



LIVING FAITH CHURCH AREPO 1

TECHNICAL UNIT

CODE OF CONDUCT

The code of conduct contained herein is binding on every member of the Technical Unit of Living Faith Church Arepo 1, and shall be strictly adhered to by all workers across all departments of the unit. The Technical Unit serves the Commission through the integration of sound, visuals, projection, photography, technical & power, community management, video mix and editing, and graphics — all working together to deliver the message of the kingdom with excellence.

1. OBJECTIVES

The Technical Unit of Living Faith Church Arepo 1 is established with the following objectives:

- To give every member the opportunity to render service to God through technical excellence.
- To provide a platform for members to express their God-given skills, talents, and creative gifts.
- To create avenues for personal development, capacity building, and spiritual growth.
- To develop leadership potential within the body of Christ.
- To encourage teamwork, collaboration, and mutual cooperation across departments.
- To foster fellowship, godly interaction, and brotherly love among members.
- To create a structure for assistance, counsel, and care for one another.
- To engage and channel the technical skills of members for the advancement of the gospel.
- To ensure that every service, program, and activity of the church is delivered with technical excellence to the glory of God.

2. ACTIVITIES

The Technical Unit shall carry out the following activities:

- Holding regular meetings for prayer, planning, and pre-service preparation.
- Designing, setting up, and maintaining the public address (sound) system to ensure uninterrupted transmission of messages within and around the church premises.
- Operating projection systems, cameras, lighting, and all visual equipment used during services and church programs.
- Capturing photographs and recording video footage of services, programs, and church events.

- Mixing, editing, and producing high-quality audio and video content for church use and public distribution.
- Designing motion and still graphics, lower-thirds, service slides, social media content, and visual communication materials.
- Managing online community platforms and live-stream channels of the church when and where applicable.
- Operating, maintaining, and protecting all technical equipment from damage, theft, or loss.
- Ensuring stable power supply through proper management of generators, inverters, and electrical installations.
- Restricting unauthorized access to the studio, control room, and technical workstations.
- Recording and archiving messages for members and for evangelism.
- Giving orientation to new members and organising periodic training to enhance effectiveness and efficiency.
- Initiating spiritually rooted activities in line with the overall vision of the Commission.
- Performing other duties as may be assigned by church leadership.

3. BENEFITS OF MEMBERSHIP

- Membership of the unit shall serve as a platform for members to serve God and access covenant blessings.
- Members shall develop, sharpen, and improve their technical and creative skills for personal and kingdom benefit.
- The spiritual growth and well-being of members shall be enhanced through monthly Bible study, fasting, prayer, and praise.
- Members shall enjoy the companionship and assistance of fellow members during ceremonies such as weddings, child dedications, naming ceremonies, house dedications, and business premises dedications.
- Members shall enjoy mentorship, training, and exposure to industry-standard tools and practices.

4. PROCEDURE FOR MEMBERSHIP

- Membership shall be limited to born-again members of Living Faith Church Arepo 1 who are eighteen (18) years of age and above.
- A candidate must have completed the church's Believers' Foundation/Discipleship Class and shall present a certificate to validate this claim.

- A candidate must be a consistent member of a Winners Satellite Fellowship (WSF) and shall present a letter of attestation from the home cell leader.
- A prospective member shall complete the Service Unit Application Form with recent passport photograph attached; link attached.
- A candidate must demonstrate technical aptitude relevant to at least one department of the unit, with practical proof of skill or willingness to be trained.
- A member of the unit from any other branch on transfer to Arepo 1 shall present a letter of introduction from the church leadership of the previous place of service.
- Membership shall be confirmed only after a three (3) month probation period.
- This Code of Conduct shall be read and properly explained to every candidate before membership is confirmed.

5. DEPARTMENTS OF THE UNIT

The Technical Unit shall operate through the following departments. Each department shall have a Head who reports to the Unit Leader through the Assistant Unit Leader.

5.1 Media (Visuals & Communication)

Responsible for the overall visual presentation and communication strategy of the church across services and platforms. The department coordinates the flow of visuals during services, ensures consistency of the church's visual identity, and serves as the bridge between content creators and the congregation.

