

Living Faith Church, Arepo

Code of Conduct for Sanctuary Keeper

Objectives

1. To give member the opportunity to render service to God.
2. To give members the opportunity to express skills and talents.
3. To give member the opportunity for personal development and spiritual growth.
4. To develop leadership potentials.
5. To encourage fellowship, interaction, assistance and care for one another.
6. To ensure cleanness of all church facility.

Activities

In pursuance of the above objectives, the activity of the unit shall cover the following:

1. Ensure the maintenance of decency within and around the church facility.
2. Ensure that materials used for ordinances are kept in good condition and ready for use at any given time.
3. Sweeping, washing and dusting of all relevant parts of the church.
4. To periodically wash church chairs and utensils used by the unit in its operation.
5. Regular disposal of junks within the church premises and from the refuse baskets.

6. Initiate spiritually rooted activities in relation to the overall objectives of the unit.
7. Carry out orientation for new members.
8. Carry out any other duty as may be assigned by the church leadership.

Benefit of Being in the Unit

1. Shall serve as a platform for member to access the covenant blessings of service.
2. Member shall have the opportunity to express skills and talents.
3. Member shall learn how to work in a team.
4. Shall enhance member's spiritual growth and personal development.
5. Shall be an avenue to reach out to member in need of counseling, material or financial assistance.
6. Members stand to enjoy the companionship and assistance of other members especially when holding ceremonies like wedding, child covenant naming, house or business premises dedication etc.

Procedure for Membership

1. Candidate must be born again and must have passed through the church believers' foundation/discipleship class and shall present a certificate to validate. Claim.
2. Candidate must be a consistent member of the winner's satellite fellowship and shall present a letter of attestation from the home cell leader.
3. A member of the unit from any of our church branches who is on transfer to this place, shall present a letter of introduction from the church

leadership of the last place of service, otherwise shall be made to comply with the procedure for the admission of new members.

4. Membership shall be confirmed after a month period of probation.
5. Prospective member shall attend activity once fill the service unit application form to be endorsed by the home cell leader, attach to the form 2 copies of a recent passport photograph and shall submit same to the secretary.
6. Thereafter the member shall be interviewed by the executive committee and the service unit code of conduct shall be read and clearly explained to the member. Member name shall only enter the unit register after successfully passing through the period of probation.

Rules of the Unit

A. Attendance/Punctuality

1. Member shall be regular and prompt at meeting and activities.
2. Absence or lateness to meeting/activity without notice or justifiable reason shall be sanctioned.
3. Leaving meeting without the notice of unit leadership shall not be permitted.

B. Conduct

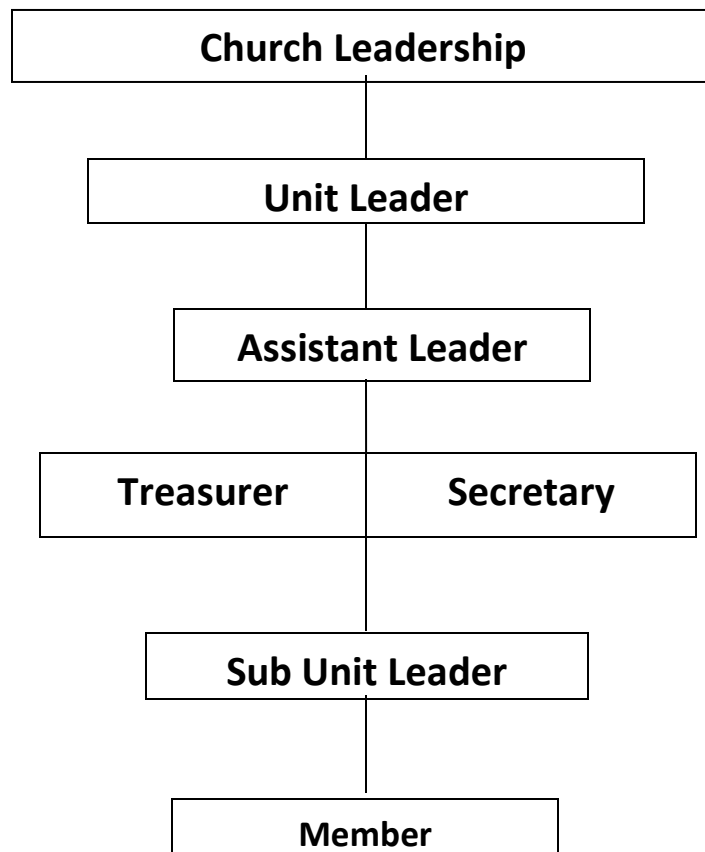
1. Member shall honour and obey all instruction from the church leadership.
2. Member shall obey all lawful instruction from unit leadership. Disobedience to unit leadership shall mean insubordination.
3. Member shall not insult, fight or walkout on unit leadership. Any of the above conduct shall be viewed as gross insubordination.

4. Volunteers are welcome to the unit activities but shall not be allowed to serve as distraction.
5. Member shall not insult, quarrel with or fight one another. Brotherly love must be maintained and servants of God shall not strive.
6. All equipment and materials of the unit shall therefore neither be converted for personal use, be let or rented out for personal gain.
7. Member shall maintain a life of righteousness within and outside the church environment and shall not in anyway bring disrepute to the name of the Lord and church pursuant of the above therefore, a member shall not be involved in financial misconduct, dubious activity, stealing, sale or smoking of tobacco, sale or drinking of alcohol, idolatry, witchcraft, consultation with mediums, familiar spirits, fornication, adultery etc.
8. Member shall neither separate with nor divorce wife or husband.
9. Member shall never reject duty assigned to him/her and go to another without the permission of the assigned authority. Violation is insubordination.
10. Member shall put on an identification card while on duty.
11. Membership shall be renewed through physical presence at meeting and practical involvement in the activities of the unit.
12. There shall be a register for member on transit. Member on transit is such as present residence, purpose of being there, nature of assignment, time expected to return back home. Also such member is expected to sign in and out as his/her movement demands.

