

# **CHRIST APOSTOLIC CHURCH**

## **“ROYAL SHEPHERDS”**

### **HANDBOOK OF POLICY, ORGANISATION AND RULES**

#### **PREAMBLE**

It is universally accepted truism that many youths usually prefer to associate with various youth clubs which offer different appeals such as uniform wearing, and which is regimental or para-military in nature. Such uniformed groups provide added advantages of instant recognition, authority and respect in the society. This explains why many of our church youths usually register as members of NGO's such as Boys' Brigade, Girls Brigade, Boy Scouts, Girl Guides, Red Cross, Man O' War, WAI Brigade, etc. And this also explains why many other Christian churches in Nigeria have established or integrated various types of disciplined, uniformed, regimental or para-military voluntary youth movements into their congregation.

Following this enviable pattern, the Christ Apostolic Church, at the meeting of the General Executive Council, held at Ikeji-Arakeji Camp on Wednesday, 10<sup>th</sup> May, 2002 unanimously resolved to establish a distinct para-military youth wing for this Church immediately.

Also reference to the Nigerian Constitution on the formation and inauguration of youth chapter at various levels, the authority of CAC in compliance with Act of Parliament of 25<sup>th</sup> August, 1964, and as amended through the National Youth Policy of 2001 decided to form this youth organization.

Name of The movement 1

1. The name of the youth movement shall be “The Royal Shepherds”

- (1) The primary aim of this Youth Movement is Character development; to make all youths “Born again” disciples of Christ and good Citizen.
  
- (2) This aim shall be achieved by:
  - (i) Teaching members, the need for a sound knowledge of the word of God.
  
  - (ii) Making members lead truly prayerful lives that is totally committed to private, regular, incessant daily prayers.
  
  - (iii) Inculcating on every member the need to receive, possess and maintain the Holy Spirit of God, including the spiritual gift, fruit and Power as enjoyed by the early Christians.
  
  - (iv) Encouraging members towards steadfast love, honesty, chastity, deeply spiritual and holy lives and worthy ambassadors of Jesus Christ at all times.
  
  - (v) Training members in the principle and methods of soul winning and evangelism and then making them go and convert all unbelievers by all peaceful and persuasive means as Christ’s witnesses always
  
  - (vi) Encouraging members towards good citizenship, self-reliance, resourcefulness, obedience, loyalty, mental alertness, and thoughtful for others.

(vii) Promoting their physical development, training them in services useful to the public handicraft and professional skill useful to themselves

Principles 3. The principles and practice of this Youth Movement are founded & Practice on the basis of the Holy Bible, plus the CAC Constitution and doctrine, and the content of this Hand book ( P.O.R).

Motto 4. The Motto of this movement shall be read as follows “One fold, one Shepherd”

Pledge of the Movement 5. The pledge of this movement shall be read as follows “On my honour, I pledge to be absolutely faithfully and loyal to God Almighty and to the Christ Apostolic Church to further the cause of Christianity always, to help people in need, and to obey the laws of the Royal Shepherds so help me God.

Emblem and its Location 6.(1) The movement emblem is sewn to the shirt immediately above the top seam at the right breast pocket. It shall have Brown hand-bell and a gold cross superimposed on an open Holy Bible, all enclosed in a circle of gold edge. The name “Royal Shepherds” is boldly printed inside the circle.

## **Emblem and its meaning**

(2)(i) Hand bell in the emblem shows the preaching of the gospel in and out of season, as well as regular and rigorous praying habit.

(ii) The cross reminds us of the death of Jesus Christ and the atonement for our sins. We must also take our cross and follow Jesus Christ always as a faithful disciple.

(i) The Bible represents the word of God which is to be studied. It provides light and guidance, every member of the Royal Shepherds is a student of the Bible.

(iv) The circle shows the unity of all Christians as one fold, constituting the body of Christ on earth.

## **Colours of flag and significance**

7(1) The colours of the Royal Shepherds flag shall be blue, gold and white.

(i) The blue is an heavenly colour and shall stand for loyalty to Christ the king, to the church and its mission; and the Royal Shepherds Organization and its beliefs.

(i) The gold shall stand for value and or worth of Christ to the boy/girl as Lord and Master; the worth of boy/girl to Christ as His child, ambassador and witness.

(ii) The white shall stand for purity of body, of mind and of soul in the worship of our God and him alone.

- (2) The Royal Shepherds emblem shall be boldly printed in the middle of the flag.

Anthem and its  
Composition

8. There shall be an anthem for the Royal Shepherds, which is hereby composed as follows:

“Royal Shepherds of Christ Apostolic Church marching as to war, stand for the Lord

Let the Holy Spirit lead us from victory unto victory.

Royal Shepherds put on the garment of love, loyalty, honesty and of prayer

Let the word of wisdom fill your heart.  
Give us power to be good soldiers  
Oh! Lord help us.

Membership

- 9(1) For the purpose of membership of the Royal Shepherds, there shall be four sections.

- (i) A boy or girl between the ages of 3 and 7 years may be qualified as a member of Anchor section.
- (i) A boy or girl between the ages of 8 and 12 years may be qualified as a member of junior section.

- (ii) A boy or girl between the ages of 13 and 16 years may be qualified as a member of intermediate section.
- (iii) A boy or girl between the ages 17 and 24 years may be qualified for membership in the intermediate section.

Provided that Adult, aged above 24 years can also join as either Adult leader, training instructors, patrons, matrons or honorary committee members.

10(1). For the purposes of registration of members no enrolment fee will be paid and no special ceremony will be performed other than normal registration.

Identity Cards to be possessed by members

- 2. Each members shall purchase an Identity Card for such sum to be determined by the Royal Shepherds and the identity Cards shall be renewable annually.

Criteria for full Membership

- 3. Each candidate will become a full member after completing probation requirements for his/her age group/section.

Meeting Attendance by members

- 4. Every member of each section must attend meetings regularly and partake in the work of the section.

Sanction

5. Failure to attend or to take part in the section's work may cause the section to put the boy or girl on probation for a much longer period of time. If the recruit does not perform better, his/her name may temporarily be removed from the roll.

Provided that due care should be taken by the relevant authority in the application of this disciplinary measures in order not to drive the recruit away from the Royal Shepherds.

6. After the initial probation period of training, the new recruit will officially be invested with the Royal Shepherds uniform.

1. Every member must follow various training programmes and pass the prescribed tests, thus ensuring a continuous progress and promotion through ranks.

Formation of Companies

- 11(1) The royal Shepherds shall be organized in companies and each companies shall be within a church assembly, school, college or any other organization authorised by the national headquarters.

- Formation of squad
- (2) For each section of a company, a group of 6-18 youth shall form a squad. Two or more squad form a section.

- Formation of Section
- (3) Where there is a large population of a particular age group, more sections may be formed. Then

all the sections in each local church assembly or school unit shall form a company.

Formation of  
Battalion

- (4) All companies in a C.A.C. District, town or Local Government Council Area shall form a Battalion.

Formation of  
Division

- (5) All the Battalion in CAC zone or DCC shall form a Division.

Formation of  
State Branch

- (6) All divisions in each State shall form State Branch.

Formation of  
National  
Association

- (7) All State Branches shall form the National Association.

- (8) Each unit shall be properly organized with appropriate names and training officers and shall adopt the Royal Shepherds objectives. Motto, Pledge, Emblem, Anthem, Uniform and be duly registered and properly affiliated.

