globe represents the scope of our mission.

**1.8 *Motto:***

Go ye...and preach the gospel (Mark 16:15).



## **ARTICLE 2: AIM AND OBJECTIVES**

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### **2.1 *Aim:***

The aim of The Chapel shall be to glorify God the Father, God the Son and God the Holy Spirit.

### **2.2 *Objectives:***

Specifically, the objectives of The Chapel shall be:

- 2.2.1** To provide a place of worship, fellowship and service for members of The Chapel, the University community and its environs;
- 2.2.2** To cater for the spiritual needs and character training of members of the University community;
- 2.2.3** To provide a place for building up and training people to become useful vessels in the hand of God and in society;
- 2.2.4** To be involved in the Great Commission by promoting effective personal and corporate evangelism, discipleship and missions;

**2.2.5** To administer the Holy Sacraments of Baptism, Holy Communion, Marriage, Child Dedication and Funeral.

## **ARTICLE 3: DOCTRINAL BELIEF/STATEMENT OF FAITH**

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**3.1** The doctrine of The Chapel shall be anchored on the belief that “All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the man of God may be complete, thoroughly equipped for every good work” (2 Timothy 3:16-17 NKJV). We therefore, affirm our faith as follows:

**3.1.1** The Bible is infallible in all matters of faith and conduct; men shall depend on the doctrine and morals of the Bible with complete credence on its truthfulness;

**3.1.2** The distinct personality of God the Father, the Son and the Holy Spirit and yet equal and perfectly united as one in the divine Godhead;

**3.1.3** The universal sinfulness of man which brings God’s condemnation on all men;

**3.1.4** The love of God for man demonstrated in the plan of salvation and His desire that none should perish;

- 3.1.5** The redemption from the penalty and power of sin solely through the sacrificial death and bodily resurrection of our Lord Jesus Christ;
- 3.1.6** The salvation of sinners by the grace of God through faith in Jesus Christ and not by works;
- 3.1.7** The ministry of the Holy Spirit to convict of sin, indwell and empower the believer for service;
- 3.1.8** The manifestation of the gifts of the Holy Spirit (1 Corinth. 12:6-10);
- 3.1.9** The divine conception, sinless life, atoning death, bodily resurrection, ascension to the right hand of the Father, eternal priesthood and the personal return in glory of Jesus Christ;
- 3.1.10** The judgment seat of Christ, eternal life for the righteous and eternal damnation for the sinner.
- 3.2** The Chapel upholds the following in her tenets of faith:
  - 3.2.1** We believe in God the Father as creator of heaven and earth;

- 3.2.2** We believe in Jesus Christ as the only begotten son of God by whom many who have accepted salvation by his shed blood have obtained sonship by adoption;
- 3.2.3** We believe in the conception of Christ by the Holy Spirit and His birth by the Virgin Mary;
- 3.2.4** We believe in the suffering of Christ, His crucifixion, death, burial and resurrection from the dead;
- 3.2.5** We believe in his ascension to heaven, having His place at the right hand of God, the Father;
- 3.2.6** We believe in the Second coming of Christ and the attendant judgment of all souls;
- 3.2.7** We believe in the Holy Spirit, His gifts and ministries in the Body of Christ/the Church;
- 3.2.8** We believe in the holy Catholic (universal) Church;
- 3.2.9** We believe in the communion of saints;
- 3.2.10** We believe in the forgiveness of sin;
- 3.2.11** We believe in one baptism (by immersion);

**3.2.12** We believe in the resurrection of the body and life everlasting.

## **ARTICLE 4: CHAPEL SACRAMENTS**

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Besides regular worship services in The Chapel, the following Sacraments shall be established to build up members in Christ:

### **4.1 *Baptisms:***

#### **4.1.1. *Water Baptism:***

- i) The Chaplaincy shall arrange periods of biblical instructions for those who have accepted Christ and are ready to be baptized.
- ii) The Chaplaincy shall arrange to baptize by immersion those who were wrongly baptized before or after conversion.
- iii) Candidates who are prepared shall be baptized by immersion at an appointed date by the Chaplain or his/her representative(s).
- iv) The Chapel shall not practice Infant Baptism.

#### **4.1.2. *Holy Ghost Baptism:***

The Chaplaincy shall arrange for Holy Ghost baptism for those who desire it but have not had the experience.

## 4.2 *Marriage:*

Christian marriage implies the life-long union of one man with one woman to the exclusion of all others. Members of The Chapel are therefore expected to marry in the church. Details regarding marriage in The Chapel are contained in The Chapel's Marriage Policy.

## 4.3 *Holy Communion:*

- i. Only those who have experienced the new birth and are in good standing with the Lord shall be eligible to partake in the Holy Communion.
- ii. All those who are serving church discipline shall not be eligible to partake in the Holy Communion.
- iii. Unless the need arises, the Holy Communion Service shall be held once a month.
- iv. The Chaplain shall administer the Holy Communion with the assistance of Council Members and other Elders in good standing in The Chapel. However, in the absence of the Chaplain, the Chairman of Council or any



other Minister assigned by The Council shall administer the Holy Communion.

#### **4.4 *Child Naming and Dedication:***

The Chapel shall conduct Child Naming and Dedication in accordance with Scriptural practice as exemplified by the dedication of Jesus Christ in the Temple.

#### **4.5 *Funeral Service/Bereavement:***

- i. When a member of The Chapel or a Christian in good standing associated with The Chapel dies, a funeral service may be held for him or her in The Chapel or any other place as may be decided by the bereaved family in consultation with The Chapel Council.
- ii. The Order of Service at the funeral shall be as approved by The Council in the spirit of the unity of the body of Christ.
- iii. Other details in handling bereavement in The Chapel shall be as contained in The Chapel Welfare Policy.

## **ARTICLE 5: MEMBERSHIP**

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- 5.1 Membership of The Chapel shall be for all believers who have both confessed their faith in Christ and are duly registered.
- 5.2 To be duly registered, an intending member shall complete Membership Application Form and undergo an orientation class for five weeks and be screened by the Membership Unit of The Chapel.
- 5.3 Thereafter, successful candidates shall be publicly admitted to The Chapel Membership by the Chaplain at a Sunday Service.
- 5.4 Prospective member(s) coming from other churches/chapels with Certificate of Transfer/Letter of Recommendation to The Chapel may be considered for admission.
- 5.5 Members who left The Chapel for reasons of relocation, graduation, transfer or posting outside of Makurdi on return shall revalidate their membership by filling a Membership Application Form and shall be screened by the Membership/Visitation Unit.

**5.6** The Chapel shall keep a Membership Register in which the records of all members shall be kept and updated regularly.

**5.7** Registered members shall be committed to transparent righteous living, Chapel Sunday Services and other Chapel activities.

**5.8** *Cessation of Membership:*

A member of The Goodnews Chapel shall cease to be a member:

- i. If he/she is found to be living a life not consistent with the doctrinal basis of The Chapel or is guilty of misconduct, and he/she is not willing to accept discipline;
- ii. If he/she resigns his/her membership by a letter addressed by him/her to the Council;
- iii. If he/she withdraws his/her membership openly, or in a subtle manner or ceases to be a member of The Chapel by not attending Chapel Sunday Services and other Chapel activities for upwards of four months without

justifiable reasons. Leadership shall interface with such a member to confirm his/her membership status;

- iv. If on request he/she collects a Certificate or Letter of Transfer;
- v. If he/she is no longer a student of Benue State University, Makurdi;
- vi. If he/she dies.

## **ARTICLE 6: BOARD OF TRUSTEES**

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### **6.1 Preamble:**

- i. There shall be constituted for The Chapel a Board of Trustees in accordance with the provisions of the Companies and Allied Matters Act, Part F for the purpose of godly counsel in every matter.
- ii. The Board of Trustees shall be accountable to God in all its activities.

### **6.2 Appointment and Composition:**

- a) The Board of Trustees of The Chapel shall be appointed by The Council and ratified by the members present at a Family Meeting.
- b) The Board of Trustees shall consist of nine (9) mature Christian Elders drawn from within and outside The Chapel. These shall include:
  - i) Three members of The Chapel;
  - ii) Three members drawn from outside The Chapel;
  - iii) A serving Chairman of The Council (who shall be the Secretary);

- iv) The Chaplain;
  - v) A Legal Officer (*which could be a member of the Chapel or a non-Chapel member*).
- c) Council shall appoint a Chairman of the Board of Trustees.

### **6.3 Qualifications:**

A prospective member of the Board of Trustees of The Chapel shall, apart from being a Christian in good standing (1Tim. 3:1-7 and Titus 1:5-9), possess the following qualities:

- i) He/she shall not be less than forty (40) years old;
- ii) He/she must possess evidence and ability to serve in a non-denominational church setting;
- iii) He/she must be a member in good standing of a local church.