5.2 Projection

Responsible for the operation of projectors, display screens, and the live presentation of song lyrics, scriptures, sermon notes, announcements, and other on-screen content during services and programs. The department ensures accuracy, timeliness, and visual clarity at every service.

5.3 Sound

Responsible for the design, set-up, operation, and maintenance of the church's audio system, including microphones, mixers, monitors, and all related sound equipment. The department ensures clear, balanced, and uninterrupted sound transmission within and around the church vicinity.

5.4 Photography

Responsible for capturing still images of services, programs, events, and significant moments in the life of the church. The department maintains an organised archive of photographs and supplies images for use by other departments and church publications.

5.5 Technical & Power

Responsible for the installation, operation, repair, and maintenance of all electrical fittings, generators, inverters, power backup systems, and general utility equipment. The department guarantees stable and uninterrupted power supply to all technical equipment and the church facility at large.

5.6 Community Management

Responsible for the management of the church's online presence, including live-streaming platforms, social media communities, and digital engagement channels. The department moderates online interactions, responds to enquiries, and extends the reach of the gospel through digital platforms.

5.7 Video Mix & Editing

Responsible for the live mixing of multi-camera feeds during services, post-production editing of recorded content, colour correction, and the preparation of finished video products for broadcast, archiving, and distribution. The department ensures high-quality video output that reflects the excellence of the Commission.

5.8 Graphics (Motion & Still)

Responsible for designing motion graphics, animations, lower-thirds, service slides, flyers, social media artwork, and all still graphic content for the church. The department upholds the visual standards of the Commission and supports other departments with graphic assets as required.

6. GENERAL RULES OF THE UNIT

6.1 Attendance and Punctuality

- All workers are to be punctual and attend all church services and activities including regular weekday and Sunday services, weddings, mass evangelism, home cell meetings, and special programs.
- All workers shall report to the church not later than thirty (30) minutes before the commencement of any service or activity for a time of intercession and pre-service preparation.
- Attendance at the monthly general meeting of the unit is compulsory. Failure to attend without due permission shall result in the affected worker not officiating in church activities for the period preceding the next monthly general meeting.
- Unit meetings shall hold on Saturdays at a time and venue communicated by the unit leadership. Attendance is mandatory for all members.
- Absence from any meeting or service without prior notice shall amount to an offence.
- Leaving any meeting or service before closing time without permission constitutes insubordination.
- Every member is required to sign the attendance register at the secretariat before officiating in any service. It is an offence to sign on behalf of an absent member.

6.2 Dressing and Appearance

- All workers are expected to be decently and neatly dressed in corporate attire during all church services and activities.
- ~~Female workers are not permitted to appear in trousers, sleeveless dresses, coloured hair, slippers, or any form of immodest dressing while on duty. Any update or review as might be related to physical technical hands on will be communicated appropriately.~~ Female workers are not permitted to appear in sleeveless dresses, coloured hair, slippers, or any form of immodest dressing while on duty. Trousers are not permitted as part of general corporate appearance; however, structured corporate trousers are permitted strictly for female officers actively engaged in technical roles that involve climbing platforms, handling cables, or working in tight equipment spaces, where skirts would introduce mobility restrictions or safety risks.
- Male workers are not permitted to appear in slippers, knickers, sneakers, joggers, jeans, or any form of casual wear while on duty.
- It is compulsory for every worker to conspicuously display their identity card during all services. No worker is allowed to officiate without their identity card.
- Where a unit uniform, jacket, or vest is provided, it shall be worn by all officers on duty for ease of identification.
- Dressing for all officers shall accommodate the operational demands of their role, allowing for unrestricted mobility, safe handling of equipment, and adaptation to the physical conditions of the work environment, without compromising decency or the corporate image of the church.
- Footwear for officers engaged in technical operations shall be closed, flat-soled, and non-slip. High heels and open-toed shoes are not permitted while handling equipment, climbing, or working in technical spaces.
- Loose accessories, dangling jewellery, long flowing scarves, or any item that can catch on equipment, cables, or moving parts shall be avoided while on technical duty. Long hair shall be neatly tied back during such operations.
- Where personal protective equipment (PPE) is provided for a task — including insulated gloves, safety footwear, eye protection, dust masks, ear protection, or high-visibility vests — it shall be worn by every officer engaged in that task. No officer shall undertake a hazardous technical task without the appropriate PPE.
- Any officer found in inappropriate dress before or during service shall be reassigned or removed from duty for that service by the Unit Leader, Assistant Unit Leader, or Department Head, and the matter recorded for follow-up.