Squad to  
select name

- 12(1) Each squad shall select a name within the section. Provided that a squad could choose the name of a pastor, missionary, a Bible character or member of the Church whom the members know and admire.

- (2) Sections will be identified as Anchor, junior, intermediate or senior sections. Where there are two or more sections within one group, alphabets will be added for the purposes of identification.

- Company to be registered Given identification number (3) Each Company will be registered and given an identification number within each battalion, such as 7<sup>th</sup> Ede company. There will also be used in the case of other bigger unit in the Royal Shepherds.
- Section to be identified within the company 13(1) Every section that is found in a Church must be properly identified within the company it belong.
- Affiliation of companies with church assembly (2) Each company must be affiliated with and under the control of the sponsoring church assembly and duly registered with the Royal Shepherds through the District , Divisional and State Branch offices.
- Issuance of registration certificates (3) The National Headquarters is the only competent body that is constitutionally authorized to issue registration certificates to various units, as well as identity cards to the individual members and others on payment of prescribed fees.
- Appointment of officers for each unit 14(1) The Supervising Committee of each unit shall appoint officers for the unit.
- Appointment of squad leader (2) Each squad within the section shall choose a squad leader to be called Warrant Officer with the approval of the Section Leader and the chaplain.

Appointment of  
Assistant  
Squad Leader

- (3) An Assistant squad Leader shall be chosen with the approval of the section leader or chaplain.

Nothing in paragraph 2 and 3 above will preclude the leadership within the squad from being on annual rotational basis.

The appointment  
of captain,  
Lieutenants,  
Counsellors, ets.

- (4) The Chaplain and Board of Elders will meet for the purpose of selection and appointment of qualified volunteer adult as the counsellors etc. Captain, Lieutenants, counsellors, training instructor, Badge examiners etc.
- (5) The pastor in charge of the church shall by virtue of his office be the Chaplain of the company and each of the section.

Appointment of  
officer in charge  
and Lieutenant

- 6(1) The officer in charge of a company is designated as Captain while his/her assistance is the Lieutenant (Lt.)
- (1) The District Battalion coordinator on the recommendation of the company committee shall appoint the officer in charge of a company and Lieutenant.

Appointment of  
district Battalion  
coordinator and  
deputy

- (3) The officer in charge of a District Battalion shall be designated as coordinator, while his/her assistance shall be designated as Deputy.

(1) The appointment of the Coordinator and Deputy shall be made by the DCC/Zonal Commandant on the recommendation of the District Committee.

Appointment of  
DCC/Zonal  
Commandant  
and Deputy

(5) The DCC/Zonal Commandant and his Deputy shall be appointed by the State Commissioner on the recommendation of the DCC/Zonal Committee

Appointment of  
State Commissioner  
and Deputy

(6) The State Commissioner and his/her Deputy shall be appointed by the National Director on the recommendation of the State Branch council.

Appointment of the  
National Director  
and Deputy

(7) The National Director and his/her Deputy shall be appointed by the President, CAC (Worldwide) on the recommendation of the National Council of the Royal Shepherds.

Duties and  
Responsibilities 15(1)

The duties of the officers appointed at various units in respective companies include:

(i) Recruiting training and registering of members at the various unit under respective companies.

(ii) Planning and executing the various programmes for the organization and focusing on the Royal Shepherds' aim and objectives and their realization.

Fully commissioned  
Officers

- (iii) All fully commissioned officers of this organization must be literate and not less than 24 years of age, they must in addition to the aforementioned be born again children of God (whether male or female) knowledgeable in the word of God and possesses leadership qualities.
- (iv) All fully commissioned officers must also be wholly committed to evangelism and soul winning provided that only female are appointed to head female section.
- (v) All fully commissioned officers must attend the prescribed training courses before appointment or promotion.

Appointment of  
project officers  
and Secretaries,  
Duties and salary

- (2) There shall be project officers to be appointed at the local, district, zonal, DCC, State and National levels.
  - (i) The project officers shall organize, advise, direct and supervise vocational training project for the youths (both boys and girls) by each units and submit progress reports periodically.
  - (ii) The State and National project coordinators may be full time and paid officers.
  - (iii) The Secretaries will be appointed as full time and paid workers and they are

charged with the responsibilities of the State headquarters and the National headquarters for coordinating all the activities of the Royal Shepherds at various levels, for the sustained progress and development of the organization.

- Other officers (3) Other officers of the Royal Shepherds includes National Director, Deputy National Director, National Secretary, Assistant Secretary, Legal Adviser, Treasurer, Public Relation Officer and Auditor.
- Headquarters 16(1) The National Headquarters of the Royal Shepherds shall be situate at the Christ Apostolic Church's Missionary Headquarters, General Secretariat, Basorun, G.P.O. Box 530, Ibadan, Oyo State, Nigeria.
- (1) The Headquarter for each of the State in the Federation including Abuja will be given from time to time by the National Headquarters.
- Uniform:** 17(1) The Royal Shepherds uniform shall be:
- (i) White shirt/over brown shorts to be worn by both Anchor and junior sections;
  - (ii) White short sleeved shirt over brown trousers with a brown beret for the intermediate and senior sections.
- (a) The shirt shall have two breast pockets which are closed with flap and botton, including two shoulder straps which are called epaulettes (for

placement of the badges of ranks).  
The two epaulettes are detachable.

- (b) The emblem is sewn to the shirt immediately above the top seam of the right breast pocket. A Royal Shepherds metal badge may be worn for identification when not in uniform.

Ranking system  
in age group  
and sections

- 18(1) The ranking system for each of the age groups/sections (Anchor, Junior, intermediate and senior) shall be divided into three, i.e. probation silver cross and Gold cross.
- (2) A youth once admitted shall participate in all the activities of the squad and section.
- (2) A youth must undergo a term of at least two months probation and acquire certain knowledge and skills before he/she will be permitted to wear uniform and carry a membership card.
- (3) The probation referred to in paragraph 3 above will consist of simply following the ordinary life of the section for the course of ten weekly meetings, trial of character and assimilation into the group.
- (4) The requirement for recruit investiture as a full member shall be as contained in appendixes (ii), (iii) and (iv) under section 27 of this rules.
- (6) Membership card shall be presented by the Chaplain to the recruit in an annual Enrolment service and the acceptance of the card shall mark the official entry of the child into the movement.

- (1) The recruit upon his acceptance of membership card shall participate fully in the programmes of activities and his level of performance shall determine his ranking system in the group or section, requirements for these award are as in appendix v-xii under Section 27 of this Handbook. Provided that a boy/girl who has received uniform and membership Card in the junior section will not have to pass another period of probation at the intermediate section but must pass other tests before receiving the card and badge of the new section.
- (2) A youth who is at the intermediate section shall upon attaining the age of 17 years cross over to senior section and shall subject to be tested, registered and invested as a recruit.
- (3) A youth at the senior section shall sit for and pass test for the senior section's silver cross Badge and also Gold cross badge test. The procedure for the conduct of the test shall be the same as provided in paragraph (7) of section 17, subject to the condition that the questions will be more difficult and strict.

Laws for  
members

- 19(1) There shall be laws for the Royal Shepherds to guide the conduct of the members. These laws must be memorized by every member.
- (2) The Laws to be memorized and practiced are as follows:
  - (i) Love God with all your heart and above all else.

