



Dedicated to New Testament Spirituality

MUTARE SCHOOL OF PREACHING

Church of Christ

“Do your best to present yourself to God as one approved” (II Tim. 2:15)

Constitution for Mutare School of Preaching

Article 1: Name and Legal Status

1.1 The name of the organization is Mutare School of Preaching (MSOP), referred to in the constitution as the School.

1.2 Address

Mutare School of Preaching, 10503 Musikavanhu Drive, Dangamvura, P.O. Box 3198, Paulington, Mutare, Zimbabwe, Africa.

1.3 Preamble

Mutare School of Preaching is registered as a Non – Profit making faith-based preacher training institution, registered with Ministry of Higher and Tertiary Education, Innovation, Science and Technology Development under the Manpower Planning and Development (Non-Government and Technical Training) Regulations 2001, governed by this Constitution and relevant laws of Zimbabwe. Exists as a self-contained entity.

The School seeks to train preachers/ ministers/ leaders of the gospel in teaching, and correct interpretation of the Bible, equipping them with knowledge, skills and practical experience for effective ministry.

Article 2: Vision, Mission and Core Values

Vision

To be a leading world class preacher’s training school that teaches the biblical truth and correct interpretation of the Bible.

Mission

To facilitate the development of leadership and application of innovative approaches to diversify and improve learning needs of the Christian community based on utilization of locally available resources and international partnerships in a sustainable management of resources.

Values:

Spiritual Integrity

Academic Excellence

Community Engagement

Innovation

Sustainability

Justice

Fairness

Transparency

Article 3: THE CONFESSION OF MSOP

3.1 MSOP affirms the Bible as the inspired Word of God, authoritative in all matters of faith and practice.

3.2 The School upholds the New Testament pattern of the church and ministry.

3.3 All faculty, staff, and students shall agree to uphold this confession in teaching, conduct, and doctrine.

3.4 Adhere to the Biblical teaching on work and production.

Article 4: Aims and Objectives

1. To provide comprehensive relevant training in biblical studies, theology and practical ministry skills.
2. To equip students for effective ministry, preaching, leadership and service in the church and beyond.
3. To foster partnerships with local and regional communities, congregations and like-minded organizations, promoting mutual support and collaboration.
4. To offer psychosocial, pastoral care and support services to the church, community and organizations.
5. To recruit and enrol students from the whole of Southern Africa and beyond.

6. To fund and sustain the School from projects, fees, donations from churches of Christ and partners locally and abroad.
7. To restore the true teaching and interpretation of the Bible.
8. To enrol basing on academic and spiritual qualifications set by the curriculum and training committee.
9. To evangelize, spread the gospel and foster brotherhood activities among Church of Christ congregations.
10. To teach biblical doctrines using the Bible as the foundation.
11. To remain a church of Christ related institution.
12. To respect the principles of congregational autonomy.

Article 5: Powers

The school shall have the following powers;

1. To purchase or otherwise acquire any land and property, moveable or otherwise and from time to time sell or alienate such land and property and to mortgage the same where necessary.
2. To enter into grant, sign, make or execute all such agreements, contracts, powers of attorney deeds or other legal instruments or otherwise that may be deemed.
3. To receive contributions and donations of whatever nature from members and from any other approved source.
4. To raise and invest funds for the purposes of achieving aspects of Mutare School of Preaching and to engage in any business or activity which is likely to further the interest of the school.
5. To give spiritual and material aid to members and non-members of the Church of Christ.
6. To institute, conduct, defend, abandon or compound any lawsuit, action or proceeding instituted by or against the school.

Article 6: Governance Structure

- 6.1 The Board of Governors is the supreme policy-making authority.
- 6.2 The Principal is the chief executive and academic head.
- 6.3 The Faculty manages academic delivery and quality.
- 6.4 Board Committees support governance functions.
- 6.5 The Management Committee assists with the management of the institution.

Article 7: Membership

- 7.1 Membership is open to any congregation of the Church of Christ (Nhowe) provided one abides by the constitution.

- 7.2 Each male member and leader of the church of Christ above has the capacity to vote at the school Annual General Meeting and may be elected to serve on the Board of Governors.
- 7.3 All employees of the school, students and Board of Governors members shall be automatically deemed members of the school.

