

**OPERATIONAL GUIDE
AND
CODE OF CONDUCT**

New Edition

**THE GOSPEL STUDENTS' FELLOWSHIP
NATIONAL SECRETARIAT
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PROLOGUE

Events within our citadels of learning in recent years have impacted directly on our spiritual establishments. Similarly, there had been some changes within the spiritual environment which call for positive response in order to keep the Body of Christ significantly relevant and strong. In view of these changing realities around us and especially in our campuses, it has become necessary to have in addition to the provisions of the Constitution of the Fellowship, some guiding instructions for the effective operation of the Fellowship at various levels. This is aimed at preserving our corporate vision and scriptural foundation as well as maintaining uniformity in the standard of the Fellowship.

All matters relating to general operations, statutory and administrative are considered under Part I – **Operational Guide** -while all matters relating to doctrinal beliefs and Christian conduct are handled under Part II herein referred to as **The Code of Conduct**.

PART ONE

OPERATIONAL GUIDE

For more effective, dynamic and fruitful services, we the members of the National Executive Committee of GSF (NEC) have considered it necessary to set the following instructions as operational guide for leaders (members of executive and workers) of the fellowship on campuses.

NATIONAL LEVEL

The Fellowship is headed by the National Coordinating Minister (NCM), now National Campus Pastor who will be assisted by the National Field Pastor (NFP).

Ministers' Forum

The ministers' forum comprises of the NCM, NFP, Field Secretaries and the National President.

National Level

The National Executive Committee (NEC) is headed by the National President.

Field and Zonal Level

The fellowship has been divided into various **Fields** which is in turn sub-divided into **Zones** for easier ministrations and administration at the grassroots. Each field is headed by a **Field Secretary** who serves as the minister representing the NCM in the field. A zone comprises several campus chapters of the fellowship which by geographical location are considered proximate enough for easy administration.

ZONAL OPERATION

Each field has been divided into zones, and each zone is headed by a Zonal Coordinator who is a member of NEC. The Zonal Coordinator serves as senior pastor of chapters. This development comes up as a result of the need to reach all the campuses and as well to reduce the cost of coming down to the National Secretariat from time to time.

The zonal coordinator therefore shall:

- a. Visit each campus regularly either with prior notice in case of invitation or without prior notice in case of inspiration. He also, as the chapter's senior minister should take spiritual oversight of the chapter anytime he is on ground.
- b. In regular consultation with Field Pastor and National Coordinating Minister, give instructions (spiritual and administrative) to the executive of the chapters under him.
- c. Regularly go through the minutes of executives and general workers meeting of the campus chapters from time to time to feel the impulse of the spiritual atmosphere that does prevail in the meeting of the leaders.
- b. Inspect all the financial records to ensure proper account of GSF on the part of the leaders every semester or more frequently when need arises
- c. Inspect the service records of the fellowship as always as he visits.

- d. See to the timely development of the leadership quality in the campus workers through regular leadership training or capacity- building programmes.
- e. Decide the membership and the chairmanship of the choice committee through careful monitoring of the process of its formation.
- f. Ensure that all the policy and decisions of NEC are carried out accordingly.
- g. See to the right implementation of GSF programmes.
- h. Recommend every document (i.e. letters, requests etc), before its approval in the National Secretariat.
- i. Shall in conjunction with NCM or his delegate arrange marriage counseling sessions for those engaged or are into relationships in the zone.

PROGRAMME

Programme Approval

The leadership of each chapter should meet immediately after the conclusion of each semester to pray and seek God's face and prepare for the programmes of the next semester, during which they are to plan and prepare for catch them young programme for new students. They are also expected to arrive early to implement the programmes. Leaders should give priority to always include statutory programmes while planning for a new semester's programme. These programmes include National Leadership Training (both semesters), Handing over process and Dedication programme (second semester only), Final Year Brethren Weekend (second semester only) and zonal programmes and other National programmes as announced from time to time by the NCM. The proposed programme of the semester must be submitted to the Zonal Coordinator latest the first weekend of the resumption. He (Zonal Coordinator) in turn should go through, make his own input and necessary corrections before forwarding a copy of the said programme to the National Coordinating Minister (who would give the final approval). No chapter is allowed to run a semester programme that has not been approved.