- (ii) Love your fellow human beings as yourself and be always kind and helpful.
- (iii) Accept Jesus Christ as your Lord and Saviour, confess Him and remain firmly loyal to Him for ever.
- (iv) Study the Holy Bible daily and be always guided by the word of God.
- (v) Be prayerful at all times and pray for others always.
- (vi) Always lead a holy life; be clean in thought, word and deed.
- (vii) Attend church services regularly; participate actively and be useful.
- (viii) Be loyal and obedient to the Royal Shepherds officers and its policies and regulations.
- (ix) Receive, possess and maintain the Holy Spirit of God and always be controlled by Him.
- (x) Preach Christ's Gospel everyday and be ever thirsty for opportunities to save souls.

Establishment of  
committees

20(1)

There shall be five recognized committees for the Royal Shepherds.

- (i) Company Executive Council
- (ii) District “ “
- (iii) Zonal “ “

- (iii) State “ “
- (iv) National “ “

Provided that any of these committee may set up a standing or ad-hoc committees, such as:

- a. Finance & Supplies committee
- b. Training and extension committee
- c. Publication committee
- d. Projects committee.

Establishment of company executive Council

21(1) There shall be established a Company Executive Council which shall be the controlling authority in each Church Assembly that caters for all the aspect or the welfare of all the section in the company.

Composition

(2) The company executive council shall consist of all the section leaders, their deputies, warrant officers, Chaplain and few selected representatives of the parents, the Church Assembly and Board of Elders.

Function of the Company executive Council

(3) The Company executive council will cater for the financial aspect and allied matters.

Establishment of District Executive Council

(4) There shall be established a District executive council for the organization which shall consist of the executives from all the companies in the District.

(5) There shall be established the Zonal Executive council which shall consist of the executives from all the Districts in the Zonal/DCC.

- (6) There shall be established a National Executive Council which shall comprise of all the officers and representatives from the DCC/Zonal in all the States of the federation.

**Meetings**

22(1) Each section of the Royal Shepherds may hold a meeting once a week or in two weeks on the day to be fixed for the section by the company.

- (2) The duration and programmes of the meeting are as provided below:

	<b>DURATION</b>	<b>ACTIVITY</b>
<b>1.</b>	<b>15 minutes</b>	Opening ceremony (Flag break, Anthem, Pledge, Prayer, Roll Call)
<b>2.</b>	<b>30 minutes</b>	Drills, Parade and Sense Training
<b>3.</b>	<b>30 minutes</b>	Bible Study and Missionary Activities
<b>4.</b>	<b>5 minutes</b>	Inter-squad activities/games OR Vocational/Public Service Training Project
<b>5.</b>	<b>10 minutes</b>	Closing ceremony (Notices, Awards, Anthem, Prayer, Flag down)
<b>6.</b>	<b>30 minutes</b>	Individual/Optional activities, such as passing of tests and pursuit of projects, supervised by the leaders, instructors, badge examiners, and service project co-ordinators.

**Venue**

- (3) The venue for the meeting may be in the church premises or a nearby school.

Calendar of  
programme (4)(i)

The Captain shall be responsible for the making of a suitable calendar of programmes for the year.

(ii) The yearly calendar will include the following:

- (a) Annual Church Service
- (b) Royal Shepherds week rally
- © Outing/visit/excursion
- (d) Campaign
- (e) Parents night
- (a) Special lecture
- (b) Organized games and sports
- (c) Collections and nature study  
Hobbies, (book reading, writing, story telling, music, drawing and painting, weaving, carving Photography; gardening, fishing, hunting etc.) Contingency plans for both outdoor and indoor activities must be made (in case of rain).

Training for  
the leaders

23(1) The leader of Royal Shepherds shall embark on constant training, relating to make themselves efficient, effective and progressive along the ladder of promotion.

(2) The training of the Royal Shepherds corps is divided into three main parts, namely:

- (a) Good citizen which includes training in parades, drills, salute, physical fitness, emergency rescue operations, training in self discipline, self development, self reliance, guidance and counselling.

- (b) Bible knowledge which includes life of Jesus Christ, His teachings and miracles, the Holy Trinity, redemption/salvation, Christ second coming, Bible doctrines, CAC history, doctrines/tenets/teachings of both old and new testament.
- (c) The missionary which include training in evangelism and soul winning includes training in basic steps, ethics and technique of persuasive speaking, witnessing of Christ to individual and group for the purposes of conversion and soul winning, theoretical and practical aspect of prayers of faith, Holy Spirit baptism, divine healing, miracles and deliverance will be taught.

Finance

24(1)

The finance of each company may be based on voluntary donation which shall be used for its establishment and maintenance.

Provided that every member shall be encouraged to pay tithe and special offering in the church.

Provided also that the church may also in its budget provide for the sponsoring of a section/company or donations may also come from other organizations.

- (2) Notwithstanding the provision in paragraph 2 of section 22 above, a section/Company may impose on the youth such dues that are reasonable to be paid from time to time.

- Unit Accounts (3) Each unit shall render proper records of accounts for regular inspection annually.
- Revenue (4) There shall be other approved revenue for the Zonal/State/National Council which includes:
- (a) Registration fees for new companies
  - (b) Company Annual subscription
  - (c) Donations, gifts and legacies
  - (d) Membership subscription
  - (e) Funds from the Royal Shepherds week
  - (f) Other sources of income to be approved by the National Council.
- Discipline** 25. The officers of the movement are expected to maintain a high standard of discipline within the rank and file of the unit of which such officers are in charge.
- (i) Where a member of the movement displays act of indiscipline, unit leader, acting on the advise of his committee or council, may take appropriate remedial measures to eradicate the act of indiscipline.
- Forms of Indiscipline**
- (ii) Act of indiscipline may be observed in various forms such as lateness to meetings, absentism, noise making, refusal to carry out lawful order, quarrelling, improper dressing, smoking, alcoholism, hard drugs, gambling, illicit love affairs, etc.
  - (iii) Approved disciplinary measures, depending on the severity and/or

frequency of the offences committed include warning, serious reprimand, down-grading, suspension, dismissal etc.

- (iv) Where it appears desirable in the interest of the movement, a warranted officer (of any rank) may be suspended by his superior officer after due consultation with the controlling council of the affected officer. For example a section leader (Lt. or 2 Lt.) may be suspended by his company's captain, but such action must be ratified by the company's executive council.
- (iv) Any unit of the Movement may also be suspended by the council controlling the unit in accordance with the laid down procedural rules.
- (v) During suspension, all activities of the suspended squad, section or company, etc. will cease and, except in so far as may be otherwise provided by the terms of the suspension, all the officers of the unit are automatically suspended and no member of the unit may wear uniform or badges.
- (vi) Any member or officer of the movement thus suspended must, for the time being, surrender his warrant and registration card; he must refrain from participating in any activity connected with the movement, and must not wear uniform or badges. Any rank or appointment held in

the movement by such person is to be considered vacant for the time being.

(vii) Suspension of a warranted officers or a whole unit of the movement is to be regarded as a purely temporary measure, and must be followed as soon as possible by a full enquiry by the controlling Executive Council. All the parties concerned must be duly informed of the meeting and be given an opportunity to be heard.

