



CEDAR CODE OF ETHICS

Cedarland, Aserifa-Ola Estate, Old Ife-Ibadan Road

www.cedargeneration.org

CEDAR VISION

To raise a Cedar-generation who will be holy, healthy and highly successful; radiating the beauty and glory of God in this perverse generation.

CEDAR MANDATE

To build change agents, who receive anointing in the church and make impacts in the world, as Streetwise Apostles.

CEDAR BRAND

- People with Cedar-type of roots or Cedar tap roots and spread-out branches (2 Kings 19:30).
- Streetwise Apostles and Change Agents; bringing the principles and practice of Christ to bear upon the secular arena (anointing in the church with impact in the world).
- A people that are specimens of God's grace and the abundant life that He has promised (John 10:10; 2 Peter 1:3).

CEDAR REGULATIONS

The following are the laid down regulations, procedures and protocols guiding the activities of the ministry. The content therein shall be for absolute compliance of all members, workers and ministers with effect from 25th January, 2021; and it is subject to review and amendment from time to time, as the need arises.

1.0 FINANCIAL MATTERS

1.1 Market Survey - It is compulsory that proper market survey be carried out to obtain the following information: the exact product description and specification, best product quality available, manufacturing company, competitive current prices etc. The information should be obtained from, at least two vendors, at different locations. Decision is then made on the quotation based on the comparative price-quality analysis of the market information. **It is advisable to acquire sufficient information about product(s) before going to the market.**

1.2 Project/Contract Award - As part of due process, it is compulsory that quotations are collected from at least two persons/companies and subjected to thorough scrutiny by the Project Committee which would make recommendations to the Pastorate before any major contract is awarded. Award of contracts would be purely and strictly based on merit.

1.3 Monitoring and Supervision of Projects - All awarded projects/contracts must be monitored and supervised by the Project Committee, to ensure compliance and conformity with expected standard and best practices.

1.4 Filling of Vouchers - Correct and well detailed specification and description of good quality products at competitive market prices should be carefully filled in the voucher. No alteration of figures shall be allowed.

1.5 Disbursement of Funds - All filled vouchers should be dropped with the church Administrative Officer for compilation and recording in a ledger. The submission of compiled vouchers for approval would be done by the Finance Office. Disbursement of cash would be made only upon approval by the Presiding/Resident Pastor. **Only funds meant for emergencies would be attended to on Sundays or other days.** Each voucher would be thoroughly scrutinized before disbursement could be made. In the event of issuance of cheque, the church Administrative Officer will make photocopy of the cheque for file copy, while the original copy is returned to the recipient. At times, there may be the need to defend collection of funds with the Presiding/Resident Pastor.

1.6 Retirement of Funds - Receipts obtained for items procured and projects executed must be submitted to the Finance Office and cleared in the ledger for collection of vouchers. **Form for non-receipted items must be collected from the Finance Office, duly filled and submitted.** Failure to retire any fund obtained will prevent getting funds subsequently.

1.7 Returning Balance of Funds – In the case of having balance of funds after procurement or execution of project, such should be reported and returned to the Finance Office. **Form for returning balance of funds would be collected from the Finance Office.**

1.8 Auditing of Items/Projects - It is the prerogative and responsibility of the Finance Office to physically sight, inspect and audit all items and projects as soon as procurement or execution is done. Therefore, items or projects are expected to be audited within a week of purchase or execution as the case may be.

1.9 Bank Deposit - All funds collected in form of offerings, tithes, partnership dues, project support, special donations, etc. must be verified by the treasurer and deposited in the designated bank(s) latest 4 days after collection and proper documentation done by the same Treasurer.

1.91 Welfare Purse - The sum of ₦5,000 maximum could be disbursed from the welfare purse to an individual per time, otherwise, the Presiding Pastor must approve.

1.92 Counting of Cash - Offerings, tithes, partnership dues, etc. would no longer be counted in the church auditorium but in a place to be provided. Counting of cash must be done in the presence of the Financial Secretary or Treasurer. Alternatively, at least, a member of the Finance unit must be there for supervision. Maximum number of two (2)

ushers are required for counting cash per time. Adequate and regular documentation of all financial records must be ensured while avoiding cancellation of figures.

2.0 PROGRAMMES

2.1 Submission of Proposal - A detailed programme proposal must be submitted to the Head of Programmes, Pastor Olaoluwa Popoola, latest one month to the programme. Exception to this can only be approved by the Presiding Pastor. However, submission of proposal for major programmes like Church Anniversary, Christmas Cantata, H-Summit, CeYNet Conference etc., must be done at least two months to the programme. **The format of the proposal would be issued by the office of the Head of Programmes.**

2.2 Spacing of Programmes - To encourage active participation, there must be at least two (2) weeks interval between programmes. In view of this, programme calendar would be drawn annually or quarterly to accommodate all major and special programmes in the church. Any programme date that is not received latest by the end January of the year would not be featured that year. The concerned unit/committee should take note and comply.

2.3 Correspondence – Various committees should ensure that appreciation letter is sent to the Guest Minister/Resource person invited for programmes. However, all letters (invitation, appreciation etc.) must be sighted and approved by the Head of Programmes before dispatch.

2.4 Report Writing - A detailed report of any concluded programme is required to be written and submitted latest a week after the programme. **The format of the report would be issued by the office of the Head of Programmes.**

3.0 CHURCH SECRETARIAT

3.1 Usage of Secretariat - The church secretariat is solely for performance of official and administrative functions. Unauthorized entry is not allowed and unofficial activities are strictly prohibited.

3.2 Church Staff – Every staff employed by the Ministry shall work under the supervision of the Church Secretary, Pastor Oluwale Omikunle.

