


The Catholic University of Eastern Africa

	AUTHOR
PROCEDURE FOR OUTREACH PROGRAMMES/COMMUNITY SERVICE (CUEA/DVC ACD/THEO/03)	HEAD OF DEPARTMENT CANON LAW
	NO. OF APPENDICES:
AUTHORIZATION This Standard Operation Procedure is issued under the authority of:	
TITLE/POSITION	DEAN – FACULTY OF THEOLOGY
SIGNATURE	
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NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the Dean's office 	

0. CONTENTS AND RECORD OF CHANGES

Revision	00		Date	02 – Feb 2011
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0.2 RECORD OF CHANGES

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0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.


1.0 PURPOSE

The purpose of Outreach programmes/Community Service is to:

- a) To improve the life of communities in which the University exists and operates
- b) To improve and provide care for the physical environment
- c) To strengthen collaboration and partnership
- d) To translate the Catholic University education, training and Research into tangible and concrete benefits to communities in AMECEA region and society at large.

2.0 SCOPE

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This procedure covers all the Outreach programmes/Community Service of the Faculty of Theology of CUEA.

3.0 TERMS AND DEFINITIONS

For the purposes of this procedure the following terms shall apply:

3.1 Outreach programmes/Community Service – This is a service in which CUEA students and staff apply their knowledge, skills and values by contributing to the integral development of society and improving the quality of life of the people.

3.2 HOD - Head of Department

4.0 REFERENCES

The procedure makes reference to the document indicated below:

- 4.1 Sapientia Christiana
- 4.2 Ex Corde Ecclesiae
- 4.3 CUEA Quality Management Manual
- 4.4 CUEA Catholic Identity: Meaning and Implication


5. PRINCIPAL RESPONSIBILITIES

The Dean shall be responsible for the adequacy and effective implementation of this procedure.

6.0 METHOD

6.1. The HoD shall call a meeting of the department to identify the need for the Outreach Programme/Community Service. The identification of the need may come from the suggestions of the members of the department or even from the community outside CUEA (AMECEA Departments and sections, dioceses, parishes, Small Christian Communities, and other institutions).

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- 6.2. The members of the department shall plan the identified activities. The planning shall include budgeting for the activities, identifying the team that shall go for the Outreach Programme/Community Service, teaching catechesis and short courses, organizing conferences, seminars and workshops on various topics, celebrating the Eucharist and the other sacraments and sacramentals, visiting the sick, helping the needy, and any other activities useful for society at large.
- 6.3. The HoD shall make arrangements with the remaining members of the Department so that lectures are carried on and the necessary make-ups are duly done.
- 6.4. The HoD shall communicate to the Dean of Faculty the plan of the activities of the Outreach Programme/Community Service and request for approval of the activities, the absence at lectures and the budget.
- 6.5. The HoD shall make arrangements and agree with the person in charge of the community at which the Outreach Programme/Community Service aims, upon the logistics, the date and the venue.
 - 6.5.1. If the community at which the Outreach Programme/Community Service aims can provide for the transport, the Department shall use that means of transport.
 - 6.5.2. If the community at which the Outreach Programme/Community Service aims cannot provide for transport, the HoD shall arrange for it with CUEA's Transport Department.
- 6.6. The HoD shall immediately communicate the date and the venue agreed upon to the members of the Department and to the Dean of Faculty.
- 6.7. After the Outreach Programme/Community Service has been carried out, the HoD shall report back to the Department/Faculty within one month.
- 6.8. Records of all the activities shall be maintained.

7.0 APPENDICES

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