(viii) After an enquiry, a copy of the full report together with recommendation(s) must be forwarded to the State Headquarters through the Controlling officer.

**Trustees**      26. The Trustees of Christ Apostolic Church (Worldwide) shall be the same as the trustees of the Royal Shepherds.

## **SECTION 27:**

## **APPENDIX**

### **Appendix I: Company Officers' Committee Meeting**

#### **Specimen Agenda**

100. Opening prayers
101. Sermon by the Chaplain
102. Attendance (& apologies for absence if any)
103. Reading & adoption of the minutes of the last meeting
104. Matters arising from the minutes
105. Progress Reports: Anchor Section

106. Progress Reports: Junior Section
107. Progress Reports: Intermediate Section
108. Progress Reports: Senior Section
109. Programme Planning
110. Leadership Training
111. Discipline
112. Projects
113. Finance
114. Notices & Reports
115. Adjournment & Closing prayers

## **Appendix II: Probation Requirements: Junior Section**

1. Be aged between 8 years and 12 years
2. Be a Christian & attend Church for at least ten weeks consecutively
3. Be able to read and write in the vernacular language.
4. Attend regularly and punctually ten consecutive weekly meetings of the Company
5. Be able to recite the ten Laws of the Royal Shepherds and be ready to abide by them
6. Be able to sing the Anthem of the Royal Shepherds
7. Be able to recite and explain the motto of the Royal Shepherds
8. Be able to recite and explain the Pledge of the Royal Shepherds
9. Be able to identify, purchase, and wear correctly the official uniform of the Royal Shepherds.
10. Be of good behaviour and be accepted by most members of your Squad.

On satisfactory completion of the probation requirements, this new recruit is duly enrolled, registered and invested as a member of the R.S.

### **Appendix III: Probation Requirements: Intermediate Section**

A Royal Shepherd transferring from the Junior Section is exempted from repeating these requirements.

1. Be aged between 12 years and 16 years
2. Be a Christian & attend Church regularly for at least ten weeks consecutively
3. Be able to read and write in the vernacular language
4. Attend regularly and punctually ten consecutive weekly meetings of the Company
5. Be able to recite the ten Laws of the Royal Shepherds and be ready to abide by them
6. Be able to sing the Anthem of the Royal Shepherds
7. Be able to recite and explain the Pledge of the Royal Shepherds
8. Be able to recite and explain the Motto of the Royal Shepherds
9. Be able to identify, purchase and wear correctly the official uniform of the Royal Shepherds
10. Be of good behaviour and be accepted by most members of your Squad.

On satisfactory completion of the probation requirements, this new recruit is duly enrolled, registered and invested as a member of the R.S.

### **Appendix IV: Probation Requirements: Senior Section**

A Royal Shepherd transferring from the Intermediate Section is exempted from repeating these requirements.

1. Be aged between 17 years and 24 years
2. Be a Christian and attend Church regularly for at least ten weeks consecutively
3. Be able to read and write in the vernacular language
4. Attend punctually and regularly ten consecutive weekly meetings of the Company
5. Be able to recite the ten Laws of the Royal Shepherds and be ready to abide by them.
6. Be able to sing the Anthem of the Royal Shepherds
7. Be able to recite and explain the Pledge of the Royal Shepherds
8. Be able to recite and explain the Motto of the Royal Shepherds
9. Be able to identify, purchase and wear correctly the official uniform of the Royal Shepherds
10. Be of good behaviour and be accepted by most members of your Squad.

On satisfactory completion of the probation requirements, this new recruit is duly enrolled, registered and invested as a member of the R.S.

### **Appendix V: Silver Cross Badge Tests Requirements:** **Junior Section**

1. Complete the Probation requirements
2. Attend regularly and punctually at least 75% of the Section's meetings for not less than 12 months while you are working on this rank.
3. Know the details of the Emblem and Colours of the Royal Shepherds and explain what they stand for.
4. Be currently registered with the Company.

5. Understand and explain the Ranking System of the Royal Shepherds.
6. Demonstrate correctly the Salute and Parade Drills.
7. Understand and explain the Highway Code as applicable to pedestrians.
8. Explain the simple rules of health & personal fitness.
9. Know and demonstrate how to pray correctly.
10. Give the name of the President of Nigeria and of the Governor of your State.
11. Give the name of the President of C.A.C. and of the Chairman of your DCC/Zone
12. Know & explain very briefly & simply the life of Jesus Christ.

The Silver Cross badge is worn in the middle of the left pocket. In addition, he/she is automatically promoted to a lance corporal (L/Cpl) with only one stripe, which is worn on the right hand sleeve of the shirt.

### **Appendix VI: Gold Cross Badge Tests Requirements: Junior Section**

In addition to the 12 requirements for the award of the Silver Cross Badge, a member of the Junior Section of the Royal Shepherds must satisfy his/her officers/badge examiners in the following:

13. Name at least 10 out of the 36 States of Nigeria together with the Federal Capital.
14. Learn and demonstrate simple First Aid procedures for simple bandaging, and treatments of fresh cuts, sprain, bruises, simple burns and scalds.
15. Explain the compositions of both the R.S. flag and the National Flag. Demonstrate how to hoist, break and lower the flag.

16. Be able to sing the first stanza of the National Anthem.
17. Carry a message of at least twelve words in his head for over five minutes, and deliver it correctly.
18. Show evidence of doing some work or helping someone for which you will receive no pay.
19. Learn and explain the Beatitudes as found in Matthew 5:1-12.
20. Show evidence of knowledge of how to have redemption/salvation (via Repentance and Faith in Christ).
21. Mention 8 out of the 12 disciples of our Lord Jesus Christ.
22. Give a brief history of the C.A.C.

The Gold Cross badge is worn in the middle of the right pocket. In addition, he/she is promoted to a full corporal (Cpl.) with two stripes, which are worn on the right hand sleeve of the shirt.

### **Appendix VII: Silver Cross Badge Tests Requirements: Intermediate Section**

Candidates are required to demonstrate greater maturity in satisfying their officers in the 12 requirements for the award of Silver Cross Badge of the Junior Section, plus the ten additional requirements for the award of the Gold Cross Badge of the Junior Section.

In addition, each boy or girl in this Section must satisfy his/her officers/badge examiners in the following:

23. Play Kim's Game, i.e., remember 20 out of 30 objects, within 2 minutes of observation.
24. Know the 16 points of a compass and be able to set a compass correctly.

25. Answer simple questions to show understanding of a balanced menu.

The Silver Cross badge is worn in the middle of the left pocket. In addition, he/she is promoted to a full corporal (Cpl.) with two stripes, which are worn on the right hand sleeve of the shirt.

### **Appendix VIII: Gold Cross Badge Tests Requirements: Intermediate Section**

In addition to all the 25 requirements for the award of the Silver Cross Badge, a member of the Intermediate Section of the Royal Shepherds must satisfy his/her officers/badge examiners in the following:

26. Receive water baptism (by immersion)
27. Begin to receive the Holy Communion regularly.
28. Memorize one Psalm and recite it to your Section.
29. Give at least 10 out of the 13 Tenets of the C.A.C.
30. Give an intelligent answer to the question, "*What does it mean to be a good Christian?*"
31. Give 3 stories about Christ's miracles.
32. Explain and demonstrate the Highway Code as applicable to cyclists.
33. Study and explain the effects of the use of alcohol, tobacco, cultism and pre-marital sex.
34. Train a Junior to pass one of his ranks.
35. Study, understand & explain the meaning of God and the Holy Trinity.
36. Explain and demonstrate the principles of Safety and Emergencies as applicable to Bleeding, Fainting, Sprains, Non-electric Shock, Clothes on fire, and Acute Diarrhoea.