Article 8: The Board of Governors:

- 8.1 The supreme governing body of the school shall be the Board of Governors.
- 8.2 The Board of Governors shall consist of seven church of Christ male member representatives including a chairman, secretary, treasurer and five male members who are spiritual with diverse academic and professional backgrounds. The Principal of the school shall be an ex-officio member.
- 8.3 Board members are males who must be members of the church of Christ in good spiritual standing, have experience or expertise in areas such as theology, education, governance, law, or finance. They must commit to the mission of MSOP and uphold its values.
- 8.4 Such Church member must not be a current student of the Institute, however exceptional cases may be considered if the members at such an AGM deem it necessary that a current student be appointed into the board, a “Special Resolution must be passed” provided the student is in his final year and will become an active member of the Board upon completion of his studies.
- 8.5 The Board of Governors shall have at least as the following members.
- 8.6 Minister of Religion trained at a Brother Hood Bible school/ college. One well informed and alive to the Doctrine of the Church of Christ.
- 8.7 A registered Public Accountant or someone with strong financial background – who should be appointed the treasurer of the board.
- 8.8 A practicing lawyer or someone with a strong legal or secretarial background- who should be appointed the secretary to the Board.
- 8.9 An educationist or someone with strong teaching background at school/tertiary level.
- 8.10 A businessman and or/administrator or a convicted academic.

Article 9: BOARD COMMITTEES & FUNCTIONS

To effectively discharge its responsibilities, the Board shall establish the following Committees as standing committees. Each Committee shall report to the Board through the Chairperson and operate under terms approved by the Board.

9.1: Finance & Sustainability Committee

Duties and Functions:

1. Prepare, review, and recommend annual budgets and financial plans to the Board.
2. Monitor financial performance, accounting practices, and compliance with audit standards.
3. Ensure transparency, accountability, and integrity in financial management.
4. Oversee income-generating projects, fundraising strategies, and sustainability initiatives.
5. Recommend policies on investment, asset management, and resource mobilization.
6. Review and recommend audited financial statements for Board approval.
7. Advise on risk management and long-term financial planning.

Composition:

- Chaired by the Board Treasurer.
- Includes at least two Board members with financial/accounting experience and the Administrative & Finance Officer (ex-officio).

9.2: Education & Academic Affairs Committee

Duties and Functions:

1. Oversee curriculum design, review, and implementation in line with MSOP's mission.
2. Recommend academic policies, standards, and regulations to the Board.
3. Monitor teaching, assessment, research, and publication activities.
4. Support the professional development and performance appraisal of faculty.
5. Supervise the Dean of Students and Academics in the execution of academic responsibilities.
6. Evaluate student performance and recommend candidates for graduation.
7. Advise on accreditation, academic partnerships, and theological integrity.

Composition:

- Chaired by a Board member with academic/theological expertise.
- Includes at least two faculty representatives and the Dean of Students and Academics (ex-officio).

9.3: Human Resources & Administration Committee

Duties and Functions:

1. Oversee recruitment, appointment, and appraisal of administrative and academic staff.
2. Recommend policies on staff welfare, professional development, and performance management.

3. Handle grievances, discipline, and disputes involving staff.
4. Ensure compliance with labor laws, contracts, and institutional values.
5. Monitor the effectiveness of administrative structures and recommend improvements.
6. Supervise the Administrative & Finance Officer in day-to-day administrative functions.
7. Recommend succession planning and capacity-building initiatives.

Composition:

- Chaired by a Board member with human resources or management expertise.
- Includes one faculty member and the Principal/Director (ex-officio).

9.4 : Health, Welfare & Student Affairs Committee

Duties and Functions:

1. Oversee student welfare policies, health services, and counseling programs.
2. Monitor student discipline and ensure fairness, accountability, and Christian integrity.
3. Develop and supervise programs that promote spiritual, mental, and physical well-being.
4. Support student organizations, ministry placements, and community outreach initiatives.
5. Address grievances raised by students in consultation with the Dean of Students and Academics.
6. Recommend improvements in student housing, nutrition, and general welfare.
7. Liaise with external partners to enhance student welfare and support services.

Composition:

- Chaired by a Board member appointed by the Board.
- Includes at least one faculty member, the Dean of Students and Academics (ex-officio), and one student representative (non-voting).

10.0 Board Appointment and Term of Office

Board members shall be appointed by the MSOP's Annual General Meeting for a term of 5 years. The members shall serve for two five-year terms and are required to take a two-year break before reapplying. Reappointments may be made based on performance and the needs of the institution. Applications for Membership are done through submission of CVs by interested candidates to the College Principal. Such CVs and the applicants are presented to members at the elective AGM for consideration and for one to be considered they must be present on the day.