### **6.4 Functions:**

The following shall be the functions of the Board of Trustees

- i) To inquire into and offer suggestions on growth of The Chapel and development initiatives for The Chapel;
- ii) To offer guidance and assistance to The Chapel Council on matters that are brought before it for the fulfilment of The Chapel's aim and objectives;
- iii) To serve as useful linkages between The Chapel and other outside bodies;
- iv) To mediate and serve as the arbiter in conflicts beyond the ability of The Chapel Council and The Family to resolve;
- v) The Board of Trustees shall consider Chapel decisions bothering on employment of the Chaplain(s) and Assistant Chaplain(s), affiliation with other Christian bodies, amendment of the Constitution, Performance Management System (PMS), Strategic Plan and any other issue that may be considered necessary by The Chapel Council;

vi) Shall be the custodian of all Chapel properties.

### **6.5 Meetings:**

The Board of Trustees shall meet at least once in a year.

### **6.6 Quorum:**

Quorum shall be formed when at least six (6) members of the Board of Trustees, including the Chairman shall be present.

### **6.7 Tenure:**

The tenure of a member of the Board of Trustees of The Chapel shall be for a single tenure of ten (10) years. However, the Chairman of Council and the Chaplain shall serve according to the tenure of their election and appointment as stipulated by this Constitution.

### **6.8 Vacancy:**

Where a vacancy occurs in the membership of the Board of Trustees of The Chapel, another eligible member shall be appointed



by The Chapel Council in line with the provisions of this constitution.

#### **6.9 Common Seal:**

- i) The Board of Trustees shall have a Common Seal. Such Common Seal shall be in the custody of the Secretary of the board, who shall produce it when required for use by the Trustees.
- ii) All documents to be executed by the Trustees shall be signed by the Board Chairman and Secretary and sealed with the Common Seal.
- iii) The Common Seal shall be designed to be round and iron with the name of “THE GOODNEWS CHAPEL, BSU, MAKURDI” inscribed on it.

#### **6.10 Cessation of Membership of the Board of Trustees:**

Membership of the Board of Trustees shall cease in the following circumstances:

- i) If he/she is found to be living a life not consistent with the doctrinal basis of The Chapel or is guilty of misconduct;

- ii) By resignation of appointment;
- iii) If a member becomes incapacitated;
- iv) If a member is convicted of a criminal offence by a Court or Tribunal of competent jurisdiction;
- v) If a member is recommended for removal from office by The Council and ratified by The Family Meeting;
- vi) If a member is under church discipline;
- vii) If a member ceases to show goodwill towards The Chapel's aims and objectives;
- viii) If a member ceases to reside in Nigeria;  
or
- ix) If a member dies.

## **ARTICLE 7: THE FAMILY MEETING**

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### **7.1 Preamble:**

There shall be in The Chapel a forum called The Family Meeting, which shall be constituted of all registered members of The Chapel.

### **7.2. Functions.**

The Family Meeting shall:

- i) Receive and consider reports from The Chapel Council;
- ii) Discuss generally the affairs of The Chapel and take decisions as to the general welfare of The Chapel Members;
- iii) Elect members of The Chapel Council;
- iv) Ratify Board of Trustee Members appointed by The Chapel Council.

### **7.3 Meetings:**

- i) Shall hold twice a year.

- ii) Emergency Family Meeting shall however be summoned at any time to address a matter of urgent importance to The Chapel.

#### **7.4 *Notice of Meeting:***

- i) Notice of The Family Meeting shall be announced at the Sunday Worship Service of The Chapel at least three consecutive Sundays prior to the meeting by the General Secretary of Council.
- ii) For Emergency Family Meeting only one announcement shall be required.

#### **7.5 *Quorum:***

The Quorum at The Family Meeting shall be by simple majority of the registered members of The Chapel.

#### **7.6 *Venue of Meetings:***

Except otherwise stated, the venue of The Family Meeting shall be The Chapel building and at a time to be specified in the notice of meeting.

## ARTICLE 8: THE CHAPEL COUNCIL

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### 8.1 *Composition:*

There shall exist in The Chapel, a Chapel Council which shall be composed of elected, non-elected officers and Fellowship Representatives as follows:

- i) Chairman
- ii) Vice-Chairman
- iii) Chaplain
- iv) Assistant Chaplain
- v) General Secretary
- vi) Assistant General Secretary
- vii) Treasurer
- viii) Financial Secretary
- ix) Welfare Secretary
- x) Men's Fellowship Leader
- xi) Women's Fellowship Leader
- xii) Youth Fellowship Leader
- xiii) Secretary Operations
- xiv) Fellowship of Christian Students' (FCS) President.
- xv) Nigeria Fellowship of Evangelical Students' (NIFES) President.

## 8.2 *Elective and Non-Elective Offices*

### a. *Elective Offices:*

- i. Chairman
- ii. Vice-Chairman
- iii. General Secretary
- iv. Assistant General Secretary
- v. Treasurer
- vi. Financial Secretary
- vii. Welfare Secretary

### b. *Non-Elective Offices:*

- i) Chaplain
- ii) Assistant Chaplain
- iii) Secretary Operations

### c. *Fellowship Representatives*

- i) Men's Fellowship Leader
- ii) Women's Fellowship Leader
- iii) Youth Fellowship Leader
- iv) FCS President
- v) NIFES President

## 8.3 *Duties of The Chapel Council*

The Chapel Council shall be the executive and administrative organ of The Chapel and shall

be accountable to The Family Meeting. The Chapel Council shall therefore:

- i) Provide exemplary leadership in the general overseeing of the flock of God (Acts 20:28);
- ii) Formulate policies and ensure that appropriate activities are established and function in a manner that will lead to the attainment of the aim and objectives of The Chapel;
- iii) Be responsible for the recruitment, promotion, welfare and termination of appointments of the Chaplain(s) and of all other staff of The Chapel;
- iv) Be responsible for the administration of The Chapel's funds, subject to the provision of Article 13;
- v) Take the responsibility of setting up functional Ministry Units, Fellowships and Committees as the need arises and ratifying the appointment and election of Ministry Units' Coordinators, Fellowship and Committee Leaders;

- vi) Be responsible for the exercise of discipline in The Chapel in accordance with Scriptural principles as stated in Article 15;
- vii) Undertake regular visitation to Chapel members and hold regular prayer meetings;
- viii) Be responsible for liaising between the Christian community in the University and the University authorities, as well as with the Body of Christ globally on behalf of The Chapel;
- ix) Appoint Board of Trustees of The Chapel;
- x) Liaise with the Board of Trustees when necessary;
- xi) Organize Dedication/ Ordination of Chaplain(s) in The Chapel;
- xii) Inaugurate newly constituted Board of Trustees;
- xiii) Any other duty(ies) as shall be assigned by The Family Meeting.



#### **8.4 *Meetings of Council:***

The Council shall sit at least once in a month and such other times as may be prescribed by members to review progress, problems, prospects and any other matters of urgent interest to The Chapel.

#### **8.5 *Quorum:***

Quorum shall be formed when at least Seven (7) of The Council members including the Chairman or Vice-Chairman shall be present during any meeting of The Council.

#### **8.6 *Duties of Officers:***

##### **a. *Chairman***

Who shall be a senior staff of Benue State University and the Benue State University Teaching Hospital, Makurdi and married, shall:

- i) Preside over Business Meetings of The Council;
- ii) Preside over Family Meetings of The Chapel;

- iii) Oversee the functions of The Council members;
- iv) Act on behalf of The Chapel on matters of emergency and such actions shall be reported to The Council at its next meeting;
- v) Be signatory to The Chapel Accounts;
- vi) Be Chief Accounting Officer of The Chapel;
- vii) Oversee the activities of The Chapel Fellowships and Committees;
- viii) Be a member and Secretary of The Board of Trustees;
- ix) Chair the Finance Committee of The Chapel;
- x) Shall be the custodian of all The Chapel properties;
- xi) Shall be responsible for all the staff of The Chapel;

- xii) Perform any other function(s) as shall be assigned by The Council, The Family Meeting, and the BOT.

***b. Vice-Chairman Shall:***

- i) Deputize the Chairman in the discharge of his/her duties;
- ii) Chair Council Meetings and Family Meetings in the absence of the Chairman;
- iii) Act as Chairman in the event of the latter's prolonged absence until a bye-election is conducted;
- iv) Chair the Appointment/Promotions Committee and Constitution Review Committee of The Chapel;
- v) Perform any other function(s) as shall be assigned by The Council and The Family Meeting;

***c. General Secretary Shall:***

- i) Summon all Council and The Family Meetings in consultation with the Chairman;

- ii) Take minutes in all Family and Council Meetings and take charge of all correspondences;
- iii) Welcome visitors and make announcements during worship services;
- v) Be signatory to Chapel Accounts;
- vi) Keep record of all Chapel properties;
- vii) Keep a Register of all Chapel members;
- viii) Perform any other function(s) as shall be assigned by The Council.

**d. *Assistant General Secretary* Shall:**

- i) Deputize the General Secretary in the discharge of his/her duties;
- ii) Act as General Secretary in the event of the latter's prolonged absence until a bye-election is conducted;
- iii) Perform any other function(s) as shall be assigned by The Council.