37. Briefly explain some reasons and techniques of winning souls to Christ. Show evidence of inviting someone who does not go to Church to your Church's Revival/Crusade or Sunday School.

The Gold Cross badge is worn in the middle of the right pocket. In addition, he/she is promoted to a Sergeant (Sgt.) with three stripes, which are worn on the right hand sleeve of the shirt.

### **Appendix IX: Silver Cross Badge Tests Requirements: Senior Section**

Candidates are required to demonstrate greater maturity in satisfying their officers/examiners in the 37 requirements of the Gold Cross Badge of the Intermediate Section.

In addition, each boy or girl in this Section must satisfy his/her officer/badge examiner in the following:

38. Have an intimate knowledge of the neighbourhood within a radius of one kilometre from his/her home or from the Royal Shepherds Headquarters, and direct a stranger to the nearest doctor or hospital, fire station, police station, ambulance, telephone, post office, garage, and nearest place for petrol, etc.. Be able to tell a stranger how long it will take to get there. Be able to draw a sketch map which would enable a stranger to find his/her way from a given point to another. Know to what places the main roads lead.
39. Have taken care of a plant, from seed or bulb, and describe to the tester something about the way it has grown and how it was looked after.
40. Lay and light a fire, using two matches. Cook any one local dish. Show the use of fireguard, and know what to do if clothing catches fire.

The Silver Cross badge is worn in the middle of the left pocket. In addition, he/she is promoted to a Staff Sergeant (S/Sgt.)

with three stripes and a dot, which are worn on the right hand sleeve of the shirt.

## **Appendix X: Gold Cross Badge Tests Requirements: Senior Section**

Candidates are required to repeat all the 40 tests required for the award of the Silver Cross Badge of the Senior Section as stated above.

In addition, each boy or girl, in this Section, must satisfy his/her officer/badge examiner in the following:

41. Show a good understanding for the need to receive Holy Spirit's Baptism, and be fully involved in regular praying for the invocation / in-filling of the Holy Ghost.
42. Learn, understand, and be able to demonstrate the principles and practice of Divine Healing.
43. Explain and demonstrate the correct handling of the following emergencies: Severe Bleeding, Fracture, Dislocation, Acute Diarrhoea, Acid Burns, Acid Poisoning, Electric Shock, Road Accident, Drowning, and House on Fire.
44. Demonstrate average understanding and active involvement in the UNICEF Training of NGO's on immunisation of little children against Measles, Tuberculosis, Whooping Cough, Tetanus, Poliomyelitis and Diphtheria.
45. Show to the satisfaction of the Company's officers/badge examiners that you are actively engaged in training at least one other candidate in the Intermediate Section for the award of his/her own badges.
46. Explain the contents/summary of any good Christian religious book you have read apart from the Holy Bible.

47. Memorize the 13<sup>th</sup> chapter of I Corinthians. Explain what it means.
48. Memorize and explain the following Bible verses used in Soul Winning: Romans 3:10, 23; 6:23; I John 1:8-10; John 3:3, 16; 1:12; Acts 3:19; 4:12; 16:30, 31; 17:30; II Peter 3:8-10; Ephesians 2:8, 9. (Others are Matthew 28:18-20; Mark 16:15-20; Acts 1:8; Revelation 20:15; 21:8).

The Gold Cross badge is worn in the middle of the right pocket. In addition, he/she is promoted to a Warrant Officer (W/O) with the W/O badge crown which is worn on the right hand sleeve of the shirt, in place of the stripes. After being decorated with the Gold Cross badge and the W/O's badge, a senior Royal Shepherd is expected to proceed to the Basic Training Course for R.S. Commissioned Officers.

## **APPENDIX XI**

**For female Royal Shepherds only** (as may be appropriate at different age levels).

1. Fold various clothes neatly. Demonstrate how to wash and iron clothes correctly.
2. Plait with three strands and be able to plait hair in at least one style.
3. Lay and light a fire and cook a dish. Lay a table for two people for dinner and clear away. Also make tea.
4. Show two methods of sewing on buttons and sew one button on to a garment.
5. Make a useful article to include a turned down hem sewn with a decorative tacking stitch, or darn an article or do the darning stitch.
6. Keep a child or group of children (aged 3—6 years) happily occupied for an hour.

7. Know how to keep bedding (or sleeping mat and covering cloth) in good order, and understand the importance of keeping it well aired and clean.
8. Change the sheets of a bed with a patient in it. Show how to prevent bedsores and make an ill or old person comfortable in bed. Use a clinical thermometer. Dress a wound.

## **APPENDIX XII**

**Proficiency Badges** are available to the rank and file of the Royal Shepherds in the following:

Artist	Athlete	Carpenter	Church Worker
Computer Operator	Cook	Craftsman	Driver
Electrician	Farmer	First Aider	Instructor
Interpreter	Mechanic	Naturalist	Needlewoman
Printer	Photographer	Singer	Typist

Proficiency badges are worn on the right sleeve near the top.

## **APPENDIX XIII: COMMISSIONED OFFICERS' BASIC TRAINING COURSE**

**Length of Training:** Either 5 days full time residential course  
Or 3 weeks part time evening course  
Or 3 consecutive week-ends course

**Course contents:** (Technical Skills, Church Training, and Public Service)

<b>Technical Skills</b>	<b>Church Training</b>	<b>Public Service</b>
<ol style="list-style-type: none"> <li>1. R.S. Aims &amp; Objectives,</li> <li>2. Uniforms, Salute, Drills &amp; Parades.</li> <li>3. Discipline</li> <li>4. Ranking System</li> <li>5. Health &amp; First Aid</li> <li>6. Programme Planning</li> <li>7. Squad/Section/Company/Battalion Management</li> <li>8. Compass &amp; Map Reading</li> <li>9. Records Keeping</li> <li>10. Projects Management</li> <li>11. Financial Administration</li> <li>12. R.S./P.O.R. Handbook &amp; Training Handbook.</li> </ol>	<ol style="list-style-type: none"> <li>1. Salvation, Evangelism &amp; Soul winning</li> <li>2. God the Father, Son &amp; Holy Ghost.</li> <li>3. Life &amp; Teachings of Jesus Christ &amp; His 2<sup>nd</sup> Coming.</li> <li>4. History of C.A.C.</li> <li>5. Tenets of C.A.C.</li> <li>6. Baptism &amp; Holy Communion.</li> <li>7. Divine Healing</li> <li>8. Church Government</li> <li>9. Church Music</li> <li>10. Bible Study Training</li> </ol>	<ol style="list-style-type: none"> <li>1. Nigerian National Flag, Anthem &amp; Pledge.</li> <li>2. Highway Codes (all users: pedestrians, cyclists &amp; motorists)</li> <li>3. Immunisation</li> <li>4. Emergencies</li> <li>5. Crowd Control</li> <li>6. Neighbourhood, Observation &amp; Direction</li> <li>7. Proficiency Badges: Training/Testing</li> <li>8. Good Turn.</li> </ol>

On successful completion of the Basic Training Course, the candidate will be commissioned as a Second Lieutenant, and be decorated with one star on each epaulette. The colour of his/her lanyard will also change from blue (for rank and file) to wine (for commissioned officers). He/she may wear the long sleeve shirt/blouse. He/she must remove all the other badges of ranks except the R.S. emblem. He/she may also wear the R.S. jacket (if available). A Second Lieutenant (2/Lt.) may subsequently be promoted to a full Lieutenant (Lt.) after a satisfactory completion of two years meritorious service as a

Section Leader (or Assistant). Full lieutenants wear two stars on each epaulette.

