

THE ROYAL SHEPHERDS



STARTING A COMPANY

**THE ROYAL SHEPHERDS
CAC WORLDWIDE**

STARTING A COMPANY

**FOR USE BY NEWLY FORMED
COMPANY**

Prepared and published

By

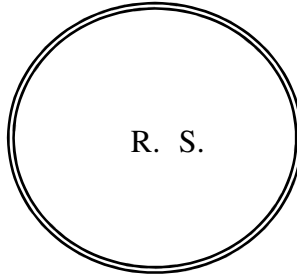
**THE INTERNATIONAL HEADQUARTERS
CAC MISSIONARY HEADQUARTERS
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*“For the Lord gives WISDOM: out of His mouth comes
KNOWLEDGE and UNDERSTANDING” (Prov. 2:6).*

THE PLEDGE

“On my honour, I pledge to be absolutely faithful 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”.

THE EMBLEM:



A brown hand-bell and a gold cross super-imposed on an open Holy-Bible, all enclosed in a circle of gold edge.

THE MOTTO: “ONE FOLD, ONE SHEPHERD”

THE METHOD

Bible knowledge

Missionary work (soul winning)

Uniform

Badge Test

Games

Public Service

Remember now thy creator in the days of thy youth, in all thy ways acknowledge Him and He shall direct thy paths.

THE FOUNDATION

This Handbook is sent to you to give you awareness and guide after your assembly has decided to start a company of the Royal Shepherds and after this book has been carefully studied.

Now it is up to you as a potential officer of the company to lay a good foundation on which a successful company will be built. If you have had previous experience of a paramilitary organization, you might be familiar with some of the things in this book. But please read it again and consider it with your Brother officers and get a training course as early as possible as it is unlikely that the company will be registered until at least one officer has received training.

Royal Shepherds training is founded on church training (Religion), technical skills and public service.

The Sunday School pamphlet and Bible class syllabus will help you to instruct members on the greatest of all textbooks – The Bible. At least one officer should be capable of instructing and plan a programme of instruction. Any volunteer in the service of Royal Shepherds is an important one and provides a rich and rewarding means of service to your church and to Jesus Christ.

THE OFFICERS OF THE COMPANY

There should be, in addition to the chaplain at least two officers in a company.

THE CHAPLAIN is the Minister of God in the church. He is an officer of the company and he, with his church committee, has full control of the affairs of the company.

The **CAPTAIN** is appointed by the church to lead the company. He/she is expected to take an active part in company work and to attend all

meetings of the company. He/she should be a mature person who will command the respect of officers and Boys.

LIEUTENANTS are junior officers who will assist the captain in running the company. They must, like the captain, be prepared to attend all meetings regularly.

THE QUALIFICATIONS OF AN OFFICER

1. A born again Christian who is in full membership of the church to which the company is attached, who is regular at church programmes and active in church work.
2. At least 23 years of age.
3. Must be literate and verse in the word of God.
4. Must be committed to evangelism and soul winning.
5. Enthusiasm for the task.

A large company will need more than three officers. There should be about one officer to every 10 Boys/Girls. Too many officers should not be appointed without clarity of work.

PRELIMINARY PLANNING

Before speaking to Boys and Girls about the company, the men and women who have been appointed by the church as officers meet together and plan the actual starting of the weekly meetings.

Here are some of the matters to be considered:

- allocation of duties to officers, for example counsellors, training instructors, Badge Examiners, Drill officers, Games officer, Company Secretary and Treasurer;

- means of intimating the starting of the company so that all Boys and Girls in the church and neighbourhood will know of it.
- Time and place of meeting
- Time and place of weekly Bible class and parade (which should not overlap or disturb other church activities).
- General planning of activities for first 10/12 weeks before enrolment service.
- Provision of necessary equipment, such as temporary registers, games materials, etc.

During this period all officers will try to master the important features of the Royal Shepherds way of training – Christian instruction at Bible class, teaching of discipline and character-training at Drill parade and Technical skills and means of other activities – the importance of the example of the officers and the Christian influence at work in all parts of the company programme.

Training courses for officers are organized at intervals and every officer must strive to attend a course. At least one officer in the company should have training or experience before the company is registered.

THE BOYS AND GIRLS

The boys and girls in the church and in the neighbourhood can be invited to join the company. This intimation may be made in some ways:

- By pulpit announcement (when the Minister of God will ask church members to encourage their Boys and Girls to join).
- By personal invitation made by chaplain or captain and officers to Boys and Girls in and outside the church.

- By posters and handbills on church and school notice boards (posters are available at the Headquarters).
- The use of band in parading the streets around church will be of great advantage.