**e. *Treasurer* Shall:**

- i) Keep custody of Chapel monies in banks, as approved by The Council;
- ii) Submit regular financial reports at Council Meetings and at Family Meetings;
- iii) Deposit all Chapel monies into The Chapel Bank Accounts within two working days of receipt;
- iv) Keep an imprest Account as shall be determined by The Council;
- v) Be Signatory to The Chapel Accounts;
- vi) Perform any other function(s) as shall be assigned by The Council.

**f. *Financial Secretary* Shall:**

- i) Keep records of monetary transactions of The Chapel;
- ii) Keep Account Books of The Chapel;
- iii) Assist the Treasurer in the discharge of his/her duties;

- iv) Assist the Treasurer to render Statement of Accounts to The Council and The Family Meeting;
- v) Issue receipts for all monies (especially cash) received other than offerings received during The Chapel Services;
- vi) Perform any other function(s) as shall be assigned by The Council.

***g. Welfare Secretary*** Shall:

- i) Coordinate the activities of the Welfare Committee of The Chapel;
- ii) Give reports on the activities of the Welfare Committee to The Council and The Family Meeting;
- iii) Coordinate refreshment at special occasions e.g. Council meetings, picnics, love feasts, weddings, retreats;
- iv) Perform any other function(s) as shall be assigned by The Council.

***h. Men's Fellowship Leader Shall:***

- i) Coordinate the Men's Fellowship of The Chapel;
- ii) Give reports on the state of the Fellowship to The Council;
- iii) Perform any other function(s) as shall be assigned by The Council.

***i. Women's Fellowship Leader Shall:***

- i) Coordinate the Women's Fellowship of The Chapel;
- ii) Give update on the state of the Fellowship from time to time to The Council;
- iii) Perform any other function(s) as shall be assigned by The Council.

***j. Youth Fellowship Leader shall:***

- i) Coordinate the youths to channel their love and energy correctly in the service of the Lord;

- ii) Ensure that the youths are adequately informed of all Council communications that concern them;
- iii) Coordinate the youths to be examples unto the believers;
- iv) Give update on the state of the Fellowship he/she from time to time to The Council;
- v) Any other duty(ies) as may be assigned by The Council.

**k. *Secretary Operations* Shall:**

- i) Coordinate the activities of the Performance Management System (PMS) of The Chapel, to promote efficiency, accountability and improve performance of leaders;
- ii) Present reports on the activities of the Performance Management System to The Council and The Family Meeting;
- iii) Represents Chapel Council in Technical Working Group (TWG) 5 and 6 on matters related to Alumni and Linkages;



- iv) Generate considerable quality data for better decision-making in managing Chapel members and leaders;
- v) Establish a secure, confidential storage and archiving mechanism for data management in The Chapel;
- vi) Perform any other function as contained in the Performance Management System document;
- vii) Perform any other function(s) as may be assigned by the Chapel Council.

***l. FCS/NIFES President, Shall:***

- i) Liaise with the students' Christian Fellowships and The Chapel;
- ii) Give update on the state of the Fellowships they represent from time to time to The Council;
- iii) Perform any other function(s) as may be assigned by The Council.

## **8.7 Elections into The Chapel Council**

**a. General Provisions:**

- i. Election into The Chapel Council shall be held every three (3) years;

- ii. An Electoral Committee shall be set up by The Council to conduct elections three (3) months prior to the expiration of the tenure of the out-going Council;
- iii. A registered member may nominate or be nominated for in more than one position;
- iv. Consent of nominated candidates must be obtained by the Electoral Committee to verify their willingness to serve;
- v. No person is allowed to campaign for nomination or election either for him/herself or for someone else. If any candidate is discovered contravening this provision, such person(s) shall be disqualified;
- vi. The Chapel Council shall formulate Bye-laws to regulate the election procedure and any other issues relating to the election not reflected in this Constitution;

- vii. A Trustee of The Chapel while still serving shall not be eligible to be elected in The Chapel Council;
- viii. The spouse of a serving Chapel Council Chairman shall not be a member of the Board of Trustee and vice versa;

**b. *Qualifications:***

- i. Only registered members of The Chapel shall be eligible to nominate and to vote in an election;
- ii. Only registered members of The Chapel who have been members for not less than 6 months shall nominate candidates in any election;
- iii. Candidates nominated for a post in The Chapel Council must have been active members of The Chapel, having participated meaningfully in The Chapel activities for a minimum period of twelve (12) calendar months;

iv. Candidates must be of good standing in and outside the church (1 Timothy 3:7-12).

c. *Tenure of Office:*

Tenure in The Chapel Council shall last for three (3) years in the first instance and for two terms only. However, a member who has served two terms may be considered for election into Council after a period of three (3) years.

d. *Bye-Election*

A bye-election shall be held for a vacant post in case a member of Council resigns, is removed from office or ceases to be a member of The Chapel or in the event of prolonged absence. The period served by the new officer shall lapse with the tenure of that Council.

## 8.8 Resignation:

i) An elected member of Council reserves the right to resign; such resignation must be communicated to The Council in writing.

- ii) If the resignation is accepted, all properties of The Chapel in his/her possession must be handed over to the Chairman immediately.

## **8.9 Removal from Office:**

- i) Any officer adjudged guilty after proper investigation by The Council of any conduct unbecoming of a Christian which is likely to impede the proper performance of his/her function as an officer of The Chapel, shall be reported to The Family Meeting;
- ii) Decisions reached by The Family Meeting shall be conveyed to the BOT for consideration and approval;
- iii) Such officer(s) so removed shall be communicated in writing by The Council Secretary and further announced to the Congregation on a Sunday Worship Service.

## **8.10 Inauguration of Council Members:**

All Chapel Council members shall be inaugurated/dedicated at a special Sunday Service by the Chaplain.

## **8.11 Handover:**

- i. Formal handover ceremony shall be carried out on the day of the inauguration/dedication of the new Council.
- ii. All other necessary processes of handing over shall be concluded not later than two (2) weeks after inauguration/dedication of the new Council.

## **ARTICLE 9: THE CHAPLAINCY**

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### **9.1 Composition:**

A Chaplaincy shall be established for The Goodnews Chapel comprising of all Ministry Unit Coordinators/Assistant Coordinators in The Chapel.

### **9.2 Functions:**

The Chaplaincy Shall:

- i) Work under the Chaplain in matters of spiritual health of The Chapel and its pastoral needs;
- ii) Advise the Chaplain in all aspects of his/her work;
- iii) Propose ministry policies and activities to Council regarding Ministry Units and ensure successful implementation of The Chapel Strategic plan;
- iv) Submit report of activities to The Council/Family Meeting through the Chaplain;

- v) Oversee the implementation of all policies made by Council regarding Ministry Units;
- vi) Carry out other duty(ies) assigned to it by The Council

### **9.3 Dedication/Ordination**

The Chaplain(s) appointed shall be dedicated at a special Sunday worship service if he/she is already an Ordained Minister of the gospel. But if he/she is not ordained before, The Chapel Council shall organize an Ordination/Dedication of such a Chaplain in The Chapel.

### **9.4 The Chaplaincy Staff:**

#### **9.4.1. *The Chaplain:***

The position of the Chaplain could either be on full-time or part-time basis. The full-time Chaplain shall not take any other employment while the part-time Chaplain may take another employment. The full-time Chaplain shall be entitled to full salary based on the approved Salary Structure of The Chapel but the part-time Chaplain shall be entitled to only allowances.



**a. *Mode of Appointment:***

- i) The post of the Chaplain shall be advertised in The Chapel and other sister Chapels in neighbouring universities and the media space six months before the expiration of a term (tenure) of office. Provided that such advertisement shall be unnecessary where the serving Chaplain is entitled to another term and Council is of the opinion that his/her tenure be renewed.
- ii) Short-listing and interview shall be conducted by The Chapel Council following the documented procedure for appointment of a Chaplain in the Goodnews Chapel.
- iii) The successful Candidate chosen by The Chapel Council shall be presented to The Family Meeting for consideration and recommendation to the Board of Trustees for ratification and approval.

**b. *Qualifications:***

- i) He/she shall be a spiritually mature and balanced Christian.
- ii) He/she shall be married to one wife/husband and showing exemplary Christian family life.
- iii) He/she shall have a sound academic background (not less than a first Degree from a recognized institution).
- iv) He/she shall show considerable evidence and ability to work within a University setting.
- v) He/she shall show evidence and ability to work within the non-denominational church setting.