11.0 Board Conditions of Service

The Board members shall be volunteers willing to provide their service for the advancement of MSOP vision and goals. No sitting allowance shall be given, however if need be and resources permit the School may provide transport support to attending board members.

The Board of Governors shall be guided by the **Board Charter and Standing Orders** which are designed to guide the conduct of the Board of Governors and ensure that decisions are made in a fair, efficient, and transparent manner and in compliance to the Constitution.

11.1 Board of Governors is responsible for:

- Approving the strategic direction and policies of MSOP
- Overseeing the human resources, financial management and sustainability of the school
- Ensuring compliance with legal and regulatory requirements
- Providing oversight and accountability to the administration and faculty
- Fundraising and resource mobilization
- Appoint and evaluate the Director/Principal.

11.2 The Board shall meet at least four times each year, with additional meetings called as needed. Special meetings may be convened with the consent of the Chairperson or upon request by at least one-third of the Board members. These meetings can either be physical, virtual or hybrid as may be agreed by the members from time to time.

11.2 The quorum for the board meeting shall be one half of its membership.

11.3. Individuals may be nominated by members for selection to the board at the school's Annual General Meeting.

11.4 The members of the Board shall be elected for five years and sitting members are eligible for re-election.

11.5 The school employees shall not be ineligible to be elected as members of the Board.

11.6 If a Board member becomes a salaried employee of the school, he shall be required to relinquish his place on the board.

11.7 The board shall elect from its members a chairperson who shall not be the Principal of the school.

11.8 If without reasonable excuse, a member of the Board fails to attend three consecutive meetings, the Board shall have the right to terminate that person's membership of the Board and co-opt another member onto the Board who shall have voting rights but would only sit up to the next General's Meeting.

11.9 Each member of the Board will have one vote and decisions shall be made by simple majority vote, in the event of a tie the chairman shall have a deciding vote.

11.10 In the event of a vacancy on the board due to resignation or death of a board member, the board has the power to co-opt any eligible member as a Board member until the next Annual General Meeting.

11.12 Board members shall be furnished with minutes of the Management and Executive meetings

11.13 Board minutes shall be given to the external auditors and overseeing congregation.

11.14 The Principal shall be required to furnish the Board with a report concerning the school staffing situations, programs, financial status and long term plans.

11.15 The Board shall consider and approve where justifiable, a request by management committee for purchasing of a capital nature and such approval shall be in writing or minutes.

11.16 The Board shall hear appeals from the management committee on student's grievances and acts of misconduct.

11.17. The Board shall be responsible with the recruitment of the Principal, Boarding Master and all teaching staff and place them on contracts.

Article 12: DUTIES OF THE PRINCIPAL

1. Role

The Principal/Director shall be the chief executive officer of MSOP, responsible for the overall management and leadership of the institution.

2. Duties and Functions

- Serve as an **Ex-Officio member of the Board** and all Board Committees, without voting rights unless otherwise specified.
- Implement policies, decisions, and resolutions of the Board and Management Committee.
- Provide strategic leadership in administration, academics, finance, and institutional growth.
- Represent MSOP in all official, legal, and public engagements.
- Supervise all staff, ensuring effective coordination of academic and non-academic functions.
- Prepare and present annual reports, strategic plans, and financial updates to the Board.
- Promote the doctrinal integrity, vision, and mission of MSOP in line with biblical principles.
- Foster relationships with supporting churches, partners, and stakeholders.

- Perform any other duties as assigned by the Board in furtherance of MSOP’s objectives.
- Oversee academic quality.
- Represent MSOP locally and internationally.

Article 13: Board Management Committee

13.1. The management committee shall consist of;

13.2 two Board members

13.3 The Principal

13.4 The Boarding Master

13.5 One co-opted staff member.

13.6 The quorum, for the management committee meetings shall be three of its members.

13.7 Each member of the management committee shall have one vote, decision shall be made simple majority vote, and the chairperson shall have a casting vote in the event of a tie.

13.8 The management committee shall meet at least once a month when school is running.

13.9 Minutes of the meetings of management committee shall be given to the Board and external auditors.

13.10 The management committee shall be responsible for making recommendations to the board concerning the school’s finances, curriculum and conditions of service of staff members.