AGE LIMITS

- Boys and Girls between the ages of 3 and 7 years can register as Anchor sections.
- Boys and Girls between the ages of 8 and 12 years are Junior Section.
- Those between 12 and 16 years in intermediate section.
- And young men and women between ages of 17 and 24 years are in senior section.
- And Adults aged above 24 years can join as Adult leaders, training instructors, patrons, matrons or honorary committee members.

The Royal Shepherds is for Christians and would-be Christians, make your company a Missionary Organization. Invite all boys and Girls in the neighbourhood to join.

THE FIRST MEETING

The captain or chaplain will welcome the Boys and Girls and explain the purpose of the Royal Shepherds company and conditions of membership.

AIMS & OBJECTIVES: The primary aim of this Youth Movement is character development to make all Youths “born again” disciples of Christ and good citizens.

THE CONDITIONS:

- Boys and Girls will be expected to attend regularly the company meetings, Bible class, and weekly parade.
- They must be within the age-limits
- They will be expected to obey the rules and regulations of the company.
- They will be expected to have their own individual uniform.
- Any other condition (P. O. R. refer please).

A temporary Company Register should then be prepared and a careful record made of each member's name, address, age, school and parents address and phone number.

A Recruit's Application form will then be given to each Boy and Girl and this has to be completed and returned the following week.

After the announcement have been made regarding time and place of next meeting, the meeting will be closed with hymn and prayer.

WEEKLY PROGRAMME

It is suggested that each section of the Royal Shepherds holds a meeting each week. The meetings should take place on the same day of the week and at the same hour. The meeting should last for one hour and forty minutes, normally, after which an extra thirty minutes could then be set aside for passing of tests, etc., after the sections meeting. A typical programme of the section's weekly meeting may look like this:

NO	DURATION	
1.	15 minutes	Opening ceremony (flag break, Anthem, pledge, prayer, Roll call)
2.	30 minutes	Drills, parade and sense training
3.	30 minutes	Bible Study & Missionary Activities
4.	15 minutes	Inter-squad activities/games OR Vocational ceremony (Notices, Awards, Anthem, prayer, flag down)
5.	10 minutes	Closing ceremony (notices, awards, anthem, prayer, flag down)
6.	30 minutes	Individual/optional activities, such as passing of tests and pursuit of projects, supervised by leaders, instructions, badge examiners and service project co-ordinators.

If the section or company is unable to have weekly meetings, the meetings may be held fortnightly to combine some of the suggested programmes for weekly meetings. The weekly or fortnightly meetings should be held at a time when the largest number of boys/girls can attend. The company should have a regular room in which to hold its meetings. This room could be in the church or in a nearby school. It is more ideal for the boys/girls to hold their meetings during the week rather than after church services on Sunday. It is the captain's responsibility to see that a suitable calendar of programmes is planned for the year. Much prayer and planning should go into every meeting in order for it to be meaningful and rewarding. The Annual calendar will include such special activities as special church services, Royal Shepherds week rally, outing/visit/ excursion, campaign, parents night, special lectures, organized games and sports, collections and nature study, hobbies (book reading, writing, story telling, music, drawing and painting, weaving, carving, photography, gardening, fishing, hunting, etc.) and handling of first aid and emergencies (traffic accidents, fire, bleeding, fracture, dislocation, etc.). There should also be contingency plans for both outdoor and indoor activities (in case of rain). The girls' programme should cater for their specific interests and needs.

COMPANY ENROLMENT

After meetings have been held for at least 10/12 weeks application for forms of enrolment should be made on the Request form.

UNIFORM IS NOT SUPPLIED UNTIL ENROLMENT HAS BEEN SANCTIONED BY THE NATIONAL HEADQUARTER

Appointment cards for officers and membership cards will be present on enrolment. Make quick plans for the official Enrolment service of the company which will be held in church at one of the services of worship and conducted by the chaplain, one state officer and one National Officer.

The preliminary meetings are meant as a test for officers, Girls and Boys. If officers can't keep the members and arouse their interest during this period, it is unlikely that the company will be a success.

Membership of Royal Shepherds must come to understand that, it provides spiritual growth, interest, enjoyment and recreation. Aim to keep every member who registers and find out what is wrong if any member stop coming.

COMPANY ORGANIZATION

Regular monthly meetings of the company officers should be held to, plan programmes in advance, plan company activities, evaluate every other activities and sections, discuss generally the work of the company and pray for the members of the company. Since the chaplain is an officer of the company, he must be invited to the meeting.

SPECIMEN AGENDA – COMPANY OFFICERS' COMMITTEE MEETING

1. Opening Prayers
2. Sermon by the chaplain
3. Attendance and Apologies for absence if any

4. Reading and Adoption of the minutes of the last meeting.
5. Matters arising from the minutes
6. Progress Reports; Anchor Section
7. Progress Reports: Junior Section
8. Progress Reports: Intermediate Section
9. Progress Reports; Senior Section
10. Programme Planning
11. Leadership Training
12. Discipline.
13. Projects.
14. Finance
15. Notices & Reports
16. Adjournment & Closing prayers.