**c. *Duties:***

The Chaplain shall:

- i) Give himself/herself to the preaching and teaching of God's Word continually in The Chapel;

- ii) Head the Chaplaincy and preside over The Chaplaincy services and meetings;
- iii) Dedicate Ministry Units' Coordinators/Leaders in The Chapel;
- iv) Be responsible for all worship services of The Chapel;
- v) Administer Sacraments in The Chapel;
- vi) Inaugurate all Council members and BOT in The Chapel;
- vii) Co-ordinate Chapel Ministry Units' activities and programmes and perform other pastoral duties.
- viii) See to the welfare of all members of the congregation;
- ix) Preside over Council spiritual meetings/visitations;
- x) Be a member of the Board of Trustees;
- xi) Perform any other duty(ies) as may be assigned by The Council and The Family Meeting.

d. ***Tenure:***

- i) His/her tenure shall be three (3) years in the first instance and renewable for two successive tenures subject to satisfactory performance.
- ii) He/she however is eligible to reapply after a minimum of three (3) years from his/her last term of service

e. ***Withdrawal of Appointment:***

Withdrawal of appointment or service shall be preceded by a written notice of three calendar months or three months' salary in *lieu* of such notice.

f. ***Termination of Appointment:***

Termination of appointment or service shall be preceded by a written notice of three calendar months or three months' salary in *lieu* of such notice.

g. ***Renewal of Appointment***

- i. An incumbent Chaplain desiring a renewal of his/her appointment shall

reapply six (6) months before the expiration of every term.

- ii. To enable The Chapel Council objectively act upon the application, the Key Performance Indicators (KPIs) encapsulated in the Performance Management System under the Chapel Strategic Policy document shall be employed to determine whether or not to renew the appointment. The Performance Evaluation process shall be carried out as contained in the Performance Management System document. This process should be completed within two (2) months upon submission of application.
- iii. Upon consideration of the PMS report, The Chapel Council shall convene a meeting to resolve whether or not to renew the appointment and communicate to The Family Meeting for consideration and recommendation to the BOT for ratification and approval.

#### h. *Disengagement*

In the event of a Chaplain's disengagement from The Chapel, The Chapel Council shall

use its discretion in appreciating the services rendered during his/her tenure.

#### **9.4.2 Assistant Chaplain**

##### **a. Mode of Appointment:**

- i) The post of the Assistant Chaplain shall be advertised in The Chapel and other sister Chapels in neighbouring universities and the media space six months before the expiration of a term (tenure) of office. Provided that such advertisement shall be unnecessary where the serving Assistant Chaplain is entitled to another term and Council is of the opinion that his/her tenure be renewed.
- ii) Short-listing and interview shall be conducted by The Chapel Council following the documented procedure for appointment of a Chaplain in the Goodnews Chapel.
- iii) The successful Candidate chosen by The Chapel Council shall be presented to The Family Meeting for consideration

and recommendation to the BOT for ratification and approval.

**b. *Qualifications:***

- i) He/she shall be a spiritually mature and balanced Christian;
- ii) He/she shall be married to one wife/husband and showing exemplary Christian family life;
- iii) He/she shall have a sound academic background (not less than a first Degree from a recognized institution);
- iv) He/she shall show considerable evidence and ability to work within a University setting;
- v) He/she shall show evidence and ability to work within the non-denominational church setting.

**c. *Duties:***

Assistant Chaplain shall:

- i) Deputize the Chaplain in the discharge of his/her duties in The Chapel;

- ii) Preside over Chaplaincy Meetings in the absence of the Chaplain;
- iv) Oversee the activities of the Ministry Units and report to the Chaplain monthly;
- v) Act as Chaplain in the event of the latter's prolonged absence until another Chaplain is appointed;
- vi) Perform any other function(s) as shall be assigned by The Council and The Family Meeting.

**d. *Tenure:***

- i) His/her tenure shall be three (3) years in the first instance and renewable for two successive tenures subject to satisfactory performance;

He/she however is eligible to reapply after a minimum of three (3) years from his/her last term of service.

**e. *Withdrawal of Appointment:***

Withdrawal of appointment or service shall be preceded by a written notice of three



calendar months or three months' salary in lieu of such notice.

f. ***Termination of Appointment:***

Termination of appointment or service shall be preceded by a written notice of three calendar months or three months' salary in lieu of such notice.

g. ***Renewal of Appointment***

i. An incumbent Assistant Chaplain desiring a renewal of his/her appointment shall reapply six (6) months before the expiration of every term

ii. To enable The Chapel Council objectively act upon the application, the Key Performance Indicators (KPIs) encapsulated in the Performance Management System under The Chapel Strategic Policy document shall be employed to determine whether or not to renew the appointment. The Performance Evaluation process shall be carried out as contained in the Performance Management System

document. This process should be completed within two (2) months upon submission of application.

- iii. Upon consideration of the PMS report, The Chapel Council shall convene a meeting to resolve whether to renew the appointment and communicate to The Family Meeting for consideration and recommendation to the BOT for ratification and approval.

**h. *Disengagement***

In the event of an Assistant Chaplain's disengagement from The Chapel, The Chapel Council shall use its discretion in appreciating the services rendered during his/her tenure.

**9.5 Chapel Ministry Units**

- a. In addition to the under-listed Units, The Chapel Council shall from time-to-time review or/and create Ministry Units as it may deem necessary.
  - i) Adult Sunday School Unit
  - ii) Bible Study/Discipleship Unit
  - iii) Children /Teenagers' Unit

- iv) Choir/Music Unit.
- v) Counselling/Follow-up Unit
- vi) Drama Unit
- vii) Evangelism/Missions Unit
- viii) Final Year Brethren Unit
- ix) Membership/Visitation Unit
- x) Multi-Media Services Unit
- xi) Prayer/Intercessory Unit.
- xii) Technical Unit
- xiii)* Ushering/Decoration Unit

***b. Appointment of Unit Coordinators:***

The Chapel Council shall appoint Coordinators of the Ministry Units on the recommendation of the Chaplain.

***c. Tenure:***

The tenure for Ministry Units' Coordinators/Assistant Coordinators shall be for a period of three years and subject to renewal for a maximum of another three years.

## **9.6 Functions of Ministry Units:**

### **9.6.1 Adult Sunday School Unit Shall:**

- i. Implement The Chapel Adult Sunday School Policy and guide The Council in the review of the policy as the need arises;
- ii. Plan, write, and procure Sunday School materials for The Chapel;
- iii. Organize pre-study and conduct Sunday School programmes of The Chapel;
- iv. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- v. Submit half yearly written report of the Unit's programme and performance to The Council through the Chaplain;
- vi. Perform any other duty(ies) as assigned by The Council.

### **9.6.2 Bible Study/Discipleship Unit Shall:**

- i. Implement The 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 believers in The Chapel;

- iii. Be responsible for the overall planning, writing, and procurement of Bible Study outlines for The Chapel;
- iv. Organize and conduct weekly Bible Studies to develop leadership and teach principles in the Church;
- v. Oversee the discipleship programme 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 statement of accounts of the Unit to The Council through The Chapel Treasurer;
- vii. Submit half yearly report of the Unit's programme and performance to The Council through the Chaplain;

- viii. Perform any other duty(ies) as assigned by The Council.

### **9.6.3 Children/Teenagers' Unit Shall:**

- i. Implement The Chapel Children/Teenagers' Policy and guide The Council in the review of the policy as the need arises;
- ii. Be responsible for the overall Children/Teenagers' Ministry of The Chapel by:
  - a. Mobilizing and training children/teenagers' workers and coordinating the workers for effective ministry in The Chapel;
  - b. Producing, procuring and distributing children/teenagers' evangelistic and discipleship materials;
  - c. Preparing and conducting children/teenagers' services in The Chapel.
- iii. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- iv. Submit half yearly written children/teenagers' programme and

- report of performance to The Council through the Chaplain;
- v. Perform any other duty(ies) as assigned by The Council.

### **Choir/Music Unit Shall:**

- i. Implement The Chapel Choir/Music Policy and guide The Council in the review of the policy as the need arises;
- ii. Sensitize, organize, and train members of the Unit to witness to the Lordship of Jesus Christ;
- iii. Lead Chapel's congregational worship to usher men into God's presence;
- iv. Glorify God by meeting regularly for prayers and study of the Word;
- v. Edify, build faith and inculcate into members of The Chapel the life of worship and thanksgiving;
- vi. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- vii. Submit half yearly written worship programme and report of performance to The Council through the Chaplain;
- viii. Perform any other duty(ies) as assigned by The Council.

### 9.6.5 Counselling/Follow-up Unit Shall:

- i. Implement The Chapel Counselling/Follow-up Policy and guide The Council in the review of the policy as the need arises;
- ii. Bear burden for all counselling and follow-up services arising from all Chapel activities;
- iii. Produce, procure and distribute counselling and follow-up materials for The Chapel;
- iv. Set up and coordinate Follow-up/Foundation Classes for The Chapel;
- v. Follow-up on all decisions made in The Chapel services and make necessary referrals;
- vi. Keep detail records of all counselling and follow-up cases of The Chapel;
- vii. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- viii. Submit half yearly programme and report of performance to The Council through the Chaplain;
- ix. Perform any other duty(ies) as assigned by The Council.