13.11 The management committee shall hear appeals from the disciplinary committee on student’s grievances and acts of misconducts

13.12 The management committee shall be responsible with the recruitment of non- teaching staff.

Article 14: Terms of Reference of the Board Management Committee

1. Composition

The Management Committee shall consist of:

- **Chairperson** – appointed by the Board of Governors.
- **Vice-Chairperson** – elected from among the Committee members.
- **Secretary** – responsible for records and correspondence.
- **Treasurer** – responsible for financial oversight.
- **Ex-Officio Members** – the Principal/Director of MSOP.

- **Additional Members** – Can appointed or elected representatives of supporting churches, alumni, or partner organizations.

2. Tenure of Office

- Members shall serve a renewable term of **three (3) years**.
- No member shall serve more than **three consecutive terms** without a mandatory one-term break.
- Vacancies arising from resignation, death, or removal shall be filled within three months.

3. Qualifications

- Members must be active Christians in good standing, faithful to the doctrine of Christ.
- Members should demonstrate integrity, leadership, and commitment to the mission of MSOP.
- Persons with conflicts of interest in business or doctrine shall not be eligible.

4. Meetings

- The Committee shall meet **at least once every quarter**, with additional special meetings convened as necessary by the Chairperson or upon request of one-third of members.
- A written notice of at least **14 days** shall be given for ordinary meetings, and **7 days** for special meetings.

5. Quorum

- A quorum shall consist of **one-half (1/2) of the total membership plus one**.
- In the absence of the Chairperson, the Vice-Chairperson shall preside; if both are absent, members shall elect a temporary Chairperson.

6. Decision-Making

- Decisions shall be made, as far as possible, by **consensus**.
- Where consensus is not reached, a decision shall be carried by a **two-thirds (2/3) majority vote** of members present and voting.
- In case of a tie, the Chairperson shall have a **casting vote**.

7. Committees and Delegation

- The Management Committee may establish **sub-committees** (e.g., Finance, Academic, Welfare) to handle specific functions.
- Each sub-committee shall report to the Management Committee, which retains ultimate responsibility.

8. Accountability

- The Committee is accountable to the **Board of Governors** of MSOP.
- Annual reports, including audited accounts and strategic progress, shall be submitted for review and approval.

9. Removal and Discipline

- A member may be removed for:
 - Gross misconduct,
 - Persistent absenteeism (three consecutive unexcused absences),
 - Doctrinal error or conduct contrary to Christian ethics,
 - Misuse of office or breach of trust.
- Removal shall require a **two-thirds majority vote** of the remaining members.

10. Dissolution of Committee

- In the event of dissolution of the Committee, an **Interim Committee** shall be appointed by the Board to serve until a new Committee is constituted within six months.

11. Duties of the Management Committee

The Management Committee of the Mutare School of Preaching (MSOP) shall serve as the governing body responsible for providing strategic direction, oversight, and accountability for the effective running of the institution. In fulfilling its mandate, the Committee shall:

- 11.1 Governance and Policy Oversight
- 11.2 Strategic Planning and Development
- 11.3 Financial Stewardship
- 11.4 Human Resource Oversight
- 11.5 Academic Oversight
- 11.6 Accountability and Reporting
- 11.7 Student Welfare
- 11.8 Meetings and Decision-Making
- 11.9 Public Relations and Advocacy
- 11.10 Crisis and Risk Management

Article 15: Student Recruitment and Admission

1. Admission Policy

- Admission shall be open to all applicants who meet the academic and spiritual requirements of MSOP, without discrimination on race, tribe, or background.
- Applicants must demonstrate faith in Christ, commitment to ministry, and moral uprightness. With a recommendation from the church leadership or Minister.

- Admission shall be granted subject to available space, resources, and adherence to entry requirements approved by the Board.

2. Recruitment

- Recruitment of students shall be conducted transparently through church networks, public announcements, and partnerships with supporting institutions.
- The Dean of Students and Academics, in consultation with the Principal/Director, shall oversee the recruitment process.
- Target audience: church members, Christian workers, and ministry aspirants.
- Entry requirements: pastoral recommendation, minimum academic qualifications (5 ‘O’ levels or mature entry).
- Admission is subject to interview and Board-approved criteria.
- Application letter, academic qualifications, references, personal statement, recommendation letter from church leadership, and a copy of ID or passport.
- International students must meet ALL Immigration requirements before enrolment, during and after prescribed studies at MSOP. Any breach of Student Permit requirements must be reported immediately.

3. Fees and Scholarships

3.1 Fees

- All students shall pay tuition and other prescribed fees as determined by the Board and reviewed periodically.
- Fees shall be payable within specified deadlines and in accordance with approved financial policies.
- Non-payment of fees may result in suspension or denial of academic privileges and will not graduate.