Before becoming a Captain, a Lieutenant is expected to attend the prescribed Advanced Training Course for R.S. Commissioned Officers. Captains wear three stars on each epaulette. Captains are eligible for appointment to head Companies, and may be promoted further to head District Battalions as Co-ordinators.

For appointments/promotions to the ranks of DCC/Zonal Commandants, State Commissioners and National Director, R.S. officers are expected to have successfully completed the third-tier of the training course known as “R.S. National Trainers Course”. All aspects of training for members and officers of the Royal Shepherds are contained in the second and third publications titled “Training Manual for Royal Shepherds” (Volumes One and Two).

## SECTION 26

### APPENDIX XIV

#### A. STATE COUNCIL

**COMPOSITION:** There shall be in each state of Nigeria and the Federal Capital Territory, Abuja the following officers to be elected every three (3) years.

- (a) The State Commissioner
  - (b) Deputy State Commissioner
  - (c) State Organizing Secretary
  - (d) The Assistant State Organizing Secretary
  - (e) The Legal Adviser
  - (f) The State Treasurer
  - (g) The State Financial Secretary
  - (h) Public Relations Officer
- } To be appointed

- (i) Auditor
- (j) The Project Officer
- (k) Battalion Coordinators
- (l) Secretaries of Battalion Councils in the State
- (m) Training Officer.

**B. QUORUM:**

- (1) The quorum for the State Council meeting shall be  $\frac{2}{3}$  of the Battalion Councils of States.
- (2) The State Council shall make rules and regulations to conduct its meetings and until otherwise provided, decisions of the Council shall be by simple majority votes of those present. The State Commissioner shall have a casting vote.

**C. STATE EXECUTIVE ELECTION:**

- (i) The election of officers into various offices created by this POR shall be as early as possible as in the case of National offices.
- (ii) Bye-elections shall be held to fill vacant positions from time to time and the provision in respect of procedure for bye-elections in respect of the National office.
- (iii) The State Commissioner and his Deputy are appointed by the National Director on the recommendation of the State Branch Council.

**D. FUNCTIONS:** The State Council shall:

- (a) Be responsible for the overall supervision of the various companies, Battalions and Divisions in the State ensuring their high standard of performance at all times.

- (b) Be responsible for overseeing that the rules and regulations of the Royal Shepherds are observed at all times.
- (i) To foster the unity of the companies in the State and assist to promote the mutual understanding between the companies, the chaplain and the churches.
- (d) Make rules and regulations for its own procedure which must not be in conflict with this POR, rules, regulations and orders which may be made by the National Council from time to time.
- (e) Ensure that the State Council is regularly represented at the National Council and such other assemblies as may be required by the National Council towards the attainment of the Aims and Objectives of the Royal Shepherds. The National Council is empowered to sanction any State Council that fails to observe this provision.
- (f) Manage its own affairs by way of financial procurement and expenditure provided that it shall not employ any means of fund raising which may run counter to the attainment of the aims and objectives of the Royal Shepherds.

E. **APPOINTMENT OF PATRONS/MATRONS:** State may appoint in addition other Christians of good Christian character as patrons and matrons.

F. **DUTIES OF PATRON:**

The patrons and matrons shall advice, support and assist in achieving the aims and objectives of the Royal

Shepherds and shall also advise the RS on how to source for fund and manage resources from time to time.

## **APPENDIX XV**

### **NATIONAL COUNCIL:**

A. **COMPOSITION** - There shall be a National Council which shall comprise of the following:

- (a) National Director (Hon.)
- (b) Deputy National Director (Hon.)
- (c) National Organizing Secretary (appointed)
- (d) Asst. National Organising Secretary (Hon.)
- (e) National Legal Adviser (Hon.)
- (f) National Finance Officer
- (g) National Treasurer
- (h) National Public Relations Officer
- (i) National Project Officer (appointed)
- (j) Auditor (I & II) (Hon.)
- (k) Secretary of each State Council
- (l) State Training Officers
- (m) All State Commissioners and their Deputies
- (n) All State Council's Treasurers
- (o) Co-opted members from the mission.

B. **QUORUM:** The quorum for the National Council meeting shall be 2/3 states of the Federation.

C. **PROCEDURE:**

- (i) until otherwise provided by the council, decision of the Council shall be by simple majority vote through open ballot system. The National Director shall have a casting vote.

- (ii) The National Council shall make bye-laws to guide its proceeding at its meetings.

**D. FUNCTIONS:** The National Council shall:

- (i) Be responsible for formulating policy for the Royal Shepherds in consonance with the CAC mission paying regard to the peculiarity of Nigeria as a Nation.
- (ii) Decide when and where the Annual General Meeting of the National Council shall be held giving at least 3 months notice to each State member.
- (iii) Ensure that the Royal Shepherds observe and promote the objectives of the Royal Shepherds worldwide.
- (ii) Ensure the procurement of funds and promote judicious and transparent management of funds accruing to the Royal Shepherds.
- (iii) Ensure the cooperation of and smooth relations among Companies, Battalions, Divisions, and States and churches in CAC.
- (iv) Ensure that this, POR and decisions of the Royal Shepherds are respected and observed.
- (v) Where the National council appoints any Committee it shall define its functions and give necessary directions as to the mode of exercising such functions.
- (vi) Employ and remunerate employees of the National Council.

- (vii) Meet at least once in a year to reappraise the activity so far.
- (viii)

## **APPENDIX XVI**

- A. **NATIONAL EXECUTIVE:** The National Executive shall comprise as appropriate in Appendix XV of this POR.
- B. **FUNCTION OF NATIONAL EXECUTIVE COUNCIL:**
  - (i) To deliberate on policy matters which will be presented to the National Council through the Standing Committee of the National Council of the Royal Shepherds.
  - (ii) To implement decisions of the National Council
  - (iii) To prepare National Budget and supervise its implementation.
  - (iv) To deliberate on issues of importance and urgency and take necessary actions in the interest of the Royal Shepherds and CAC pending the ratification by the National Council and General Executive Council.
  - (v)

## **APPENDIX XVII**

**PATRONS:** The National Executive shall appoint the CAC President as the Grand Patron of the Royal Shepherds and National Executive may in addition appoint other persons of credible character as Patrons and Matrons

## APPENDIX XVIII

- A. **STANDING COMMITTEE OF THE NATIONAL COUNCIL:** There shall be a Standing Committee of the National Council, which shall comprise of the following:
- (a) All the National officers of the Royal Shepherds.
  - (b) All the State Commissioners
  - (c) All State Council Secretaries/Organising Secretaries
  - (d) All State Treasurers
  - (e) All other officers or persons that the National Executive may deem fit to coopt.
- B. **PROCEDURE:** The Committee shall make rules and regulations for the conduct of its meetings. Until otherwise provided, decision shall be by simple majority of those present and shall be by open ballot system. The chairman shall have a casting vote.
- C. **FUNCTIONS:** The Standing Committee shall:
- (i) Meet at least once every year on a day preceding the annual meeting of the National Council and on such other days as the National executive may deem fit to convey such meeting.
  - (ii) Consider and deliberate on the agenda to be presented to the National Council.
  - (iii) Take decision on behalf of the National Council subject to ratification of the National Council.
  - (iv) Ensure the holding of the annual meeting of the National Council.
  - (v) Have power to use committees to advise it on any matter.