### **9.6.6 Drama Unit *Shall*:**

- i. Implement The Chapel Drama Unit Policy and guide The Council in the review of the policy as the need arises;
- ii. Write, procure, rehearse and present the Word of God through Drama Ministry for The Chapel;
- iii. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- iv. Submit half yearly written Drama Unit programmes and report of performance to The Council through the Chaplain;
- v. Perform any other duty(ies) as assigned by The Council.

### **9.6.7 Evangelism/Missions Unit *Shall*:**

- i. Implement The Chapel Evangelism/Missions Policy and guide The Council in the review of the policy as the need arises;
- ii. Be responsible for the overall evangelistic and missionary programmes of The Chapel regarding:
  - a. Prayerful proposal of evangelistic and missionary involvement of The Chapel in line with the Missions Policy of The Chapel;

- b. Motivating and mobilizing all the members of The Chapel for evangelistic burden, church planting and involvement in missionary activities of The Chapel;
- c. Suggesting ways of improving/enhancing meaningful evangelistic and missionary mandate of The Chapel to The Council;
- iii. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- iv. Submit half yearly written evangelistic/missionary programmes and report of performance to The Council through the Chaplain;
- v. Perform any other duty(ies) as assigned by The Council.

#### **9.6.8 Final Year Brethren (FYB) Unit Shall:**

- i. Implement The Chapel Final Year Brethren Policy and guide The Council in the review of the policy as the need arises;
- ii. Empower the final year students to understand the challenges that may confront them after graduation;
- iii. Assist the FYB to consolidate what they have learnt over the years before graduation;

- iv. Equip the FYB in entrepreneurial skills for self-reliance after graduation;
- v. Sensitize, challenge and motivate the FYB on Christian missions;
- vi. Organize Send-forth/Follow-up of final year members of The Chapel;
- vii. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- viii. Submit half yearly Final Year Brethren's programme and report of performance to The Council through the Chaplain;
- ix. Perform any other duty(ies) as assigned by The Council.

#### **9.6.9 Membership/Visitation Unit Shall:**

- i. Implement The Chapel Membership/Visitation Policy and guide The Council in the review of the policy as the need arises;
- ii. Bear the burden and sensitize Chapel members for membership drive for The Chapel;
- iii. Meet with all first-timers to Chapel activities, counsel with them and visit them appropriately;
- iv. Produce, issue and process Membership Application Forms for The Chapel and

- recommend prospective candidates for membership admission and registration;
- v. Assist The Chapel Secretary update The Chapel Membership Register regularly;
  - vi. Visit members of The Chapel and encourage the congregation to do same;
  - vii. Be responsible for the Welcome and Orientation Services of the new students in The Chapel;
  - viii. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
  - ix. Submit half yearly written Membership/ Visitation Unit programme and report of performance to The Council through the Chaplain;
  - x. Perform any other duty(ies) as assigned by The Council.

#### **9.6.10 Multi-Media Services Unit Shall:**

- i. Implement The Chapel Multi-Media Services Policy and guide The Council in the review of the policy as the need arises;
- ii. Record worship services, messages and events of The Chapel;
- iii. Sensitize, organize and train members of the Unit in print and electronic media technologies for outreach;

- iv. Survey, coordinate, educate and evangelize the world through Radio/Television broadcast(s) for The Chapel;
- v. Maintain and manage the Unit's gadgets and publicize the activities of The Chapel;
- vi. Publish, distribute and market publications as approved by The Chapel;
- vii. Build an archive of all messages, publications and events of The Chapel;
- viii. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- ix. Submit half yearly written media and publication programmes and report of performance to The Council through the Chaplain;
- x. Perform any other duty(ies) as assigned by The Council.

#### **9.6.11 Prayer/Intercessory Unit Shall:**

- i. Implement The Chapel Prayer/Intercessory Policy and guide The Council in the review of the policy as the need arises;
- ii. Be responsible for the overall prayer ministry of The Chapel by:
  - (a) Bearing prayer burden ahead of others;

- (b) Organizing and conducting prayer and fasting services;
  - (c) Setting up a prayer squad and maintaining a prayer chain among members of The Chapel;
  - (d) Disseminating prayer needs of Chapel members.
- iii. Hold and conduct deliverance ministrations for those with spiritual challenges;
  - iv. Receive and disseminate prayer burden with the aim of building the prayer life of members of The Chapel;
  - v. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
  - vi. Submit half yearly written prayer programme and report of the Unit performance to The Council through the Chaplain;
  - vii. Perform any other duty(ies) as may be assigned by The Council.

#### **9.6.12 Technical Unit Shall:**

- i. Implement The Chapel Technical Policy and guide The Council in the review of the policy as the need arises.

- ii. Sensitize, train, supervise members to ensure that The Chapel technical appliances are well maintained and always in good working conditions before and during Chapel services and functions;
- iii. Be responsible for all technical setup in all Chapel outdoor programs;
- iv. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- v. Submit half yearly written programme and report of the Unit's performance to The Council through the Chaplain;
- vi. Perform any other duty(ies) as may be assigned by The Council.

#### **9.6.13 Ushering/Decoration Unit Shall:**

- i. Implement The Chapel Ushering/ Decoration Policy and guide The Council in the review of the policy as the need arises;
- ii. Sensitize, train, accredit and supervise ushers to ensure that The Chapel is arranged for meetings and maintain orderliness and decency during Chapel services and functions;

- iii. Assist the Secretary in collecting statistics of attendance at every worship service(s) of The Chapel;
- iv. Be responsible for the decoration of The Chapel and venues for every Chapel service and function;
- v. Be responsible for the sanitation of The Chapel;
- vi. Coordinate security during Chapel services;
- vii. Be responsible for display, security and maintenance of all banners, signboards, notice boards and decoration items of The Chapel;
- viii. Submit proposed annual budget and financial statement of accounts of the Unit to The Council through The Chapel Treasurer;
- ix. Submit half yearly written programme and report of the Unit's performance to The Council through the Chaplain;
- x. Perform any other duty(ies) as may be assigned by The Council.



## **ARTICLE 10: CHAPEL OPERATIONAL STAFF**

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### **10.1 Chapel Administrative Secretary**

The Council shall employ an Administrative Secretary. He/she shall keep to details and must be able to work at a fast pace, sticking to deadlines.

#### **Key Responsibilities:**

- i. Be responsible to the Chairman of Council for the day-to-day administration of The Chapel;
- ii. Supervise subordinate Staff to ensure efficiency and harmonious working relationship;
- iii. Respond to all correspondences as may be directed by the General Secretary;
- iv. Maintain an orderly and clean office and filing system;
- v. Support the Media Team to maintain The Chapel website and updates The Chapel's weekly sermons, bulletins, and events;
- vi. Keep visitor's book and enters their information; in case of persons visiting during working days and not on Sunday Services;

- vii. Oversee Chapel staff files and maintain confidentiality on all information contained therein;
- viii. Manage the procurement process when needed;
- ix. Meet with staff members on an agreed time weekly for briefing; share any concerns, pray for God's intervention and effective service;
- x. Perform any other duties as may be assigned by The Council from time to time

## 10.2 Chapel Security

Maintain watch over Chapel premises day and night especially during services and special events to ensure the safest possible environment.

### **Key Responsibilities:**

- i. Protect Members within The Chapel premises;
- ii. Maintain professionalism at all times;
- iii. Make his/her presence known by wearing proper security attire where necessary;
- iv. Be aware of his/her surrounding at all times;

- v. Arrive at the Church 15 minutes to the agreed time of exchanging shift;
- vi. Conduct a surveillance of the entire church, inside and outside, looking for anything suspicious;
- vii. Carry out equipment check before assuming duty or shift;
- viii. Lock doors that do not need to be unlocked;
- ix. Maintain assigned post when necessary;
- x. Report any suspicious activity to team leaders or appropriate authorities;
- xi. Document all incidents for proper handling and for future referrers;
- xii. Perform any other duty(ies) as may be assigned by The Council from time to time

### **10.3 Chapel Drivers**

To ensure safe vehicular movement of Chapel officials or members on Chapel official assignment/engagements (either with the personal vehicles of such officials or members or Chapel vehicles) from one location to another.

## **Key Responsibilities:**

- i. Ensure effective and efficient use as well as proper handling of any assigned vehicle for optimum function always;
- ii. Ensure that official vehicle documents are valid, complete, and up to date;
- iii. Report any noticed faults, breakdowns, or part defects on The Chapel official vehicle(s) immediately and follow up until repair or replacement is perfectly done;
- iv. Ensure prompt servicing of assigned vehicles and monitoring of same for quality delivery;
- v. Ensure the correct and appropriate use of the vehicle(s) for its/their intended purpose(s);
- vi. Ensure self-discipline and adhere to traffic laws (codes and signs);
- vii. Maintain an active and practicing Christian life in all conduct;

- viii. Perform any other duty(ies) as may be assigned by The Council from time to time.

## **10.4 Chapel Gardeners**

A Gardener will serve in making sure that the gardens are maintained to a high standard.

