



TECHNICAL UNIT GUIDELINES



SECTION 1: Introduction

The Technical Unit at Living Faith Church (Akho, Irrua) plays a crucial role in handling various aspects of electronic and print media, as well as the management and maintenance of all technical equipment. This unit is responsible for ensuring smooth operation and functionality of audiovisual systems, broadcasting equipment, lighting systems, sound systems, and other technical devices used within the church premises.

The Technical Unit is also involved in activities such as visual graphics, recording and producing audio or video content of the church services and live streaming to reach a wider audience. In addition, they are responsible for maintaining and repairing technical equipment to ensure it functions optimally.

This service group is essential for enhancing the worship experience at Living Faith Church, Akho, Irrua. They work closely with other departments, such as the Media Department, to facilitate the dissemination of messages and information effectively.

SECTION 2: Eligibility Criteria

1. **Membership:** To become a member of the Technical Unit, individuals must be members of Living Faith Church (Akho, Irrua). This eligibility criterion is open to all church members, regardless of age or gender.
2. **Membership Form:** Prospective members should submit a duly filled Membership Form to the Technical Unit. The form can be obtained from the Unit Studio or downloaded via: linktr.ee/lfcakhoirrua.
3. **Unit Guidelines:** All new members should request the current "Technical Unit Guidelines" from the unit studio or download a soft copy (URI: linktr.ee/lfcakhoirrua) after submitting the Membership Form.

SECTION 3: Rules & Regulations

1. All members must show respect and submit to the authority of the EXCOs, disciplinary committee, and sub-unit heads. Any form of insubordination—including gossip, hate speech, abusive language, fighting, or bypassing proper reporting channels—is strictly prohibited.
2. Sexual harassment, inappropriate behaviour, or any unprofessional conduct while serving is strictly forbidden.
3. Acts of disobedience, self-posting, swapping duty posts without approval, or rejecting assignments without valid reasons will not be tolerated.
4. Members must remain at their designated duty post, avoiding distractions such as unrelated conversations, sleeping, unauthorized phone use, or leaving without permission. Breaks must be requested appropriately.
5. Those posted outside the studio must wear the unit's ID, jacket, or tag visibly. These items should only be collected after official posting.
6. All members must be at their duty post at least five (5) minutes before service begins. Latecomers must wait in the gallery and will only be posted if needed.
7. Attendance at Sunday unit meetings and the general monthly meeting is mandatory.
8. Members are expected to attend the Covenant Hour of Prayer (CHOP). If distance or safety is a concern, a written request for exemption must be submitted.
9. Prolonged absence (e.g., due to travel or exams) must be communicated to the EXCOs in advance. Missing four consecutive Sundays without notice will result in probation.
10. Members must appear neat and modest, in line with church standards. Clothing with offensive messages or immodest designs is not allowed.
11. Appropriate attire includes chinos, jeans, or native trousers. Shorts are not permitted during any service.

12. Male members must avoid dreadlocks, earrings, visible tattoos, and unkempt facial hair. Hair must be well-groomed and presentable.
13. Female members are expected to dress modestly. Skirts and gowns must extend below the knee. Trousers and shorts are not allowed for female members.
14. Footwear must be appropriate for church services. Sneakers, sandals, and shoes are acceptable, while flip-flops, slippers, and excessively casual or noisy footwear are prohibited.
15. All shirts must be tucked in, except for native attire traditionally worn untucked.
16. Equipment must be handled with care. General checks and maintenance are to be conducted quarterly. Damage due to negligence must be reported immediately.
17. Unauthorized use or access to mixers, cameras, or other sensitive technical equipment is strictly forbidden.
18. No new postings will be made 15 minutes after service begins.
19. Members must sign the attendance sheet before receiving their duty post for each service.
20. Active participation in sound checks, rehearsals, and training sessions is required. Members handling livestreams, recordings, or presentations must review content before service.
21. New members must be placed on probation to undergo proper training/orientation before assuming sensitive roles. Senior members are expected to mentor and guide junior members.
22. All unit-related communication must take place through official platforms. Posting personal grievances or unrelated content in the unit WhatsApp group is not allowed.
23. Complaints or issues must follow the proper reporting channels. Repeated disregard for correction or disciplinary measures may lead to suspension.
24. Members must not disclose confidential information such as passwords, schedules, or technical settings to unauthorized individuals. All security concerns must be reported immediately.