**D. QUORUM:**

- (i) The quorum of the meeting of the Standing Committee shall be 2/3 states out of the states of the Federation.
- (ii) Decision of the Standing Committee of the National Council shall be by simple majority of those present.
- (iii) Voting shall be done by open ballot system unless members at the meeting agree to any other method or a bye-law or regulation is made to the contrary.
- (iv) The National Director shall have a casting vote in case of equality of votes.

**APPENDIX XIX:**

**A. NATIONAL OFFICERS AND JOB DESCRIPTION:**

The Grand Patron, Patron and Matron shall promote the aims and objectives of the Royal Shepherds, give advice, moral support and advise on financial matters from time to time

**B(1) ELECTIONS**

- (i) Elections of National Officers shall be held every three (3) years.
- (ii) The conduct of election may be by ballot system (secret vote) or otherwise as may deem fit by the General House from time to time.

- (iii) On election day the appointment of all Returning Officers shall first be made by the General House.
  - (iv) On the appointment of a Returning Officer, all offices shall stand dissolved.
  - (v) Unless otherwise prescribed by this POR election into any office shall be by simple majority.
- (2) **BYE-ELECTION:**
- (i) Bye-election shall be held to fill a vacant office.
  - (ii) The bye-election shall be conducted by the presiding officer who will call for nomination to the office(s)

(3) **CONSEQUENCE OF BYE-ELECTION:**

The period of time which any person holds by virtue of any bye-election shall be discounted when calculating the maximum period required for which any person can hold office.

C. **THE NATIONAL DIRECTOR:** The National Director shall:

**Duties:**

- (i) Preside and direct the affairs of the National Council meetings, the Executive Committee meetings and the Standing Committee meetings of the National Council.
- (ii) Co-ordinate and supervise the activities of all the other officers of the Royal Shepherds and shall be held responsible for the lapses of such other officers.

- (iii) Be versatile with the affairs of the Royal Shepherds from time to time and be able to brief other members.
- (iv) Be an image maker and the Chief Executive Officer of the Royal Shepherds.
- (v) Convey statutory meetings through the National Organising Secretary promptly.
- (vi) Consult with other National Officers before taking crucial decisions which may border on policy matters.
- (vii) Hold office for a maximum of 2 terms of 3 years each (if re-elected).

#### **D. THE DEPUTY NATIONAL DIRECTOR**

##### **Duties:**

- (iv) Shall assist the National Director in discharging any responsibility assigned to him by the National Director.
- (v) Deputize for National Director whenever he is absent.
- (vi) Be responsible to the National Director and National Council of the Royal Shepherds.
- (vii) Ensure that the objective of the Royal Shepherds is seriously pursued, observed and achieved in all its ramifications.

- (viii) Attend regularly and promptly the meetings of the National Council, Executive Council, the Standing Committee meeting and any other meetings to which he is summoned.

**E. NATIONAL ORGANIZING SECRETARY:**

The National Organising Secretary of the Royal Shepherds who shall be appointed by the CAC President and GEC shall:

- (iii) Be on salary commensurate to his office as the National Council may deem fit.
- (iv) Be Secretary to the National Council, National Executive and the Standing Committee of the National Council.
- (v) Be in charge and direct all training programmes generally.
- (vi) Keep records of all meetings of the National Council and carry out correspondences on behalf of the National Council of Royal Shepherds worldwide.
- (vii) Be an ex-officio member of all Standing Committees created by the National Council of the Royal Shepherds (worldwide).
- (viii) Consult the National Director on all important issues concerning the Royal Shepherds.
- (ix) Execute all policies of the National Council.
- (x) Be the liaison officer of the Royal Shepherds in the office.

- (xi) Be responsible to the CAC Authority through the General Secretary and National Director on Royal Shepherds matters.
- (xii) Carry out administrative works as directed by the National Director and CAC Authority.
- (xiii) Summon meetings on the instructions of the National Director of Royal Shepherds and may summon meetings where the Director is unable to summon meetings.
- (xiv) Execute all the orders or decisions of the National Council of Royal Shepherds worldwide and the General Executive Council of CAC.

**F. THE ASSISTANT NATIONAL ORGANIZING SECRETARY:** The Assistant National Organizing Secretary shall:

**Duties:**

- (ii) Assist the National Organizing Secretary in the performance of his duties.
- (iii) perform all responsibilities that may be assigned to him by the National Organizing Secretary being such duty which he himself can legally perform.
- (iv) Perform any assignment which the National Director and CAC Authority may lawfully assign to him.

**G. THE NATIONAL LEGAL ADVISER:**

- (a) The National Legal Adviser shall be CAC legal adviser, who shall advice accordingly on legal matters.

- (ii) Interpret the sections of the CAC constitution and POR whenever the need arises.
- (iii) Act as counsel to the National Council and Standing Committees of Royal Shepherds whenever the need arises provided that the National Council or the GEC may employ other counsel for reasons of expediency for the need of the Royal Shepherds worldwide.

H. **NATIONAL FINANCE OFFICER:** The National Finance Officer shall:

**Duties:**

- (i) Be a paid officer of the Royal Shepherds worldwide
- (ii) Keep all the accounts of the National Council of the Royal Shepherds worldwide.
- (iii) Take charge of the store and take stock and keep records of all sales.
- (iv) Be responsible for the banking of monies of the National Council of the Royal Shepherds worldwide and ensure that no money is paid out without proper invoices and vouchers.
- (v) Keep proper account books for the purpose of Auditing.
- (vi) Prepare and present to the National Council after consultation with the National Treasurer, the budget for the ensuing year after consultation with National Director.

- (vii) Be responsible to the National Treasurer in the discharge of his duties.

I. **NATIONAL TREASURER:** The National Treasurer shall:

**Duties:**

- (i) Be an Honorary Officer of the Royal Shepherds worldwide.
- (ii) Vet all vouchers of the National Council of the Royal Shepherds prepared by the Finance Officer for payments.
- (iii) Maintain and obtain all copies of Bank Statement of Accounts of the National Council of the Royal Shepherds.
- (iv) Cause to be approved by the National Director, all vouchers for payment.
- (v) Ensure that the National Finance Officer prepares and maintain proper account books of the organization and to promptly present them for auditing whenever required by both the Internal and External Auditors.
- (vi) He shall present the Organization's audited accounts to the National Council at the annual meeting before submission to GEC.

J. **PUBLIC RELATIONS OFFICER (PRO):** The National Public Relations Officer shall:

**Duties:**

- (i) Be an Honorary Officer of the National Council.