FINANCE

Funds and other donations for the establishment and maintenance of each company and its projects may be raised through voluntary donations. All members shall be encouraged to give to the church the youth should be taught to tithe and to give to the special offerings as well. Money for the section/company's use may come from the church Assembly's budget, or from any other sponsoring organization. Some money may be received from the youth themselves as weekly dues, but they should not exclude the one who is unable to pay.

Up-to-date and proper records of accounts must always be kept by all the units, for regular inspection. Other approved revenue sources for the Zonal/State/National councils include:

- (a) Registration fee for new companies
- (b) Company annual subscriptions
- (c) Donations, gift and legacies
- (d) Publications and Adverts
- (e) Government subventions
- (f) Membership subscription

- (g) Funds from the Royal Shepherds week
- (h) Other sources of income to be approved by the National Council.

While company can raise funds from:

- (a) Members paying a small weekly or monthly subscription
- (b) Taking part in Royal Shepherds week Organized by National Headquarters.
- (c) Arranging Displays, concerts, etc.
- (d) Funds generated from training courses and camps.
- (e) Donations from prominent members of the church.

Members are expected to pay for their uniform.

UNIFORM

The Royal Shepherds wear a special uniform (for smartness and recognition), which is white short sleeved shirt/over brown shorts (for both the Anchor and Junior sections) trousers and white short sleeved shirt for the intermediate and senior sections, with a brown beret (to match). The shirt carries two breast pockets, which are closed with a flap and button, plus two shoulder straps which are called epaulettes (for the replacement of the badges of ranks).

The two epaulettes are detachable. The Royal Shepherds emblem is sewn to the shirt immediately above the top seam of the right breast pocket. The squad band goes round the left epaulette, while the section band, combined with the company's name/number, is stitched to the seam at the top of the sleeve. The silver cross badge is worn in the middle of the left pocket, and later the Gold cross badge is placed in the middle of the right pocket. The badge of rank of the various officers is sown on the epaulette on the right hand side, while a lanyard (or cord to which a whistle is attached) is worn round the left hand side shoulder

and armpit. The colour of the lanyard also shows the rank of the corps or officer. The Royal Shepherds Emblem is also sewn to the beret.

Any black covered shoe with brown/black socks may be worn. Other proficiency badges are worn on the right sleeve near the top. Both the intermediate and seniors wear belts, while the Anchors and Juniors wear braces (over the shirt). The brown belt is decorated with a brass buckle bearing the Royal Shepherds emblem.

The girls wear white blouse over brown skirt, with pleats to hold the belt. The badges are worn in the same way as the boys. They also wear brown berets to match. The officers wear long trousers/over white long sleeved shirt and gold lanyard with beret to match.

MEMBERS' RANKS

For each of the age groups or sections (Anchor, junior, intermediate and senior), whether male or female, the ranking system of the youths is divided into three, namely, probation, the silver cross, and the Gold Cross.

Before a youth can become a member of the Royal Shepherds, he/she must first complete the probation requirements for investiture for his/her age group.

From the time of his/her admission (as a new recruit) by the council of squad leaders, the child participates in all the activities of the squad and section. Before being able to wear the uniform and carry a membership card, he/she must undergo a term of at least two months probation and acquire certain knowledge and skills.

The probation will consist of simply following the ordinary life of the section for the course of ten weekly meetings consecutively. This will be a period of trial of the recruits character and his/her assimilation into the group. The requirements for the recruit's investiture as a full

member are contained in Appendixes II, III and IV under section 25 of the POR. The membership card is presented by the chaplain to the recruit in an Annual Enrolment Service.

The acceptance of this card marks the official entry of the child into the Movement. From then on, he participates fully in the rest programmes of activities, which are designed to enable him/her gain the silver cross (the first major grade to mark his/her personal formation). After being duly awarded the silver cross, he proceeds to the Gold cross award for his section. (Appendixes V-XII section 25 of the POR). The membership card is presented by the Chaplain to the recruit in an Annual enrolment service.

A boy/girl who has received the uniform and membership card in the junior section will not have to pass another period of probation when he goes to the intermediate section.

But he/she will only need to pass the other tests before receiving the card and badge of the new section. Thereafter, he proceeds to the intermediate section's silver cross and later to the Gold cross. He goes forward quite naturally with his squad or section, and participates in the regular activities and programmes designed to develop the boy/girls character physically, mentally and spiritually, along the ladder, according to his age, (Appendix of POR refer).

At the age of 17 years, the youth must cross over to the senior section, and be briefly tested, registered and invested as a recruit. He then sets about passing the senior section's silver cross Badge tests, and finally the Gold cross badge tests (Appendix refer). This is done in the same way as far the intermediate sections, but the questions are more difficult and the requirements stricter (demanding greater level of maturity). The proficiency badges are also included in the Appendix.