25. Any member feeling unwell or under medication that may impair focus must notify the EXCOs and refrain from operating equipment.
26. Members are expected to pay their unit dues promptly.
27. Any financial contribution made within the unit shall be distributed as follows: 70% towards the stated purpose, and 30% into the unit account to support other technical needs.
28. Members are expected to stay updated by accessing the latest guidelines from the studio or via linktr.ee/lfcakhoirrua.
29. Members who are present during service but refuse to serve without valid reasons for two consecutive Sundays will be placed on probation and monitored closely.
30. Members who fail to attend both the first and second services at least twice in a month will be placed on probation for the following two Sundays.

SECTION 4 Rights and Privileges

1. Right to Worship: Unit members have the right to participate in worship services and engage in religious activities within the church community.
2. Right to Assembly: Members have the right to gather with fellow believers for communal worship, prayer meetings, Bible studies, and other religious events.
3. Right to Voice: Unit members have the right to express their concerns and suggestions on matters relevant to the unit's activities, policies, and decisions.
4. Right to Participation: Members have the right to participate in the decision-making process of the unit, such as voting on important matters, electing leaders, or serving in leadership roles themselves.
5. Right to Pastoral Care: Members can expect to receive spiritual guidance, counseling, and pastoral care from the church leaders, particularly during times of need or personal crisis.

6. Right to Privacy: Members have the right to expect that their personal information, conversations, and confessions made within the context of the unit will be kept confidential.
7. Right to Due Process: In cases of disciplinary actions or disputes within the unit, members have the right to fair treatment, which may include receiving notice, being heard, and having the opportunity to present their side of the situation.
8. Right to Resources: Members have the right to access resources provided by the unit, such as handling instruments, training programs, seminars, and other relevant events/materials.

SECTION 5 Consequences for Violating Rules

1. Cautionary Action: A verbal or written warning may be issued to individuals who violate the rules unintentionally. This serves as a reminder of the importance of adhering to the rules and emphasizes the need for improvement.
2. Punitive Measures: Depending on the severity of the violation, punitive measures may be implemented. These may include, but are not limited to:
 - a) Probation: Offenders may be placed on probation for a designated period, during which they are closely monitored to ensure compliance with the rules. Failure to adhere to the probation terms may result in further consequences.
 - b) Loss of Privileges: In some cases, individuals who violate the rules may temporarily or permanently lose certain privileges or access rights as a consequence of their actions.
 - c) Demotion: Demotion to a lower position or rank may be considered as a disciplinary measure.
3. Suspension: In more serious cases, individuals may face temporary suspension from participating in certain activities or being present in specific areas. Suspension periods can vary based on the severity of the violation and may be accompanied by mandatory counseling or training.

SECTION 6: Amendments & Review

The "Technical Unit Guidelines" are subject to periodic review and can be amended as needed without requiring permission from the members. The authority to amend the guidelines lies solely with the current Executive Committee of the Unit (Leader, Assistant & Secretary).

The executive committee, being entrusted with the responsibility of overseeing the Technical Unit's operations, possesses the exclusive authority to initiate and execute amendments to the guidelines. The periodic review process ensures that the guidelines remain relevant, effective and enable quick adaptation to emerging challenges and opportunities to maintain the integrity of the guidelines.

SECTION 7: Contact Information

For more information, advice, assistance, inquiries, or technical-related matters, all messages should be directed to the EXCOs (Executive Committee) of the Technical Unit at Living Faith Church (Winners' Chapel), Akho, Irrua, Edo State, Nigeria.

Online Platform: linktr.ee/lfcakhoirrua