6.3 Conduct and Discipline

- All members shall comply with all instructions from church leadership. Deliberate disobedience shall amount to insubordination.
- No member shall, on behalf of the unit, carry out any function within or outside the church without the consent of the unit leadership.
- The conduct of every worker outside the church must be reflective of a good Christian life worthy of emulation by others.
- Members shall maintain godly virtues within and outside the church environment at all times.
- Members shall not engage in the sale or smoking of tobacco or allied substances, sale or drinking of alcohol, stealing, fornication, adultery, idolatry, dubious business activities, financial misconduct, consultation with mediums or familiar spirits, nor separate from or divorce a spouse.
- Quarrelling, fighting, or any form of physical or verbal altercation among members is strictly prohibited.
- No member shall insult, walk out on, or fight any member of the unit leadership. Violation shall attract disciplinary measures.
- All workers should inform their leaders when travelling out of town.
- No member shall belong to more than one other service unit in the church at the same time.
- There shall be no imposition of levies on members.

6.4 Equipment Handling

- The operation of all electrical, mechanical, sound, projection, lighting, camera, and computer equipment shall be by authorised persons only.
- The studio, control room, and console areas shall be out of bounds to non-unit members and unauthorised persons. This is to avoid distractions, loss, or damage of equipment.
- Visitors, friends, and relations of unit members, as well as other non-unit church staff, shall not be allowed to stay in the studio or control room during services for any reason whatsoever.
- All equipment under the custody of the unit is the property of the church and shall neither be converted for personal use nor rented out for personal gain.
- No gadget shall be taken out of the church premises for repair or any other purpose without the knowledge and approval of the unit leader or church leadership.
- Every department shall ensure that all equipment assigned to them is tested and placed on standby before the commencement of any service.
- Members shall handle all equipment with the highest level of care, professionalism, and reverence due to instruments dedicated to the work of God.

6.5 Safety (Electrical and Equipment Hazards)

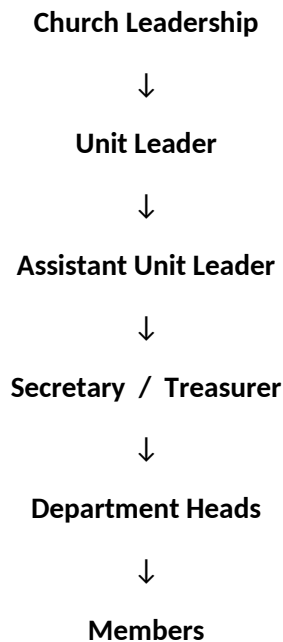
- Only officers trained and authorised by the Head of Technical & Power, or another competent authority, shall handle live electrical installations, generators, inverters, distribution boards, or high-voltage equipment.
- Before any work is carried out on electrical equipment, the relevant circuit shall be isolated, locked off where possible, and confirmed dead using an appropriate tester. No officer shall work on an energised circuit unless it is absolutely necessary and the Head of Technical & Power has approved.
- Insulated gloves and rubber-soled, closed footwear shall be worn when working on or near live electrical equipment. Hands shall be clean and dry, and no officer shall handle electrical equipment with wet hands or while standing on a wet surface.
- Cables, extension leads, and power strips shall be inspected before each service. Damaged, frayed, or overheating cables shall be removed from service immediately and reported to the Head of Technical & Power. Cables shall be routed to avoid trip hazards and shall not be run under carpets or through doorways without proper covers.
- Electrical loads shall not exceed the rated capacity of any socket, extension, or circuit. Generators and inverters shall be operated within their specified load limits, and fuel handling shall be carried out only when the generator is switched off and cool.
- When climbing platforms, ladders, trusses, or working at height to mount lights, cameras, or speakers, officers shall use stable, properly secured equipment, work with at least one other person present, and never carry tools or equipment in a manner that compromises balance.
- A functional fire extinguisher (CO₂ or dry powder, suitable for electrical fires) and a basic first-aid kit shall be kept in the technical room and at the generator location. Every member of the unit shall know their location and basic use.
- Any electrical shock, burn, fall, near-miss, or equipment failure that poses a safety risk shall be reported immediately to the Head of Technical & Power and the Unit Leader, and recorded in a safety incident log maintained by the Secretary.