### **Key Responsibilities:**

- i. Ensure general maintenance of the premises/garden, such as mulching, pruning, leaf clearing and weeding;
- ii. Ensure planting and maintenance of trees, shrubs, herbaceous plants;
- iii. Maintaining tools and equipment;
- iv. Other general maintenance work around The Chapel buildings as shall be required;
- v. Perform any other duty(ies) as may be assigned by The Council from time to time.

## **10.5 Chapel Cleaners**

To ensure the church is kept clean in accordance with the regular cleaning schedule

## **Key Responsibilities:**

- i. To carry out routine daily cleaning tasks, such as, dusting, sweeping, vacuuming, mopping, spot cleaning of spillages, emptying bins and sanitizing surfaces, toilets and communal areas in The Chapel and its associated premises and facilities;
- ii. To refill toiletries (handwash, toilet paper, antibacterial wipes, etc);
- iii. To carry out minor maintenance tasks such as unclogging sinks, toilets;
- iv. To use appropriate cleaning chemicals and cleaning equipment, where necessary;
- v. To assist with the arranging or moving of chairs and furniture, as may be required;
- vi. To carry out periodic ad-hoc cleaning tasks as may be required;
- vii. Perform any other duty(ies) as may be assigned by The Council from time-to-time.

**10.6** The Chapel Council shall from time-to-time, as the need may arise, engage and assign responsibilities to other categories of staff other than those specifically referred to in this Article including outsourcing.

## **ARTICLE 11: FELLOWSHIPS**

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### **11.1 Composition:**

- a. Men's Fellowship
- b. Women's Fellowship
- c. Youth Fellowship

### **11.2 Functions:**

#### **11.2.1 Men's Fellowship Shall:**

- i. Implement The Chapel Men's Fellowship Policy and guide The Council in the review of the policy as the need arises;
- ii. Mobilize, organize and coordinate all men in The Chapel and oversee the Men's ministry of The Chapel by:
  - a. Being godly husbands, fathers and mentors to male members of The Chapel;
  - b. Actively participating in all Chapel activities with their family members;
  - c. Be models for young/single brothers in The Chapel and interface with them in special programmes;
  - d. Being model for men in the University community and the society at large;
- iii. Organize and coordinate Men's Fellowship activities;

- iv. Submit proposed annual budget and financial statement of accounts of the fellowship to The Council through The Chapel Treasurer;
- v. Submit half yearly written programme and report of performance to The Council;
- vi. Perform any other duty(ies) as may be assigned by The Council.

#### **11.2.2 Women's Fellowship Shall:**

- i. Implement The Chapel's Women Fellowship Policy and guides The Council in the review of the policy as the need arises;
- ii. Mobilize, organize and coordinate all women in The Chapel and oversee the Women's ministry of The Chapel by:
  - a. Being godly wives, mothers and mentors to female members of The Chapel;
  - b. Actively participating in all Chapel activities with their family members;
- iii. Organize and coordinate Women's Fellowship activities;
- iv. Be models for young/single sisters in The Chapel and interface with them in special programmes;
- v. Be models for the women in the University community and the society at large;



- vi. Submit to The Council a proposed written annual budget and financial; statement of accounts of the fellowship through The Chapel Treasurer;
- vii. Submit half yearly written programme and report of performance to The Council;
- viii. Execute any other function(s) as Council may deem appropriate.

### **11.2.3. Youth Fellowship Shall:**

- 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 examples of the believer in speech, in life, in love, in faith and purity;
- iv. Submit a proposed written annual budget and financial statement of accounts of the Fellowship through The Chapel Treasurer;
- v. Submit half-yearly program and report of performance to The Council;

- vi. Execute any other functions as Council may deem appropriate

### ***11.3 Election of Fellowship Leaders:***

The Chapel's Men, Women & Youth Fellowships shall elect their own leaders which shall be ratified by The Council.

### ***11.4 Tenure:***

The tenure of Fellowship Leaders shall run concurrently with that of Council members for a period of three years subject to renewal for a maximum of another three years.

## **ARTICLE 12: THE CHAPEL COMMITTEES**

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**12.1** The Chapel Council shall constitute Standing and Ad-hoc Committees for effective running of Chapel business. These shall include:

- i. Academic Counselling Committee;
- ii. Appointments/Promotions Committee;
- iii. Building/Maintenance Committee;
- iv. Constitution Review Committee;
- v. Electoral Committee;
- vi. Finance Committee;
- vii. Harvest & Thanksgiving Committee;
- viii. Health Committee;
- ix. Legal Committee;
- x. Marriage Counselling Committee;
- xi. Security Committee;
- xii. Welfare Committee;
- xiii. Entrepreneurship Committee;

### **12.2 *Tenure:***

- i. The tenure of the Standing Committee members shall be for three (3) years and renewable for a maximum period of another three (3) years only.

- ii. The tenure of Ad-hoc Committee members shall be determined by The Council as the need arises.

### **12.3 Standing Committees:**

The Council shall set up the following standing committees:

- i. Academic Counselling Committee;
- ii. Appointments/Promotions Committee;
- iii. Building/Maintenance Committee;
- iv. Finance Committee;
- v. Health Committee;
- vi. Legal Committee;
- vii. Marriage Counselling Committee;
- viii. Security Committee;
- ix. Welfare Committee;
- x. Entrepreneurship Committee;

#### **12.3.1 Academic Counselling Committee**

##### **a. Composition**

The Academic Counselling Committee shall comprise the following:

- i. An Academia as Chairman who shall be appointed by Council

- ii. Six (6) other Chapel members who shall be appointed by Council, one of whom shall serve as Secretary.

**b. Functions**

- i. Implement The Chapel Academic Counselling Policy and guide The Council in the review of the policy as the need arises;
- ii. Prayerfully oversee the academic counselling needs of members of The Chapel by
  - a. Arranging periodic Academic Excellence Seminars and Tutorials;
  - b. Arranging Academic Excellence Outreaches and Counselling to members of the University community;
  - c. Organizing relevant orientations to improve study skills and interpersonal relationships among students and The Chapel members;
- iii. Guide The Chapel Council in identifying members of The Chapel with genuine academic challenges and how to offer interventions;
- iv. Submit proposed annual budget and financial statement of accounts of the Unit

- to The Council through The Chapel Treasurer;
- v. Submit half yearly report of the Unit's programme and performance to The Council through the Chairman;
  - vi. Perform any other duty(ies) as may be assigned by The Council.

### **12.3.2 *Appointments/Promotions Committee:***

#### **(a) *Composition:***

The Committee shall comprise five (5) members as follows:

- i. Vice-Chairman - Chairman
- ii. The Chaplain - Member
- iii. Chapel Treasurer - Member
- iv. 2 Other Chapel members appointed by Council, one of which shall be appointed as Secretary of the Committee.

#### **(b) *Functions:***

The Committee shall:

- i) Implement The Chapel's Condition of Service and recommend eligible staff for promotion to Council for consideration;

- ii) Except for the posts of the Chaplain and Assistant Chaplain:
  - (a) Advertise vacancies in the Chaplaincy;
  - (b) Shortlist and interview prospective applicants to fill vacant positions in the Chaplaincy;
  - (c) Recommend successful candidates to The Chapel Council for appointment.
- iii) Submit proposed annual Committee budget and financial statement of accounts to The Council through The Chapel Treasurer;
- iv) Submit half yearly programme and report of the Committee's performance to The Council through the Chairman of Council;
- v) Perform any other duty(ies) as may be assigned by The Council.

### **12.3.3 Building/Maintenance Committee:**

#### **a) Composition:**

The Committee shall comprise seven (7) members as follows:

- i) An Architect/Engineer/any other relevant Professional - Chairman
- ii) Chapel Council Chairman - Member
- iii) Chapel Treasurer - Member
- iv) Four Other Chapel members with relevant professional skills as members and one of them appointed as Secretary.

#### **b) Functions:**

The Committee shall:

- i. Build and maintain buildings;
- ii. Maintain furniture, electrical and plumbing fittings;
- iii. Conceive and execute the landscaping and beautification of The Chapel lands;
- iv. Provide acceptable architectural designs and structural drawings of The Chapel projects;
- v. Submit proposed annual Committee budget and financial statement of



- accounts to The Council through The Chapel Treasurer;
- vi. Submit half yearly programme and report of the Committee's performance to The Council through the Chairman of Council;
  - vii. Perform any other duty(ies) as may be assigned by the Council.

#### **12.3.4 Finance Committee**

**a) *Composition:***

This Committee shall comprise seven (7) Chapel members as follows:

- i) Council Chairman - Chairman
- ii) Treasurer - Member
- iii) General Secretary - Member
- iv) Three relevant professionals from The Chapel appointed by Council as members.
- v) Financial Secretary - Member/Secretary.