3.2 Scholarships

- MSOP may provide scholarships or financial aid if available based on need, merit, or sponsorship from supporting churches and partners.
- Scholarships shall be administered transparently under policies approved by the Board.
- Beneficiaries must maintain academic performance and good conduct to retain support.
- Scholarships may be granted to needy and deserving students subject to donor conditions.

Article 16: Academic Regulations

1. Academic Standards

- Students shall be required to attend all classes, complete all assignments, and sit for all examinations.
- Passing grades, academic progression, and graduation requirements shall be determined by the Academic Affairs Committee.

- Academic dishonesty, including plagiarism and cheating, shall result in disciplinary action.

2. Graduation

- Only students who have successfully completed all the prescribed curriculum, fulfilled ministry requirements, and met financial obligations shall be eligible for graduation.
- Degrees, diplomas, or certificates shall be awarded under the authority of the Board upon recommendation of the Education & Academic Affairs Committee.

3. Academic Programs Offered:

- Certificates offered include both Institutional and HEXCO Certificates.
- Diploma in Theology & Pastoral Studies.
- Diploma in Chaplaincy Studies & Church Administration.
- Certificate in Theology & Pastoral Studies.
- Certificate in Chaplaincy Studies & Church Administration.
- Certificate in Biblical Studies
- Certificate in Theology
- Certificate in Pastoral Studies
- Sunset Non-Accredited degree in Biblical Studies.

Article 17: Institutional Policies

1. Policy Framework

- MSOP shall be governed by policies approved by the Board, consistent with its Constitution and mission.
- Policies shall guide administration, management, academics, finance, student affairs, human resources, and community engagement facets of MSOP.
- All policies must align with biblical values, ethical and professional standards, and national regulations where applicable.

2. Policy Review

- Policies shall be subject to periodic review by the Board and its Committees.
- Amendments or new policies shall require Board approval before implementation.

Article 18: Disciplinary Procedure

- Minor Offence → Verbal warning
- Repeat Offence → Written warning
- Serious Offence → Suspension
- Grave Misconduct → Dismissal (Board approval required)

Article 19: Financial and Material Support

- Seeking donations and material support from local and international congregations, partners, including Hillcrest Church of Christ and other Churches of Christ.
- Self-Sustainability: Developing meaningful projects for financial and resource sustainability, reducing dependence on external funding. Projects shall be both for profit and non-profit endeavours.
- Partnerships must align with doctrinal stance.
- Donors receive timely financial and narrative reports.

Article 20: Financial Year

- The financial year shall run from **1 January to 31 December**.

Article 21: Alumni Association

- There shall be an Alumni Association for MSOP which shall consist of graduates of the school and other supporters of MSOP.
- The Alumni Association shall have the right to meet and discuss any matter relating to MSOP and transmit resolutions to the Principal and Board as maybe appropriate and as may be prescribed by its own constitution.
- The Board shall create an environment for the promotion of the Alumni Association.
- MSOP Alumni Association shall promote fellowship, networking, and support for the School's mission.
- Alumni shall be encouraged to contribute financially, mentor students, and assist with recruitment.

Article 22: Property & Assets

- All property shall be registered in MSOP's name.
- Assets shall not be sold or disposed of without Board approval.
- All property and assets to be protected by a relevant Board policy.

Article 23: Changes to Constitution

23. 1 Any proposed amendment to the constitution of the school must be made at the Annual General Meeting and shall be two-thirds majority by those physically present.

23. 2 Details of the proposed amendment shall be circulated to all members of the school at least two weeks in advance of the Annual General Meeting and must be on the AGM Agenda.

Article 24: ZIMRA

24. 1 No alterations will be made to the constitution without the approval of the Commissioner General of the Zimbabwe Revenue Authority.

24. 2 On dissolution, no distribution of the remaining assets will be made without the approval of the Commissioner General of the Zimbabwe Revenue Authority

Article 25: Miscellaneous Provisions

Matters not covered in this constitution shall be resolved by the Board relevant policies in line with the Bible and the laws of Zimbabwe.

Article 26: Dissolution

- Upon dissolution, all assets shall be transferred to Nhowe Mission.
- No individual shall claim ownership of MSOP assets.

ARTICLE 27: DECLARATION

This Constitution is hereby adopted as the official governing document of MSOP.

Signatures:

Chairperson of the Board : _____

Secretary of the Board: _____

Director of MSOP: _____

Date: _____