~~6.5 Identity Card and Records~~ 6.6 Identity Card and Records

- Every member shall bear an identity card, valid for one year only. The expiry date of the identity card shall be 31st December of each year.
- Any member found to have used the unit identity card for dubious activity shall be referred to church leadership for appropriate action.
- There shall be a service duty register where every officer shall sign in and sign out, with time and signature clearly stated.
- There shall be a bio-data form in which all necessary details of every member shall be collated and documented.

7. LINE OF AUTHORITY

The flow of communication and authority within the Technical Unit shall be as follows:



All grievances, requests, and reports shall follow this line of authority. Bypassing the chain of command without justifiable cause shall amount to insubordination.

8. THE EXECUTIVE OF THE UNIT

The Executive of the Technical Unit shall consist of the Unit Leader, Assistant Unit Leader, Secretary, and departmental heads, and Treasurer.

8.1 Unit Leader

- Shall coordinate all activities of the Technical Unit.
- Shall serve as the intermediary between the unit and church leadership.
- Shall supervise other executive members and preside over every executive committee and general meeting.
- Shall convene extraordinary meetings whenever the need arises.

- Shall be responsible for the appointment and removal of department heads and ad-hoc committees, in consultation with the executive.
- Shall ensure that the spiritual and operational standards of the unit reflect the vision of the Commission.

8.2 Assistant Unit Leader

- Shall assist the Unit Leader in coordinating the activities of the unit.
- Shall perform all other duties as may be assigned by the Unit Leader.
- Shall perform all the duties of the Unit Leader in his/her absence.
- Shall serve as the direct link between the department heads and the Unit Leader.

8.3 Secretary

- Shall take attendance at all meetings.
- Shall record and read the minutes of unit deliberations at every meeting.
- Shall keep proper records of all the activities of the unit, including correspondence and training logs.
- Shall manage the secretariat and the application records of prospective members.
- Shall communicate official information from the executive to the general membership.

8.4 Treasurer

- Shall keep accurate financial records of the unit.
- Shall be in custody of any material offering given to the unit.
- Shall be in charge of all the funds of the unit, except as may otherwise be decided by the executive or church policy.
- Shall render financial reports at every general meeting and as may be required by the executive.

9. DEPARTMENT HEADS (EX OFFICIO EXECUTIVES)

Each department within the Technical Unit shall be headed by a Department Head, who shall serve as an ex officio member of the Executive. Department Heads are appointed by the Unit Leader in consultation with the executive, and serve at the pleasure of church leadership.

9.1 General Functions of a Department Head

- Shall coordinate the day-to-day activities of his/her department in line with the vision of the Technical Unit.

- Shall report directly to the Unit Leader through the Assistant Unit Leader.
- Shall attend all executive meetings as an ex officio member, providing departmental updates and contributing to deliberations on matters affecting the unit.
- Shall prepare and submit the duty roster of his/her department to the Unit Leader for approval before the commencement of every month.
- Shall be responsible for the spiritual oversight, mentorship, and discipline of members within his/her department, subject to the authority of the executive.
- Shall maintain an accurate inventory of all equipment assigned to the department and report any damage, loss, or repair need promptly.
- Shall organise departmental trainings and skill-development sessions, with the approval of the Unit Leader.
- Shall recommend members of his/her department for commendation, promotion, or disciplinary action, as the case may be.
- Shall stand in service alongside members of the department, demonstrating the standard of excellence expected of every officer.
- Shall liaise with other Department Heads to ensure seamless coordination during services and church programs.