Encourage keen rivalry between squads by inter-squad marks for attendance, punctuality inspection of uniform, drill and games.

NOTES

Applications for enrolment are dealt with through State to National Headquarters and enrolment endorsed by the National Executive Committee.

Every Company of the Royal Shepherds is an equal partner in a world-wide Organization. Help members to realize that they are part of this brotherhood of Royal Shepherds. Officers should take every opportunity of meeting with other officers; at Battalion/Divisional meetings, training courses, etc. and should arrange inter-company events for their members.

YOUR COMPANY WILL BE SATISFACTORY WHEN:

1. Every member in the company is present at the start of each meeting, except when any member has obtained permission from the captain, or is known to be ill.
2. The company has thoroughly mastered the aspect of POR and regular at weekly meetings.
3. Every officer has received training.
4. Your members stay in the company until they are 23 years of age, and appointed officers of the company, if they wish to continue as members.
5. All your members accept Jesus Christ as their personal Lord and actively participate in church work.

FORM 02

APPLICATION FORM FOR ENROLMENT

(To be sent after completion to the National Headquarters through the State Office)

To: THE ROYAL SHEPHERDS
NATIONAL HEADQUARTERS,
CAC WORLDWIDE, GENERAL SECRETARIAT,
ANLUGBUA, BASORUN,
GPO BOX 530, IBADAN.

The company has now been meeting for weeks and we apply for Forms for Enrolment.

The conditions laid down in “STARTING A COMPANY” have been complied with:

- CHURCH:
- DCC/ZONE/SPECIAL DISTRICT:
- NAME OF PASTOR:
- PASTOR’S SIGNATURE:
- NO. OF ANCHOR SECTION:
- NO. OF JUNIOR SECTION:
- INTERMEDIATE SECTION:
- SENIOR SECTION:
- NO. OF OFFICER:
- TOTAL NO.
- NAME OF CAPTAIN:
- PROFESSION:... ..
- SIGNATURE:
- DATE OF ENROLMENT SERVICE:
- DUE ENCLOSED WITH RECEIPT NO.

STATE OFFICER
SIGN. & DATE

NATIONAL ORGANIZING SEC.
SIGN. AND DATE

FORM 01

COMPANY REGISTRATION

(To be sent after completion to the National Headquarters through the State Office).

To: THE ROYAL SHEPHERDS
NATIONAL HEADQUARTERS,
CAC WORLDWIDE, GENERAL SECRETARIAT,
ANLUGBUA, BASORUN,
GPO BOX 530, IBADAN.

NAME OF CHURCH:

DCC/ZONE/SPECIAL DISTRICT:

ASSEMBLY PASTOR'S NAME:

SIGNATURE:

CHAIRMAN'S NAME:

SIGNATURE:

TRAINING OFFICER'S NAME & SIGN.:

NO. OF ANCHOR SECTION:

NO. OF JUNIOR SECTION:

INTERMEDIATE SECTION:

SENIOR SECTION:

NO. OF OFFICER:

TOTAL NO. OF MEMBERS:

NAME & SIGN. OF 3 MEMBERS OF THE CHURCH COUNCIL:

(i)

(ii)

(iii)

NAME & SIGN. OF 3 OFFICERS:

(i)

(ii)

(iii)

**REGISTRATION DUE ENCLOSED WITH RECEIPT
NO.**

OFFICIAL USE ONLY

After Inspection:

Observation:
.....

Approved: Not Approved:
Company No.

NATIONAL ORGANISING SECRETARY

**TRAINING OFFICER
SIGN. & DATE**

**NATIONAL DIRECTOR
SIGN. & DATE**

APPLICATION FOR MEMBERSHIP

NAME:

ADDRESS:

DATE OF BIRTH: AGE:

SEX: CLASS:

ACADEMIC QUALIFICATION AND DATES (if any):-

.....

PARENT'S NAME & ADDRESS:

.....

PARENT'S ACTIVITIES IN THE CHURCH:

ARE YOU BORN AGAIN?

HAVE YOU BEEN BAPTISED:

WHERE & WHEN:

DO YOU BELONG TO ANY OTHER SOCIETY? YES/NO

WHICH SOCIETY:

ARE YOU READY TO ABIDE BY THE RULES AND REGULATIONS OF THIS ORGANISATION? YES/NO

HAVE YOU PASSED THROUGH THE PROBATION PERIOD?

.....

WHEN & WHERE:

DECLARATION: I do solemnly declared that, I will abide by the rules and regulations of the Royal Shepherds, Worldwide and strictly adhere to the orders of the CAC Authority worldwide. May the Lord help me.

APPLICANT'S SIGNATURE: _____

COMPANY CAPTAIN

SIGN. & DATE