**b) *Functions:***

The Committee shall:

- i. Prepare The Chapel's annual budget early enough for discussion by The Council and ratification by The Family Meeting;

- ii. Prepare and review periodically the Condition of Service for Chapel staff for The Council's approval;
- iii. Articulate a review of The Chapel's Financial Guidelines as the need arises and present same for the consideration of The Council;
- iv. Arrange and raise funds for general and specific Chapel projects as approved by The Council;
- v. Exercise other financial functions as may be referred to it by The Council from time-to-time;
- vi. Submit proposed budget and financial statement of accounts of The Chapel to The Council for approval;
- vii. Perform any other duty(ies) as may be assigned by The Council

### **12.3.5 Health Committee**

#### **a. Composition**

This Committee shall comprise Seven (7) Chapel members as follows:

- i. A Medical Doctor/Pharmacist/Nurse or any other relevant Health Professional to serve as Chairman

- ii. Six other Chapel members who are Health Workers with relevant professional skills to serve as members
- iii. Chapel Council to appoint Secretary

**b. Functions**

- i. To coordinate all health-related activities and programmes of The Chapel in collaboration with other Units where need be;
- ii. Organise health talks for education and enlightenment of the Chapel;
- iii. Offer expert advice to Council on health-related issues;
- iv. Liaise with Welfare Secretary to provide health-related interventions to members as the need arises;
- v. Submit proposed annual Committee budget, Financial Statement of Account to The Council through The Chapel Treasurer;
- vi. Submit half yearly programmes to The Chapel Council through The Council Chairman;

- vii. Perform any other duties as may be assigned by The Chapel Council

### **12.3.6 Legal Committee**

#### **a. Composition**

The Legal Committee shall comprise seven (7) members as follows:

- i. A Legal Practitioner - Chairman
- ii. Another Legal Practitioner - Member
- iii. Men's Fellowship Representative - Member
- iv. Women's Fellowship Representative - Member
- v. Assistant *General* Secretary - Member/Secretary
- vi. Any other two members of Chapel with relevant experience - Members

#### **b. Functions**

- i. Advise The Chapel Council on legal issues;
- ii. Proffer solutions on cases of a legal controversy;
- iii. Sensitize The Chapel on steps to be taken legally to protect her interests;
- iv. Advise The Chapel Council concerning legal implications of proposed projects;

- v. Submit proposed annual Committee budget, Financial Statement of Account to The Council through The Chapel Treasurer;
- vi. Submit half yearly programmes to The Chapel Council through The Council Chairman;
- vii. Perform any other duty/duties as may be assigned by the Council

### **12.3.7 Marriage Counselling Committee**

#### **a. 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)

#### **b. Functions**

The Marriage Committee Shall:

- i. Implement The Chapel Marriage Counselling Policy and guide The

- Council in the review of the policy as the need arises;
- ii. Give pre-marital counselling to youths and intending couples in line with the Scripture;
  - iii. Assist the would-be couples up to the time of introduction, dowry settlement and wedding arrangements;
  - iv. Supervise the wedding arrangements to ensure that all things are done modestly, decently and in order to the glory of God;
  - v. Assist challenged couples handle their marital issues in a godly manner;
  - vi. Organize periodically, Marriage Seminars, Talks and Retreats to enhance a fulfilling marital relationship among Chapel members;
  - vii. Submit proposed annual budget and financial statement of accounts of the Committee to The Council through The Chapel Treasurer;
  - viii. Submit half yearly programme and report of performance to The Council through the Chairman;
  - ix. Perform any other duty(ies) as may be assigned by The Council.

### **12.3.8. Security Committee**

#### **a. Composition**

The Security Committee shall comprise the following:

- i. A security expert - Chairman
- ii. Four (4) other Chapel members who shall be appointed by Council, one of whom shall serve as Secretary.

#### **b. Functions**

The Security Committee shall:

- i. Train, induct and supervise the security staff of The Chapel
- ii. Provide support for security surveillance during programmes in The Chapel
- iii. Educate members of The Chapel on security issues as the need arises
- iv. Provide representation for The Chapel on security issues with the appropriate authorities in consultation with The Council.
- v. Submit proposed annual Committee budget, Financial Statement of Account to The Council through The Chapel Treasurer.

- vi. Submit half yearly programmes to The Chapel Council through The Council Chairman.
- vii. Perform any other duty/duties as may be assigned by the Council

### **12.3.8 Welfare Committee**

#### **a. Composition**

This Committee shall comprise of seven (7) members as follow:

- i. Welfare Secretary - Chairman
- ii. Youth Fellowship Leader - Member
- iii. Men’s Fellowship Leader - Member
- iv. Women’s Fellowship Leader- Member
- v. FCS President - Member
- vi. NIFES President - Member
- vii. Financial Secretary - Member/ Secretary

#### **b. Functions**

- i. Implement The Chapel Welfare Policy and guide The Council in the review of the policy as the need arises;
- ii. Be responsible for the care of all the members and visitors of The Chapel;



- iii. Organize and provide refreshments at Chapel functions as The Council may approve;
- iv. Submit proposed annual budget and financial statement of accounts of the Committee to The Council through The Chapel Treasurer;
- v. Submit half yearly programme and report of the Unit's performance to The Council;
- vi. Perform any other duty(ies) as may be assigned by The Council.

### **12.3.9 Entrepreneurship Committee**

#### **a. Composition**

The Committee shall comprise five members of The Chapel with entrepreneurial skills. The Chapel Council shall appoint from among the five member-committee who may serve as Chairman and Secretary respectively.

#### **b. Functions**

The Committee Shall:

- i. Propose entrepreneurship scheme for members of The Chapel;

- ii. Identify entrepreneurship skills among members;
- iii. Organize periodic trainings/workshops on emerging trends in entrepreneurial skills development;
- iv. Sensitize and educate members on entrepreneurship skills;
- v. Source for empowerment opportunities for members to commercialize skills acquired;
- vi. Perform any other function(s) as may be assigned by The Chapel Council.

#### **12.4 Ad-hoc Committees:**

The Chapel Council shall set up the following Ad-hoc Committees:

- i. Constitution Review Committee
- ii. Electoral Committee
- iii Harvest/Thanksgiving Committee

##### **12.4.1 Constitution Review Committee**

###### **a) Composition:**

The Constitution Review Committee shall comprise seven (7) Chapel members as follows:

- i) Vice-Chairman – Chairman

- ii) The Chaplain – Member
- iii) Five (5) Chapel members appointed by The Council as members and two (2) of which shall be legal practitioners, two shall be students' members. One of the three (3) non-student members shall be appointed as Secretary of the Committee by The Council.

**b) Functions:**

The Committee shall:

- i) Implement The Chapel's Constitutional provisions for Amendment and Revision to the fullest;
- ii) Review the Constitution and propose the additions, repeal and amendment sections of the Constitution to The Council;
- iii) Submit comprehensive report of her activities to The Council as shall be stipulated in the terms of reference of the Committee;
- iv) Perform any other duty(ies) as may be assigned by The Council.

## **12.4.2 Electoral Committee:**

### **(a) *Composition:***

The Electoral Committee shall comprise five (5) Chapel members as follows:

- i) A former Council Chairman - Chairman
- ii) The Chaplain - Member
- iii) Three other Chapel members appointed by Council as members and one of them appointed as Secretary of the Committee.

### **(b) *Functions:***

The Committee shall:

- i) Prayerfully plan elections’/bye-elections’ time table for The Chapel and announce the vacant offices to be contested for;
- ii) Receive nominations into the vacant offices from members of The Chapel;
- iii) Screen nominees in line with the provisions of The Chapel Constitution and Electoral Guidelines;
- iv) Conduct elections/bye elections into the vacant offices and announce the results of such elections;

- v) Submit a comprehensive written report of its work to The Council within two weeks after the elections;
- vi) Perform any other duty(ies) as may be assigned by The Council.

### **12.4.3 Harvest /Thanksgiving Committee**

#### **a) Composition:**

The Harvest /Thanksgiving Committee shall comprise five (5) Chapel members as follows:

- i) Council shall appoint Chairman
- ii) Financial Secretary - Member
- iii) Welfare Secretary - Member
- iv) Two other members of Chapel, one of whom shall serve as Secretary.

#### **b) Functions:**

- i) To organize harvest/thanksgiving services;
- ii) To mobilize the Church to actively participate;
- iii) To submit a written report to Council.

## **ARTICLE 13: FINANCE**

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**13.1** The finances of The Chapel 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.

**13.2** All Chapel monies shall be lodged in savings and current accounts in authorized banks, by the Treasurer and any other person authorized by The Council.

**13.3** The following shall be signatories to all financial transactions of The Chapel:

- i) The Chairman;
- ii) The General Secretary;
- iii) The Treasurer.

The Chairman's signature and any one of the other signatories must be used in any financial transaction(s) of The Chapel. Provided that Units and Fellowships may operate accounts with The Council Chairman as co-signatory.

**13.4.1** The Chapel Council shall appoint (an) External Auditor(s) to audit Chapel

Accounts and perform such other relevant duties from time-to-time.

**13.4.2** Auditor's reports shall be presented to members at a Family Meeting by the Treasurer.

**13.5** Financial reports of both income and expenditure of The Chapel shall be prepared annually by the Treasurer and Financial Secretary and presented to The Council.