9.2 Head of Media (Visuals & Communication)

- Shall oversee the overall visual and communication strategy of the unit, ensuring consistency of the church's visual identity across all platforms.
- Shall coordinate the integration of visuals, projection, video, and graphics during services to deliver a unified presentation.
- Shall serve as the link between content creators (graphics, video, photography) and the operational departments (projection, sound, community management).
- Shall set quality standards and review templates for all visual outputs of the unit.

9.3 Head of Projection

- Shall oversee the operation of all projectors, display screens, and presentation systems during services and programs.
- Shall ensure that song lyrics, scriptures, sermon notes, and announcements are displayed accurately and timely.
- Shall coordinate with the worship team and the Sunday service coordinator to receive service flows and updates ahead of every service.

- Shall maintain and update the church's library of presentation slides, song database, and scripture resources.

9.4 Head of Sound

- Shall oversee the design, setup, operation, and maintenance of the entire sound system of the church.
- Shall ensure clear, balanced, and uninterrupted sound transmission within and around the church premises during every service and program.
- Shall conduct routine sound checks before every service and supervise the calibration and care of microphones, mixers, monitors, and related equipment.
- Shall liaise with the choir, ministers, and worship team to anticipate and meet sound requirements for every service.

9.5 Head of Photography

- Shall oversee the photographic coverage of all services, programs, weddings, dedications, and church events.
- Shall maintain an organised, secure, and accessible archive of church photographs.
- Shall set photographic standards (composition, exposure, post-processing) and supervise members to ensure consistent quality.
- Shall supply curated photographs to the Media, Graphics, and Community Management departments as required for publications and online use.

9.6 Head of Technical & Power

- Shall oversee all electrical fittings, generators, inverters, power backup systems, and utility installations of the church.
- Shall guarantee stable and uninterrupted power supply to all technical equipment and the entire church facility during every service and program.
- Shall conduct routine inspections, preventive maintenance, and prompt repairs of all electrical and power equipment.
- Shall maintain a logbook of fuel consumption, generator running hours, and power-related expenses, and submit periodic reports to the Treasurer and the Unit Leader.

9.7 Head of Community Management

- Shall oversee the church's online presence, including live-streaming platforms, social media accounts, and digital engagement channels.

- Shall moderate online interactions, respond to enquiries promptly, and uphold the doctrinal and ethical posture of the Commission on every platform.
- Shall coordinate with the Media and Graphics departments to ensure timely posting of approved content.
- Shall monitor analytics, audience growth, and engagement, and report periodically to the executive on the digital reach of the church.

9.8 Head of Video Mix & Editing

- Shall oversee the live mixing of multi-camera feeds during services and the post-production editing of recorded content.
- Shall ensure colour correction, audio synchronisation, and quality control of all final video outputs before release.
- Shall maintain an organised archive of raw footage and finished videos, with backups of all sermon recordings.
- Shall coordinate camera operators and editors to deliver finished products within agreed timelines.

9.9 Head of Graphics (Motion & Still)

- Shall oversee the design of all motion graphics, animations, lower-thirds, service slides, flyers, and still graphic content for the church.
- Shall uphold and enforce the visual identity standards of the Commission across all designs.
- Shall coordinate with the Media, Projection, Video Mix & Editing, and Community Management departments to deliver graphics as required.
- Shall maintain a library of brand assets, templates, and reusable design files for the unit.

10. DISCIPLINARY MEASURES

Anyone that defaults on any of the rules of this Code of Conduct will not be allowed to serve and may face the disciplinary committee. The following measures shall apply:

- Deliberate disregard for, or disobedience to, church leadership shall attract a three (3) month suspension or referral to church leadership for appropriate measures.
- Any case of insubordination to unit leadership shall be determined by the executive. An established case shall attract a one (1) month service suspension.
- Violation of the rule on lateness shall attract a warning for the first offence. A repeat offence shall attract a verbal query with a written warning. A further offence shall attract a two (2) week service

suspension. Habitual lateness shall attract a service suspension of between one and three months as determined by the executive.