3.3 Filing - This is an essential administrative function of any viable secretariat. Thus, file would be opened for every unit, programme and staff in the church. All heads of unit must ensure prompt, adequate and regular submission of their documents for appropriate filing. For instance, records of attendance, finance (offerings, tithes etc.) must be submitted for filing.

3.4 Inventory Taking - Heads of unit are mandated to duly take inventory of the equipment/instruments/materials in their various units on a quarterly basis and submit to the church secretariat. **The inventory form would be collected from the church secretariat.**

3.5 Storage of Equipment - All portable and sensitive equipment/devices e.g. video camera, photo camera, modem, etc. must be returned to the church secretariat and safely stored immediately after each use. Unauthorized movement of any equipment/device out of the church is highly prohibited. **Approval for service or repair of equipment/device must be duly obtained from the church secretariat before taking it out of the church premises.**

3.6 Unofficial Use of Materials/Equipment – No church material or equipment is expected to be used for personal purpose(s). This concerns office materials/equipment or any church property in the care of anyone. If at all there is need to do otherwise, clearance and approval **MUST** be duly obtained from the Presiding Pastor.

3.7 Good Maintenance Culture - Adequate maintenance of church equipment/instruments must be ensured by Unit heads and their members. Care must be taken in carrying out routine checks on equipment and instruments to prevent breakdown or failure. All Units must draw up and submit to the church secretariat, their maintenance plan for all the equipment under their units. Official requisition/report/complaint must be made to the church about any service, repair or replacement of equipment. **This should be officially done by the concerned Unit head in writing, addressed to the Presiding Pastor through the church Secretary.**

3.8 Official Communication - Effective communication would be ensured in disseminating information officially to members, workers, ministers and the church staff. Hence, in addition to the use of WhatsApp page, internal memorandum and letter would be employed in passing official information across. This would ensure adequate documentation of information. All these must be made through the church Secretary.

3.9 Progress Report - On a quarterly basis, all Unit heads are required to write progress report covering the activities of their respective units within the months under review. The report should be submitted to the church secretariat at the end of each quarter. For example, the 1st quarter of the year covers January to March; therefore, its report would be submitted by first week in April. **The church secretariat will provide the format for writing report.**

4.0 SANCTITY OF THE ALTAR - The altar is a highly sacred and most revered place of worship in the church. It is a place of angelic traffic and encounter with the power of the Most High God. Hence, it must be basically used for spiritual ministrations and not seen as a mere stage or elevated platform for mundane activities. It is absolutely compulsory to be careful and cautious of our thoughts, words and actions while on the altar. Head covering, godly dressing and decent appearance must be ensured before ministering on the altar. All unauthorized and habitual passing through the altar to the children's church is highly prohibited. Parents must ensure that they constantly educate their children about the sanctity of the altar and ensure that they are monitored for compliance. Similarly, children teachers should regularly teach young ones about honouring God, His altar and sanctuary of worship.

5.0 RESOURCE MANAGEMENT - A vital cardinal symbolism of the cedar tree is its resourcefulness as virtually every part of the tree is useful. Resource management entails having managerial skills e.g. planning, organizing, coordinating, etc. It is also aided by virtues and character like integrity, accountability, punctuality, diligence, self-discipline, etc. Every member of the ministry must avoid wastage of resources as much as possible. For instance, to avoid waste of printing paper, you should proofread your document thoroughly before printing

Conserve and preserve resources, don't overuse them! It does not make sense to leave security light on during the day time, neither does it sound good to leave fans, air conditioners, pumping machine etc. on when not needed. Report immediately, any case of resource mismanagement to the appropriate authority. Faulty equipment should be promptly fixed before it goes beyond repair or control. Handle God's properties with the fear of God and trembling. Be more cautious with church belongings than you would do with yours.

6.0 CLEANLINESS AND ORDERLINESS - "**Cleanliness is next to godliness**". You cannot be bodily clean and serve the holy God in a dirty environment. Basic hygiene rules must be observed e.g. proper flushing of the toilet after use, cleaning the chairs and windows etc. If you discover that there is no water to flush, inform the appropriate officer-in-charge before using the toilet. Don't drop any piece of paper, biscuit or sweet wrap, empty bottle etc., in the church auditorium or its premises. Parents must instruct and monitor their children on developing good hygiene attitude. Don't disorganize chairs and ensure rearrangement of any disorganized chairs. Let everything be done decently and orderly.

7.0 PERSONAL SPIRITUAL DEVELOPMENT (PSD) - Apart from the corporate fellowship, every member of the ministry must have regular and personal time of fellowship with God. Meditation on the scriptures, maintaining vibrant praying and fasting life should be non-negotiable.

8.0 HANDLING INFORMATION - Unverified information in the form of rumour mongering, gossip, grapevine gist, etc., must be avoided among members of the ministry. You should be your brother's/sister's keeper, don't backstab anybody. Any information, arising from observation or otherwise, should be reported to any of the church Pastors for necessary action.

9.0 CEREMONIES - The church offers spiritual and moral support to any member doing ceremonies as long as the church is formally invited. It is the prerogative of the Pastorate to nominate representatives who attend such occasion(s).

10.0 GENERAL CONDUCT IN THE CHURCH - It is required that members of the ministry conduct and comport themselves in godly manner. Examples of the expected conduct in the church include: punctuality and regularity at programmes, total obedience to instructions, avoidance of distractions of any kind, taking notes during messages and ministrations, avoiding loitering or unauthorized movement, putting mobile phones on silent mode or switching them off during services, avoiding staying outside the church during programmes etc.

As Streetwise Apostles, members should impact the world with the grace and anointing received in the church.

From the desk of the Presiding Pastor.

A handwritten signature in black ink, featuring a series of loops and a long horizontal stroke extending to the right.

Professor Ayobami Salami
Presiding Pastor