GSF Approved Programme

The programme for each semester should be forwarded to the National Secretariat from time to time. No programme should be planned to clash with any national programme which requires the attendance of members. If there is a clash of programme, the National programme supersedes zonal as well as chapter programmes, except permission is given from the NCM only for the zonal or chapter's programme to hold.

Academic and Fellowship Programmes

Leaders should note that a student who fails and is asked to withdraw automatically loses his membership of a campus fellowship. Brethren should be FOREWARNED AND ENCOURAGED to cast their burdens only on the Lord and not their own responsibilities. Leaders on the other hand, must reduce their activities shortly before and during examination. No leader should belong to more than t

wo units in the fellowship or maximum of three units in special cases permitted by the zonal coordinator. In such cases, the Zonal Coordinator monitors the semester result of the individual and decides action as appropriate when needed. A leader who has challenges with academics may be encouraged to focus on improving in it while other leaders help with his/her assignments.

Each campus should plan to have National Leadership Training once in every semester.

Invitation and Introduction of Ministers/Guest Speakers

Before a minister can be invited, the following factors must be critically considered:

- (a) His private and public lifestyle.
- (b) His doctrinal beliefs.

These must be in line with the fundamental beliefs of the GOFAMINT which is the standard of GSF and the Holy Bible. Before any minister who is not from GOFAMINT is invited to minister in any chapter, clearance should be sought from the NCM through the Zonal Coordinator. There should be modesty in introduction of any invited speaker or any national officer including the National Coordinating Minister. No invited guest should be extraordinarily praised or excessively introduced. Every guest speaker must be entertained by at least two sisters at a time with assistance of at least a brother in order to maintain Christian integrity. Every chapter should endeavour to take good care and appreciate guest ministers with good honorarium; it is a major way for breakthrough of the chapter.

The great woman of Shunem will testify to this (2 Kings 4:8-17).

Involvement of GSF in Special and Relevant Programmes (on or off-campus) outside our Normal Operations

Each chapter must obtain clearance from the office of the National Coordinating Minister before getting involved in any relevant and profitable association activities or specialised programme outside the national operational programme of GSF.

INTEGRATION WITH MOTHER-CHURCH

For proper integration and the purpose of parental obligations, each chapter of GSF shall worship with a branch of the Gospel Faith Mission International considered best for them at least once every semester. This is equally necessary to challenge the upcoming generation.

ELECTION AND DEDICATION OF NEW LEADERS

The issue of appointing leaders is very crucial and fundamental to the total growth and glory of any fellowship. Also, there is no fellowship that can outgrow the spiritual glow and glory of their leaders. Equally, it should be noted that the errors of the leaders may cause other brethren to stumble or be derailed from their faith.

So, that is why it becomes very important for us to set up the fellowship guidelines to make the provision in GSF constitution on this issue clear and straightforward.

In appointing leaders in any of the GSF chapters, the following steps must be carefully and properly

followed.

Choice Committee

A choice committee should be set up at the beginning of the second semester or the beginning of the concluding semester of the outgoing executive. The incumbent president nominates the choice committee members, submitting their names to the zonal coordinator for ratification. The zonal coordinator is at liberty to modify, disqualify or change membership of the committee as the need arises. He also decides who chairs the committee. The choice committee should either be 3-man or 5-man committee. This choice committee is to prayerfully handle both the nomination and election of the new leaders. The make-up of the committee should be as follows. The incumbent president [if he/she is no longer eligible to serve as executive member], other members should be those brethren who are spirit-filled, disciplined, dedicated and have been one time or the other privileged to serve in one capacity or the other with a clean record. All the members that constitute this committee should be the brethren that are no longer eligible to be appointed into any office i.e. final year students. The chairman/chairperson position in the choice committee should be decided by the zonal coordinator. It is not mandatory that incumbent president be the chairman/chairperson. However, where the president is still eligible, he should not be a member of the committee. If a member of GSF NEC (who is not the Zonal Coordinator) is on the campus or around in the district, he should be a member of the committee.

- (i) At least a day of general prayer and fasting (for the fellowship) should be observed prior to the day of nomination.
- (ii) A bible study or lecture on **biblical leadership** should be given to prepare the brethren for the nomination day (this should not however be substituted for the National Leadership Training which is compulsory every semester).
- (iii) The choice will also have time to pray and fast in the course of the assignment apart from the general fellowship prayer and fasting.