- (ii) Publicize the meetings and other activities of the National Council of the Royal Shepherds.
- (iii) Assist the National Organising Secretary in arranging for all Standing Committee and national Council meetings.
- (iv) Portray the Royal Shepherds worldwide in the best light to the world.
- (v) Should not publish policy and highly sensitive issues affecting the Royal Shepherds worldwide without prior consultation and approval of the National Director and CAC President.
- (vi) Arrange all the press conferences to be addressed by the National Director, National Secretary or the National Council of the Royal Shepherds worldwide.

K. **NATIONAL PROJECT OFFICER:** The National Project Officer shall:

**Duties:**

- (ii) be a paid officer of the Royal Shepherd worldwide.
- (iii) Organize and co-ordinate the projects organized as the vocational training for the Boys and Girls by any State, Division or Battalion Council.
- (iv) Supervise, advise on and direct the projects.
- (v) Submit all progress reports of the projects to the National Projects Committee through the National Secretary.

- (vi) In conjunction with the National Organising Secretary 'RS', organize training courses for the States, Division and Battalion Councils' project officers especially on how to keep accounts of all the projects and preparation of projects' budget.
- (vii) Submit the account to the National Council of 'RS' through the National Treasurer of the Royal Shepherd worldwide.
- (viii) Be responsible to the National Director of the Royal Shepherds, Worldwide.

**L. NATIONAL INTERNAL AUDITORS:** The Internal Auditors shall:

- (ii) Be an honorary officer of the National Council.
- (iii) Internally audit all vouchers of the National Council before they are passed on or presented to the external Auditor for auditing.
- (iv) Quarterly or yearly audit the National Council Accounts and make recommendations to the National Council. (Ditto for National Project Committee Account).

**M. EXTERNAL AUDITORS:** The External Auditor shall:

- (i) Be appointed by the National Council on the advice of the Finance Committee of the Royal Shepherds worldwide who shall also fix the appropriate remuneration.

- (ii) Audit the account of the National Council and the National Project Committee Accounts and issue certificates annually.

## **APPENDIX XX**

### **A. COMMITTEES:**

- (vii) The National Council shall have power to appoint and dissolve Committee or Committees for the purpose of performing its business more effectively.
- (viii) Without prejudice to the general powers granted in this section, the following committees are hereby established.

### **B. FINANCE AND SUPPLIES COMMITTEE:** The Finance and Supplies Committee shall:

- (ii) Have the National Treasurer as the Chairman while the National Secretary shall be Secretary, the National Finance Officer, Internal Auditor and one (1) Ex-officio from the CAC Mission shall also be members.
- (iii) Advise and guide the National Council on Financial matters including banking as it relates to the Royal Shepherds worldwide.
- (iv) Ensure proper accountability in Royal Shepherds, worldwide.
- (v) Advise and guide the National Council of Royal Shepherds, worldwide on transactions relating to

equipments and supplies property acquisition and their maintenance.

- (vi) Ensure proper stock taking of assets and liabilities of the Royal Shepherds, worldwide.

**Procedure:** shall regulate its own proceeding.

**C. TRAINING AND EXTENSION COMMITTEE:** They shall:

**1. Composition:**

Have a Deputy National Director to be appointed by the National Council as the Chairman, the National Organising Secretary as the Secretary, the State Training Officers as members and the National Finance Officer and National Secretary shall be an ex-officio member.

**4. Functions:**

- (i) Advise and guide the Royal Shepherds, worldwide on the general management procedure of the Organization, the rate and dimension of expansion.
- (ii) Formulate policies on the use and nature of uniformity of Royal Shepherds, worldwide.

**D. PUBLICATIONS COMMITTEE:** shall have:

- (ii) as the Chairman, Deputy National Director, the National Publicity Secretary as the Secretary and all State Publicity Secretaries as members.
- (ii) **Procedures:** Regulate its own proceedings.

- (iii) **Functions:** Advise and guide the Royal Shepherds, worldwide on publications of literatures, gazettes, Bulletins, Calendars, Almanac, Lecture Books, Diaries, Bible guides, song books (for use at company meetings and camps); drill and parade books.
- (iv) They are also saddled with the responsibility of reviewing books used by Royal Shepherds.

**E. PROJECTS COMMITTEE:** shall

**1. Composition:**

- (i) Have a National Project Officer as the Chairman or as assigned by the National Council.
- (ii) Has power to co-opt professionals or anybody considered useful to the Committee.
- (iii) Have the National Secretary or the Assistant as the Committee Secretary.
- (iv) Have all the State Project Officers as members.

**2. Function:** It shall be the duty of the Committee to:

- (vii) acquire by purchase, leasehold, assignment or by gift, properties for and on behalf of the Royal Shepherds, worldwide.
- (viii) Register and do other things pertaining to acquisition and registration and for validity of such property and project through the National Secretary.
- (ix) Maintain the properties in good and reasonable manner.

- (x) Supervise or ensure the development of the property/projects of the Royal Shepherds, worldwide in a reasonable manner.
  - (xi) Keep good and accurate records regarding and pertaining such properties/projects.
- 3. Procedure:** The Committee shall regulate its own procedure and shall determine on its own what the quorum shall be.

**F. BAND COMMITTEE:**

- (i) shall have the Band Master as the Chairman
- (ii) shall be empowered to formulate policies for smooth running of the Band Corps.

**G. STATE DIVISION AND BATTALION COMMITTEES:**

The State Council, Divisional Council, and Battalion Councils shall have power to establish relevant Committees as at the National level as may be appropriate to them. Whenever such committees are established, they shall be reflected in their bye-laws and standing order.

## **APPENDIX XXI**

**A. AMMENDMENTS:** The provision of this BYE-LAW can be amended at any time subject to the following conditions:

- (i) Notice of motion for amendment given by any member (who must disclose his name) must be sent to the National Organising Secretary.
- (ii) Such notice is circulated by the National Organising Secretary to members of National Council of the RS

and the State Council of the RS, 3 months before it is listed for deliberation.

- (iii) The proposal is carried by at least 2/3 of the majority vote of persons present and voting after which the Bye-law shall stand amended.

B. This POR may be cited as “The Bye-law of the ROYAL SHEPHERDS, WORLDWIDE”

C. The Bye-law shall commence on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

D. List of Drafting Committee members:

- |     |                                |   |                 |
|-----|--------------------------------|---|-----------------|
| 1.  | Pastor L. Oluwaniyi Asaaju     | - | Chairman        |
| 2.  | Pastor J. A. Adeleke           | - | Vice Chairman   |
| 3.  | Pastor I. Olu Eyebiokin        | - | Secretary       |
| 4.  | Pastor S. Bola Orimoloye       | - | Asst. Secretary |
| 5.  | Pastor J. A. Ekoh Noble        | - | Member          |
| 6.  | Mrs. E. O. Shote               | - | Member          |
| 7.  | Pastor Olaniran Bunmi          | - | Member          |
| 8.  | Bro. Oludare Joseph            | - | Member          |
| 9.  | Pastor Chris Timilehin Olusola | - | Member          |
| 10. | Elder S. A. Onakoya            | - | Member          |
| 11. | Elder JAR Adebawale            | - | Member          |
| 12. | Pastor Sam Odedoye             | - | Member          |
| 13. | Mr. Makinde Adewumi            | - | Member          |
| 14. | Engr. Abiola Abe               | - | Member          |
| 15. | Pastor A. A. Tope Adeyemo      | - |                 |
|     | National Organising Secretary  |   |                 |