

## POLICY DOCUMENT

This is a document that addresses how things are to be run.

### HIGH SCHOOL MINISTRY POLICY DOCUMENT.

#### MISSION

Reaching out to high school students so that they may develop their faith in Jesus Christ; that they may fight a good fight of faith and lay hold of eternal life as they grow to be resourceful professionals in the country.

#### MOTTO:

Every student for Christ.

#### Main areas to be covered

1. Adopted schools
2. High School day.
3. Weekly school visits.
4. Training (ministers and ministry leaders).
5. Weekend challenges.
6. Ministry meeting.
7. Leadership of high school ministry.

#### ADOPTED SCHOOLS

Handling the services and fellowships

- i) Create a good rapport with the administration.
- ii) Ministry facilitators of various schools will be in charge of those high schools.

#### Duties of a ministry facilitators

- i) Work closely with CU leadership who will organize for the program within the prescribed time.
- ii) Ensure the speaker is informed early in advance of the topic to be handled.
- iii) Topics will be given early in advance.
- iv) Ministry facilitators shall volunteer from among the team members.
- v) For all the schools the facilitators shall be a gentleman and a lady.

### HIGH SCHOOL DAY

- i) Most preferably to be during the January- May semester since many high school ministers are available.
- ii) Communication to schools should be done three months prior to the event (during the Christmas Holiday).
- iii) Planning of the events: there should be five (5) members: two from the sub-committee and three members from the team. The coordinator is a member by default.
- iv) High school day to be held on a Saturday starting from 9:00 am to latest by 4:00pm.
- v) Initial planning to be made four months before the day.
- vi) Get speakers from outside or inside (for the case of career speaker) the campus.
- vii) Work with KSCF in inviting schools.

### WEEKLY SCHOOL VISITS

- i) Ministers shall visit schools on week days as well as Sundays for ministrations.
- ii) In every visit ministers shall meet the school's CU leaders for follow up.
- iii) Teams visiting various schools are to meet up early enough to decide on who the speaker is and pray for the same.
- iv) Ministers are to arrive in the schools early enough (Preferably 30 minutes) to starting time.

### TRAININGS (MINISTERS AND MINISTRY LEADERS)

- i) Training to be done every first semester of the year
- ii) Training arrangement to be done by the leading team in collaboration with KSCF.
- iii) Liaise with KSCF on leaders training days.

### WEEKEND CHALLENGES

- i) Every high school minister should be ready to respond to the invited school.
- ii) Seek for opportunities for weekend challenges.
- iii) Programs are arranged by schools.
- iv) The ministers to attend a weekend challenge must meet for a day of prayers and fasting.
- v) At least five people to go for a weekend challenge.

- vi) Travelling as a team is highly recommended.

#### MINISTRY MEETINGS

- i) The ministry shall have the meetings weekly for fellowship and continuous assessment.
- ii) Every member is obliged to attend all the meetings unless having a compelling reason. (In case one is to miss the meeting, it's always courteous to send apologies.).
- iii) Ministry to meet earlier in the week to allow time for efficient preparation.

#### LEADERSHIP OF HIGHSCHOOL MNISTRY.

- i) Ministry coordinator.
- ii) Secretary.
- iii) Treasurer.
- iv) Prayer Secretary.
- v) Representatives (ministry facilitators/pastors of the adopted schools).