Nomination

Every member of the fellowship should be given the opportunity to prayerfully participate. It must be done once, in total compliance to the provision of GSF constitution.

Collation

The choice committee should thoroughly subject the names nominated to spiritual rational screening and scrutiny. The committee will have to intelligently and prayerfully investigate and interrogate the people concerned. Equally, they must ensure that each post is rightly filled. It is not just the issue of the majority votes but the leading of the Holy Spirit and the scripture. That is, voice of the spirit, the relevant demand of each post, the private life of the person. Each nominee must have, at least, attended one National Leadership Training.

Report

The report of the nomination exercise **showing the details** of the process leading to the election or s election of the brethren and their posts should be sent to the National Secretariat for final approval b ased on the recommendation of the Zonal Coordinator and National Field Pastor/Secretary. It is not advisable to appoint a person into two key positions in the fellowship.

The Zonal Coordinator may not participate in the nomination process either in his campus (if he is a student) or other chapter in his zone. He is to monitor the process, supervise and advise on the list o f leaders after carrying out his own independent interview for prospective leaders. Where there is co nflict of opinions, the zonal coordinator's opinion having been subjected to proper scrutiny by the N ational Field Pastor/Secretary shall be taken except where overruled by the National Coordinating Minister.

The nomination report should get to the National Coordinating Minister for final approval two week s before the proposed date of induction. This is to allow his input in case of any procedural, adminis trative, personality or electoral flaw.

Letter of Notification

After the necessary approval from the National Secretariat, each selected new leader should be given a letter of notification to serve. However, the post (office) should not be indicated. **Each of the new leaders must reply in writing indicating whether he or she would be ready to serve the Lord in His vineyard (GSF) in any capacity he or she would be placed by the leading of the Spirit.** Anybody found involved in another ministry which is likely to disturb his/her active service in GSF should be prevented from holding a key office after a critical investigation must have been carried out on the matter.

Important Notes

The dedication service should come during the middle of the second semester of every academic session. This is to enhance uniformity, and as well to ensure proper running of each year spiritually. It will allow the new executive to have proper orientation and handing over from the outgoing executive and also for them to have enough time to prepare before the beginning of the new session. Also, this arrangement will allow the newly admitted brethren ('freshers') to be able to have full participation in discipleship training, at least, for a semester in preparation for the new appointment. Their academic performance would, at this time also be subject to assessment having spent a semester on campus.

Handing over

There must be proper handing over meeting which is different from the dedication service. This meeting should take place not more than 48hours after the dedication service. In this meeting, the

up-gone executives meet with the newly dedicated brethren and there is proper handing over of documents, detail explanations and orientation. Issues of the state of finance, visions/projects, and national meetings, code of conduct / operational guide and national commitments are expected to be discussed at this meeting. The zonal coordinator may or may not be in the meeting but must ensure it holds.

The ex-President and or other out gone leaders, after handing over, are not officially allowed to attend the new exco-meetings except when invited or when occasion demands it.

FINANCE

All matters relating to finance should have proper records. The fellowship should maintain a bank account, signatories to which shall be the president, treasurer and the financial secretary. All income and expenditure must be promptly recorded and properly rendered when handing over. Any form of financial impropriety is a relegation of leadership integrity. Thus, accountability and probity should be our watchwords. Each campus should have a record book. Monthly report of the statement of accounts of the fellowship should be forwarded to the National Financial Secretary.

Accountability and Record Keeping

A. Income and expenditure account:

Proper record of income and expenses of the fellowship must be kept. Every expense must be rightly approved for disbursement by the president of the chapter. Payment voucher must be raised and signed by the officer or person concerned. The president and the treasurer must be able to explain or defend any expenses made on behalf of the fellowship. The account must be auditable at all times.

All Capital Project Receipts must be written as follows: "The Gospel Students' Fellowship (name of campus), a campus ministry of THE GOSPEL FAITH MISSION INT'L". Fellowship chapter transaction receipts should not be written in the name of an individual. Such action is legally wrong.

B. Attendance record:

It is very compulsory for the general secretary or any officer appointed to keep an update record of attendance in each service or programme of the fellowship. This must be computed to supply every information required in monthly operational mirror it is now mandatory for every chapter of GSF to submit monthly return sheet to the National Secretariat regularly. Failure to comply with this instruction will attract a heavy penalty.