- Any member who carries out any function not assigned to them without the permission of the unit or church leadership shall attract a two (2) week service suspension.
- An established case of disrespect for unit leaders shall subject the offender to facing a disciplinary committee, which shall investigate the matter and recommend appropriate measures, including possible referral to church leadership.
- Any member found to belong to more than one other unit, or a unit whose operation may cause role conflict, shall be given the option to either leave the other unit or be referred to church leadership.
- Any member found mishandling church equipment, or causing avoidable damage or loss through negligence, shall be liable to repair or replace the equipment, in addition to other disciplinary measures.
- Any member found leaking confidential live-stream credentials, sermon files, photographs, or any unit material to unauthorised persons shall face the disciplinary committee.
- Anyone suspended for any reason shall tender a written apology, with a commitment for change of behaviour, before being reabsorbed.

11. TERMINATION OF MEMBERSHIP

Membership of the Technical Unit shall be terminated on any of the following grounds:

- Suspension for three (3) months on three (3) different occasions, which shall be deemed to mean that the offender is no longer fit to be in the unit. Such a member shall be recommended to church leadership for expulsion.
- Any case that results in a member being referred to church leadership qualifies such a member for possible expulsion from the unit.
- Withdrawal from the church or joining another ministry shall automatically terminate membership of the unit.
- Membership may be terminated on the advice of church leadership.
- Persistent gross misconduct that brings the unit or the Commission to disrepute.

12. MEETINGS AND OPERATIONS

- There shall be monthly unit meeting either on the first or second Sunday as will be communicated by the unit head. This shall hold immediately after service.
- Unit meetings shall be held on a day and time communicated by the unit leadership, typically on Saturdays this will cover preparation for services, trainings, and any other activity.

- The Saturday following any church General All-Night service shall be meeting-free, except as otherwise directed by the leadership.
- There shall be a duty roster prepared monthly. Department heads shall liaise with the Unit Leader to prepare the roster.
- Every officer shall function at the duty post assigned, except as otherwise instructed by the leadership.
- There shall be a pre-service prayer of fifteen (15) minutes, which is mandatory for every member, whether on duty or not.
- Every department shall ensure that all gadgets and equipment assigned to them are tested and placed on standby before the commencement of any service.

13. ORIENTATION AND TRAINING

- Orientation on the objectives, activities, rules, and mode of operation of the unit shall be given to every new member.
- Periodic training shall be organised across all departments to enhance the effectiveness, technical proficiency, and spiritual depth of all members.
- An orientation and training book shall be maintained by the Secretary, recording the type of training given, the recipients, the trainer, and other relevant details.
- Department heads shall organise departmental trainings as needed, with the approval of the Unit Leader.

14. FINANCE OF THE UNIT

The unit shall derive its finances from the following sources:

- Free-will offerings from members.
- Donations from church members and well-wishers.
- Any grant approved by church leadership.
- Funds raised from approved unit projects and initiatives.

All funds shall be properly accounted for by the Treasurer, with regular reports rendered to the executive and the general membership.

15. MEMBER RESPONSIBILITY

- Every member shall be an 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.

- Every member must comply fully with the provisions of this Code of Conduct.
- Every member shall pursue excellence in service, recognising that the work of the Technical Unit is unto God and not unto men.
- Every member shall maintain confidentiality regarding sensitive matters of the unit and the church.
- Other ethical demands and conducts shall be communicated as occasion demands.

16. DECLARATION AND COMMITMENT

I have read and clearly understood the provisions of this Code of Conduct of the Technical Unit of Living Faith Church Arepo One. I hereby commit myself to abide by every provision contained herein, and to serve God in this unit with diligence, excellence, and the fear of the Lord.

Name: _____

Department: _____

Signature: _____ Date: _____

Endorsed by:

Unit Leader: _____ Date: _____

Church Leadership: _____ Date: _____