



WORD STUDY UNIT

...we carry the life of God

WORDSTUDY MODE OF OPERATIONS FORM

A. VISION AND MISSION

We are committed to an in-depth teaching of the word to see every covenant university student live a beautiful life through an in-depth understanding and application of the word of God.

B. MODE OF OPERATION

- ❖ Our core assignment(s): Teaching and preaching the word.
- ❖ How we do it: Bible study interaction and preaching.
- ❖ By what means do we get them done: In-house meetings (Teaching and Bible study, book study, Bible character study, seminars and training programs etc.) and F.F.F.
- ❖ How do we fund our operation? Our operations are funded through members' seeds and donations.

C. WELFARE PROGRAMS

- ❖ School fees support fund.
- ❖ Birthday celebrations.
- ❖ Periodic academic seminars.
- ❖ Counselling sessions.
- ❖ Visiting the sick members.
- ❖ Sport programs etc.

D. UNIT'S EXPECTATION FROM MEMBERS

- ❖ A balance between academics and spirituality.
- ❖ In-depth knowledge of the word of God.
- ❖ Becoming cell leaders and not just members.
- ❖ Becoming chaplains in their various floors, courses etc.

E. UNIT'S EXPECTATION FROM EXECUTIVE LEADERS

- ❖ Performance of respective duties as stated.
- ❖ Acts as role models to members in every area of life.
- ❖ A good relationship with the Holy Spirit.
- ❖ All round relationship with members in the aspect of academics, spirituality, social life etc.
- ❖ Good academic standing.
- ❖ Consistency in meeting.

F. PARAMETERS THAT DEFINE OUR WORK

- ❖ Our work is strictly teaching and it is Word based.

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G. MEASUREMENT OF PERFORMANCE

- ❖ In-house evaluation: measuring objectives with achievements.
- ❖ Member's testimonies.
- ❖ Hall co-ordinators' reports on FFF.
- ❖ Members' comment and suggestions.

H. CONTROL MEASURES

- ❖ We follow the directives of the chaplaincy.

I. DISCIPLINARY PROCEDURES

- ❖ A detailed report from the offender stating reasons for such act.
- ❖ Oral query.
- ❖ Suspension from executive council meeting (if necessary).
- ❖ Refer to chaplaincy for final decision.

J. LEADERSHIP STRUCTURE

Attached to this document

K. HANDOVER PROCEDURES

- ❖ Selection of members for interview based on consistency and direction of executive council.
- ❖ Recommendation from existing executive members and members.
- ❖ Oral interview.
- ❖ Written examination.
- ❖ Training and orientation program.

L. MEETING TIMES

We meet three times in a week (Tuesdays, Wednesdays and Saturdays) **Tuesdays** for advanced bible study class (ABSC), **Wednesdays** for prayers and **Saturdays** for teachings, discussions, questions and answers.

M. OUR PROGRAMMES

- ❖ **Life seminar:** to improve members' academic, social and financial life.
- ❖ **Welfare day:** gift exchange and love sharing.
- ❖ **Word marathon:** to redirect our focus to the race set before us (Heb. 12:1-2).
- ❖ **Worship experience:** a time of worship and fellowship in the Holy Ghost.

N. CURRENT LEADERSHIP STRUCTURE

- ❖ Coordinator
- ❖ Asst. coordinators
- ❖ Hall co-ordinators
- ❖ General secretary
- ❖ Financial secretary
- ❖ Welfare secretary
- ❖ Welfare assistant
- ❖ Database/ pro
- ❖ Database/ pro assistant
- ❖ Prayer squad leader

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O. QUALITIES FOR APPOINTING LEADERS

- ❖ Level of knowledge of the word.
- ❖ Humility.
- ❖ Consistency of attendance.
- ❖ Dedication to the unit.
- ❖ Relationship with members.
- ❖ Past contributions to the unit.

P. RESPONSIBILITY OF EACH EXECUTIVE MEMBER

- ❖ **Coordinator:** In charge of overall affairs of the unit. Responsible for executives operations and ensures that the vision at all cost is ran with intense efficiency.
- ❖ **Asst. coordinators:** Work together with the coordinator in basic word dissipation to the entire team. Choose topics and decide on materials to be studied for each month.
- ❖ **Hall co-ordinators:** Coordinate F.F.F. in the halls of resident. Working hand in hand with the cell leaders and collates the F.F.F reports for submission to the coordinator and chaplaincy unit.
- ❖ **General Secretary:** In charge of all valuable documents of the unit. Takes minutes of every meeting, and submit a report weekly and monthly to the coordinator. Has a stock of all outlines, soft and hardcopy and serves as the units Librarian.
- ❖ **Financial secretary:** In charge of all monetary affairs of the unit. Collects monthly dues from executives and ensure payment is consistent.
- ❖ **Welfare secretary:** In charge of physical/basic needs of cell leaders. Walks hand in hand with the financial secretary. Also in charge of outline photocopies and distribution.
- ❖ **Welfare assistant:** Assist the welfare head
- ❖ **Database/ pro:** Controls all attendance issues. Has a database of all unit members (executives included).
- ❖ **Database/ pro assistant:** Assist the database head.
- ❖ **Prayer squad leader:** In charge of prayers for Wednesday and Saturday meetings. And organises intercessions for F.F.F.

Q. YARDSTICK TO MEASURE PERFORMANCE

- ❖ Members' testimonies
- ❖ Growth of attendance
- ❖ F.F.F reports
- ❖ Number of members teaching F.F.F.
- ❖ Feedbacks etc.

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GENERAL RULES FOR EXECUTIVES

1. All executives owe God the responsibility of maintaining a high spiritual stance at all times.
 2. No executive misses any of the executive meetings, according to the oath of commitment and acceptance.
 3. An executive found wanting of this is given a letter of query, and then a letter of suspension after future occurrence repetition.
 4. All executives are expected to collate weekly reports, and monthly reports for review by the coordinator and assistants.
 5. All executives must comply with university rules and regulations and must in no circumstances be reported for any form of misconduct.
 6. Executives must remember that as leaders, a high level of discipline is expected at all times.
 7. All executives must be noted to be of sound academic prowess. Their academic status must be reported to the coordinator every semester.
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OATH OF COMMITMENT / ACCEPTANCE

Today, in the presence of God and man, I accept the responsibility given me of God, and count not my life dear to myself, so that I might finish my course with joy, and the ministry which I have received of the Lord Jesus to testify the gospel of the grace of God; and by the grace of God.

From: Acts 20: 24

UNIT MOTTO

We take heed therefore, unto ourselves, and to all the flock, over which the Holy Ghost hath made us overseers, to feed the church of God, which He hath purchased with his own blood.

From Acts 20: 48

SCRIPTURAL CONFESSION AFTER MEETINGS

For we are the circumcision, which worship God in the spirit, and rejoice in Christ Jesus, and have no confidence in the flesh... Philippians 3:3.

WORD STUDY SONG

Reveal your mind to us,
Increase your strength in us,
Help us to pass the message across,
Use us to bless others,
Give us the word the hour,
All of you, none of us (x2)
Repeat

Call: Word study!

Response: We carry life of God!

Call: Royal Sword!

Response: We carry the life of God!

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