C. Minutes:

Minutes of every important meeting of campus and zone must be properly documented. This is highly imperative for continuity and reference purposes. The letterhead of the fellowship is a very sensitive document. All forms of its careless handling and frivolous use should be discouraged. There must be a special file for in-coming and out-going letters, monthly report forms, circular, instructions, guidelines etc. from the National Secretariat. These files must be handed over to incoming leaders f

or their information and necessary action. During the process of handing over, incoming general secretary should be tutored in the basic secretarial activities of minute writing, document filing and letter referencing for proper record keeping.

Remittances

The first offerings (Thanksgiving offerings) and the Tithe of tithes should be paid to the National Secretariat as and when due. These are used to support the itinerary of national officers as well as campuses or individuals that are in dire need. Any other remittances, donations or contributions should be paid to the National Secretariat when there is need as directed by the NEC or NCM.

CAPITAL PROJECTS

Chapter leaders shall only embark on any proposed capital project after detailed consultations and permission from the Zonal Coordinator. Original copies of landed properties or buildings of chapters are to be forwarded to the National Secretariat.

Fellowship Vehicle

Before embarking on project of purchase of vehicles or any other capital project, the Zonal Coordinator should be thoroughly carried along. He or his delegate (who is not a student but matured individual capable of inspecting prospective vehicles) should be involved in the inspection of vehicle before purchase. Immediately after purchase of any 'tokunbo' or fairly used vehicles; all its tyres should be replaced with new ones. Chapter leaders should make sure the vehicle licence and other papers are always complete and up to date. The Transport Secretary responsible for driving such vehicle in addition to being born again, spirit filled and matured must also possess drivers' licence with considerable years of experience as a driver.

All usage of the vehicle for journeys leading outside the town of the chapter's institution should be by permission of the Zonal Coordinator or his delegate. He should only give such permissions after physical examination of the vehicle and thorough investigation to satisfaction of the purpose of proposed journey. Any vehicle that has faults which have not been thoroughly rectified should not be approved for journey, however short the journey may be.

Chapters should in the spirit of love and loyalty be willing to release their vehicles for use (if they are available) during national programmes.

DISCIPLINE

No president or any executive member of any chapter has any legitimate right to take any disciplinary measure against any worker, leader or member of the fellowship on any sensitive issue that may involve suspension, expulsion or general pronouncement within the fellowship. In case there is any allegation against anybody, proper investigation must be made and the patron or adviser of the fellowship must be fully and actively involved. The reports and the recommendations made by the panel or committee set up to handle the matter should be forwarded to the office of the National Coordinator.

ng Minister for his comment and advice. The makeup of The Disciplinary Committee shall be as follows: one of the patrons or advisers as chairman, the Zonal Coordinator as secretary and any two members of the executives.

After going through the report and recommendations of the disciplinary committee, the National Coordinating Minister shall instruct the committee on actions to take **in love** on the matter. At the inception of any investigation, all workers or members of executive under investigation shall be asked to stand down from their fellowship assignments until the committee comes with the final decision.

BOOK AND MAGAZINE PUBLISHING

The fellowship encouraged inspired and gifted authors to publish written materials on spiritual and other soul lifting issues. **However, no leader or member of the fellowship is permitted to publish books, magazines etc in the name of the fellowship without clearance from the NCM through the Zonal Chairman.** The contents of such material should be subject to scrutiny and editing by the Editorial committee comprising the Zonal Coordinator, National President and NCM before publishing takes place.

PART TWO

THE CODE OF CONDUCT

Leadership

Leaders (members of executive and workers), are the foundation and live-wire of the Fellowship. The Bible says if the foundations be destroyed, what can the righteous do? Ps. 11:3. All leaders are expected to be examples in all things. Regularly and punctuality in meetings are the hallmarks of Christian leadership. Leaders' perpetual and unexplained absenteeism up to national and zonal meetings is not tolerated (1Tim. 4:12).