**13.6** The Chapel and her relevant Units/Fellowships may operate some subsidiary accounts with any recognized bank(s) as shall be determined by The Chapel Council. The Council Chairman and Unit Coordinator shall be signatories. Details regarding finance in The Chapel shall be as contained in the Chapel Financial Guidelines.

## **ARTICLE 14: AFFILIATIONS/PARTNERSHIP**

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### ***14.1 Status:***

- i. The Chapel is not affiliated to any organization but shall co-operate and partner with any Christian organization(s) that genuinely share in her aim and objectives. Such organisations may include:
  - a. Christian students’ organizations on campus;
  - b. Non-students’ Christian organizations on campus;
  - c. Association of Nigerian University Chaplains (ANUC);
  - d. Other Council approved Christian organizations outside the University
- ii. The Fellowship of Christian Students (FCS) and Nigeria Fellowship of Evangelical Students (NIFES) shall have partnership status with The Chapel and still be autonomous.
- iii. FCS and NIFES shall have one representative each on The Chapel Council.



- iv. The Christian organizations partnering with The Chapel shall retain their autonomy except they desire otherwise.

#### **14.2. Obligations:**

- i. Partner organizations with The Chapel may receive support from the Chapel as shall be determined by The Council from time-to-time.
- ii. Partnering Christian students' organizations shall be encouraged to participate actively in The Chapel programmes, projects and activities.
- iii. The non-students' Christian organizations partnering with The Chapel shall be required to show honest commitment to glorify Jesus Christ.
- iv. Christian organizations with The Chapel shall be required to sign a partnership agreement with The Chapel.

## **ARTICLE 15: DISCIPLINE**

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- 15.1** The Chapel Council reserves the right to discipline any member who falls into doctrinal error or whose sin becomes noticeable or violates the responsibility of Chapel membership.
- 15.2** Such a member has the right to fair hearing and shall first be exhorted, admonished and warned. This may be followed by suspension from membership if the above measures fail to yield positive results.
- 15.3** The suspension shall be announced to the Congregation and the Family Meeting either by the Chaplain or The Council Chairman.
- 15.4** A suspended member shall not partake of the Lord's Supper or attend Family Meetings or lead any Chapel function(s).
- 15.5** A suspended member shall continue to serve his/her discipline until there is clear evidence of repentance. The member(s) may then be welcomed back into full membership at the Service of the Lord's Supper by the Chaplain on the recommendation of The Council.

- 15.6** A member of The Chapel may be ex-communicated if all disciplinary measures fail to yield positive results.
- 15.7** The Chapel Council shall consider cases of ex-communication in the Chapel and present them at The Family Meeting for ratification.
- 15.8** The ex-communicated member(s) shall be communicated in writing by The Council Secretary.
- 15.9** An ex-communicated member who genuinely repents and seeks membership of The Chapel may however, be considered for fresh membership registration.

## **ARTICLE 16: THE CHAPEL STRATEGIC PLAN AND POLICY IMPLEMENTATION**

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- 16.1** There shall exist for The Chapel a strategic plan which shall guide the policy implementation framework of The Chapel in line with The Chapel aim and objectives.
- 16.2** The Strategic Plan shall serve as the policy direction of The Chapel in the short, medium and long-term durations and shall define the role expectations and involvements of all the organs of The Chapel from the Board of Trustees, The Family Meeting, The Chapel Council to the Units/Committees/Fellowship leaders, howsoever called.
- 16.3** The Chapel Strategic Plan shall be developed periodically.
- 16.4** Details on The Chapel Strategic Plan shall be contained in the Strategic Plan document.

## **ARTICLE 17: PERFORMANCE MANAGEMENT SYSTEM**

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- 17.1** There shall exist for The Chapel a Performance Management System (PMS) which shall be used to manage, measure and improve the performance of leadership, office holders and other entities.
- 17.2** Details on these operations shall be reflected in The Chapel PMS document.

## **ARTICLE 18: AMENDMENT AND REVISION**

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- 18.1** None of the aforementioned Articles in this Constitution shall be altered, repealed or amended nor shall any addition be made to them unless such alteration, repeal or addition and amendment is carried out as herein provided.
- 18.2** Any motion to amend, repeal, alter or add to any Article or section of this Constitution shall only be entertained if done in writing either by The Council or a member of The Chapel.
- 18.3** If the motion was initiated by The Council, two third (2/3) of the votes of members present at The Family Meeting shall be required for the Constitution Review Committee to be constituted.
- 18.4** If the motion was initiated by a member(s), The Chapel Council shall meet with the sponsor(s) of the motion to give them opportunity to discuss the motion.
- 18.5** If the motion is carried, the proposition shall be announced to the congregation for three

(3) consecutive Sundays before it is discussed at The Family Meeting.

**18.6** For such proposed amendment(s) and/or addition(s) to be considered by the Constitution Review Committee, two third (2/3) of the votes of members present at The Family Meeting shall be required.

## **ARTICLE 19: DEFINITION OF TERMS**

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### **19.1 *Affiliation:***

Affiliation in this Constitution refers to the network of the Christian Fellowship groups within and outside the University with interdependent ministry link with The Chapel.

### **19.2 *Chaplaincy***

Chaplaincy shall imply the body consisting of the Chaplain and the Coordinators/Assistant Coordinators of all ministry units in Chapel.

### **19.3 *Congregation***

All members of a particular place of worship, a group of people gathered together, especially in a church for a worship service or instruction shall be regarded as a congregation. In The Chapel, this shall include both the registered and non-registered worshippers.

### **19.4 *Elder***

Elder in the Goodnews Chapel, BSU refers to members of the Board of Trustees of The



Chapel, Council members, former Council members and mature Believers in right standing with God in accordance with the scriptures as enunciated in 1Tim. 3:1-7, and Titus 1:5-9.

### **19.5 Membership Revalidation:**

Members of The Chapel who relocated from Makurdi or graduated from the University and desire to continue their membership of The Chapel after returning shall complete another Membership Application Form, and shall be re-admitted subject to section 5.5

### **19.6 Member in good standing**

A Member in good standing refers to a born-again child of God who is duly registered with The Chapel and actively involved in her programs and activities.

### **19.7 New Birth:**

The change by which the will and natural enmity of man to God and his law are subdued, and a principle of supreme love to God and his law are implanted in the heart of man shall be considered as the new birth.

## **19.8 Official**

Official in The Goodnews Chapel refers to members of the Board of Trustees, Council members, the Administrative Secretary or Unit/Committee/Fellowship leaders working in consonance with the approval of Council and any other person working in consonance with the approval of Council.

## **19.9 Partnership:**

A collaborative relationship between The Chapel and other Christian Organisations within and outside the Benue State University with a mutual goal of fulfilling their aims and objectives.

## **19.10 Sacrament:**

A solemn religious ceremony inscribed in the Holy Scriptures to be observed by the followers of Jesus Christ, by which their special relation to him is created or strengthened and their obligations to him renewed and ratified shall be known as Sacrament.

## **ARTICLE 20: BENEDICTION**

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The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit be with you all. Amen. (2 Cor.13:14; NKJV)

## **ARTICLE 21: COMMENCEMENT**

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Amended this \_\_\_\_\_ day of \_\_\_\_\_, 2024

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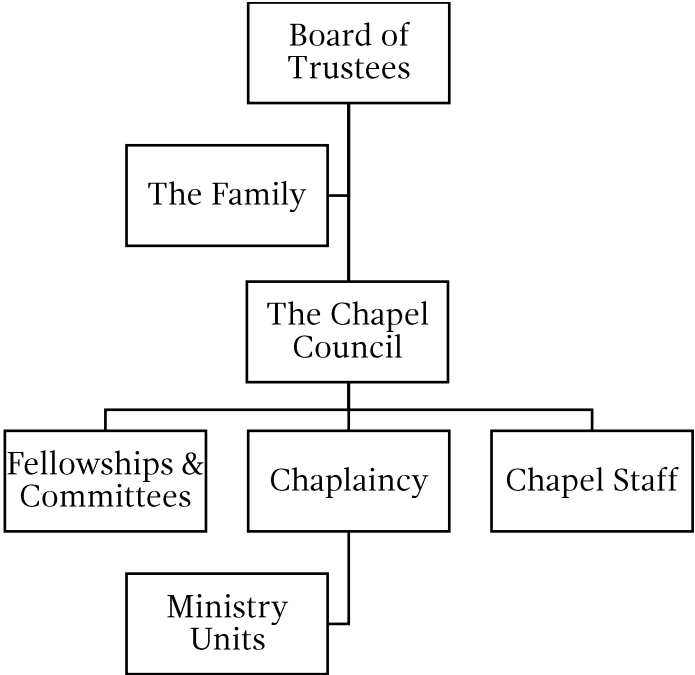
**Council Chairman**  
*Bro. Terna Abuul*

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**Council Secretary**  
*Bro. Abel Uyoo*

# THE GOODNEWS CHAPEL ORGANOGRAM

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