13. An executive member, sub unit leader or ad-hoc committee member must notify the unit leadership when travelling out of town. Such member shall upon returning also serve notice.
14. Any member holding any ceremony who desires the presence or assistance of the unit shall inform the unit leader early enough.

C. Line of Authority

There shall be no breaking of ranks as member is expected to respect the leadership hierarchy. The chart below shall be the line of authority and flow of communication in the unit.



D. **Disciplinary Measure**

1. Any case of deliberate disobedience to church leadership shall attract a suspension of 3 months or expulsion from the unit.
2. A case of insubordination to unit leadership shall be determined by the executive. An established case shall attract a one month service suspension.
3. A case of gross insubordination to unit leadership shall when established attract 2 months service suspension.
4. A case of quarrelling or fighting shall attract an indefinite suspension for the fellow(s) involved. Thereafter, a disciplinary committee shall be set up to look into the matter and submit report to the executive who shall then determine the appropriate measure which may include referral to church leadership.
5. Absence from meeting without notice or permission shall attract for the offender, additional duty to be determined by the appropriate unit authority.
6. A case of absence for 3 consecutive times shall attract verbal warning in addition to additional assignment, absenteeism for 3 consecutive times without notice or justified reason shall amount to resignation or withdraw of membership by subtlety.
7. Lateness to meetings/activities before closing time shall attract verbal warning. A habitual case shall attract a month suspension.
8. Any one suspended for any reason shall tender a written apology with a commitment to change of conduct, before being reabsorbed.
9. Any member of the executive, sub unit head or ad-hoc committee who travels out of town without notifying unit leadership shall be queried.

Subsequent violation shall be sanctioned as shall be determined by the executive.

10. It is an impeachable offence for a unit head to travel out of town without the notice of church leadership.
11. Violation of causes 4B (VI and VIII) shall be referred to church leadership.
12. Imposition of levy by unit leadership shall be referred to church leadership.

Termination of Membership

1. Insubordination to church leadership may attract expulsion from the unit.
2. Any case referred to church leadership may attract termination of membership for the offender(s).
3. Membership shall be terminated if so instructed by the church leadership.
4. When a member leaves the church
5. By continual absence from meetings and activities or no renewal of membership at the end of every year.

Operational Divide of the Unit

The unit shall operate through sub-units. There shall be a sub-unit leader for every unit which shall be appointed and removed by the unit leader. The sub-unit leader shall report to the leader through the assistant leader.

A. Uniform: There is no official uniform; however, members are advised to dress neatly and moderately.

B. Orientation of Members/Days of Meeting

- i. There shall be orientation for new members on the operations of the unit.
- ii. There shall also be periodic training for all members to ensure effectiveness and efficiency.
- iii. There shall be a service roster where every member shall function at the location and date assigned on service days.
- iv. There shall be an attendance book for every meeting. Members present shall write their names and signature. Illiterate members shall be helped to write their names. It is sinful to write the name or signature of absent members.
- v. The unit shall meet two times every week. Wednesday and Saturday. However, for the week of spiritual Programme, meetings shall be held on Thursday and Friday.
- vi. The time of the meeting shall be 8:00am (Saturday) and 5.30pm during the week day.

How the Unit Carries out its Operation

- a. Members on duty on service days are expected to be in church by 7:30am
- b. The chairs shall be dusted before worshippers start to come into the sanctuary.
- c. There shall be officers on standby duty at the white house which refers to convenience halls.
- d. Officers shall also be posted to strategic position around the church and children facility.
- e. On the day of ordinance/feet washing, blood of sprinkling, Anointing or communion service members shall be detailed to be on standby with mops and water to ensure immediate clean up of any splash.

- f. Once in every two months the entire plastic chairs in the church shall be washed.
- g. Members on duty shall look out for items misplaced or forgotten by worshippers and hand them over to the protocol unit for necessary action.

The Executives of the Unit and their Functions

The executive of the unit shall consist of the unit leader, Assistant Unit Leader, Secretary and Treasurer.

Function:

Unit Leader:

- a. The unit leader shall coordinate the activities of the unit.
- b. Shall serve as intermediary between the unit and the church leadership.
- c. Shall supervise other executive committee members and preside over every executive committee and general meetings.
- d. Shall convene extra ordinary meetings when the need arises.
- e. Shall be responsible for the appointment and removal of sub unit heads and ad-hoc committee.

Assistant Unit Leader:

- a. Shall assist the unit leader in coordinating the activities of the unit.
- b. Shall perform all other duties as may be assigned by the unit leader.
- c. Shall perform all the duties of the leader in the absence of the former.

Secretary:

- a. Shall take the attendance at the meetings
- b. Shall take and read the minutes of the unit deliberations at meetings.
- c. Shall keep proper record of all the activities of the unit. This shall include all financial transactions.

Treasurer:

- a. Shall keep accurate financial record of the unit.
- b. Shall be in custody of any material offering given to the unit.
- c. Shall be in charge of all the money of the unit except as otherwise may be decided by the executive or church policy.

Finance of the Unit

The unit shall derive its finances from the following:

- a) free will offering
- b) Donations from the church members
- c) Any grant by the church leader.

Members Responsibility

- a. Members shall be uncompromising believer in the doctrine of this commission must be loyal to church leadership and have respect for every structure of authority and symbol of the presence of this commission.
- b.** Members must comply with all the provision of this service unit's code of conduct.