MARITAL RELATIONSHIP

Paul commanded, let all things be done decently and in order 1Cor. 4:40. Any brother who after prayers is convinced about any sister within or outside the fellowship should contact his president and then prayerfully wait. This, he must do until the necessary praying and preliminary investigations have been completed by the president. Such a brother shall not be allowed to take further step unless he is instructed to do so. All presidents are hereby commanded to treat all matters with utmost seriousness, promptness (not rashness) spiritually and confidentiality. Sisters are enjoined to direct any erring brother to the appropriate quarters (President, Zonal Coordinator as the case may demand). All frivolous proposals, test-dating and questionable courtship character should be promptly checked. Anyone who is into a relationship should be bold to say so and mention whoever he or she is in relationship with. When a brother and a sister are in courtship or in relationship in the same chapter, Christian maturity should prevail in their conduct. They should not be involved in questionable activities or found together in questionable places at questionable hours. Cohabiting of unmarried brother and sister is strongly discouraged and should be punished. 'Let not your good be evil spoken of' (Romans 14:16).

MUSIC

Universally, the church of God is experiencing a dangerous trend in music ministration in this modern world. Leaders must have a discerning heart and exercise caution with firmness especially when music ministration is turning to music entertainment and jamboree.

MODE OF DRESSING (1Pet. 3:1-5, 1Tim. 2:9-10)

This issue of dressing has been clearly expressed to those who want to be complete and perfect in the will of God in spite of all the culture, custom and beliefs of others. The GSF still maintains the God-given vision of inward adornment which automatically must reflect in the outward (2Cor. 5:17). We recommend and encourage a higher level of consecration and commitment for all leaders (workers and executives) as a model for brethren in the fellowship. The usage of jewellery, painting and excessive hairdo etc are therefore, discouraged so as to make our service reasonable and acceptable to God (Rom. 12:1) and not in conformity with the world. The following are also strongly discourag

ed among the leadership: all manners of sagging, bare-chested dressing for brothers and for sisters; - trousers, tight fitting, body or curve-revealing dressing. All things are permissive but all things are not profitable.

WATER BAPTISM

This is fundamental to the doctrines of the Bible. Whoever believes and is baptised will be saved (Mark 16:16). Therefore, anybody who would become a worker or a leader in any of the chapters must have been baptised by immersion. **On no condition should any campus leader conduct water baptism service.** A GOFAMINT minister should be invited for this type of special service after the candidates might have undergone series of baptismal lectures.

LORD SUPPER

It is a cardinal ordinance of Christian faith ordained by the Lord Jesus Christ and commanded to be observed in His remembrance. However, it must be done accordingly.

- a. Unleavened bread must be used: All unscriptural materials such as biscuits, cake, leavened bread etc must not be used.
- b. Communion wine: Coke, soft drinks or alcoholic drinks must not be used in lieu of wine (Holy Communion Wine is available in Christian bookshops).
- c. The service must be conducted by an **ordained minister of GOFAMINT only**. Sinners, polygamists and those who are not scripturally baptised must not partake.
- d. It should be called Lord Supper if done in the evening or Holy Communion if it is daylight.

ANOINTING OIL AND HANDKERCHIEF

Although the use of anointing oil and handkerchief is scriptural and spiritual, yet it should never be indiscriminately used or idolised by the brethren. Our faith must be centred and focused only on the name and word of our Lord Jesus Christ.

CONDUCT IN FELLOWSHIP SECRETARIAT

As the Lord is increasing us, we have many fellowships who have built or rented-apartments which they used as secretariat. More so, there are campuses where the secretariat also has residential space for brethren. In such places, the following notice should be taken:

Leaders especially **the President** and **all** other secretariat residents should endeavour to contribute to the rent in case of rented-apartment. No Presidents or exco should use fellowship money for personal needs. Cohabiting of unmarried males and females does not give glory to God; it is not biblical just as it is morally wrong, thus, in GSF it is strongly discouraged. Except for occasions of having special programmes or guest minister(s), sisters should not be coming to cook in secretariat nor in any brother's house; neither should they (sisters) engage in laundry chores for them (brothers). The secretariat should be regarded as a place of holiness, honour and serious deliberations (spiritual or acad

emic) not a gathering place for frivolities. Each chapter leaders should ensure house rules for discipline among secretariat residents.

EPILOGUE

These materials have been prayerfully prepared and intelligently scrutinized by the grace of God because of events arising from the developments in our fellowship. They are subject to improvement as need arises and we strive to proactively respond to challenges on our campuses. We therefore strongly advise that ALL members and officials in the fellowship take time to read, understand and digest the materials so as to effectively discharge their assignments. If there are any questions or clarification concerning any subject area in the material, it should be directed to the National Secretariat through the Field Pastor.

Thank you.