

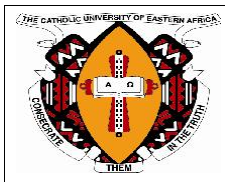




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR EUCHARISTIC MASS CELEBRATION CUEA/VC/CHP/01	UNIVERSITY CHAPLAIN
	NO. OF APPENDICES:
	4(FOUR) (A-D)
AUTHORIZATION This Quality Management Procedure is issued under the authority of:	
Title	VICE-CHANCELLOR
SIGNATURE	
DATE	<i>26th Feb' 14</i>
ISSUE DATE	26th February 2014
STAMP CONTROLLED / UNCONTROLLED	
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 at the Chaplain's Office. 	

Revision	00		Date	
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0. CONTENTS AND RECORD OF CHANGES

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0.2 RECORD OF CHANGES

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	<i>(dd-mm-yy)</i>	<i>Page</i>	<i>Clause/subclause</i>	<i>Title</i>
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0.1 Distribution/Circulation

This standard operating procedure is available at the relevant function for authorized users.

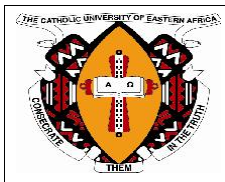
1.0 Purpose

This procedure is a summary description of the methodology employed by the Chaplaincy in ensuring that the Holy Masses are celebrated in the three chapels- Holy Trinity, St. Bakhita and St. Clare and that the main celebrants are issued with Mass Stipends.

2.0 Scope

This procedure is applicable to only the Masses which are celebrated in the above three chapels, by the resident priests in CUEA (students and lecturers)

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3.0 Terms and Definitions

- 3.1 Priests - Only the authorized Catholic Priests who do not have any impediments from their respective dioceses.
- 3.2 Chapel – The worship places used by the students and staff of CUEA
- 3.3 Mass Stipend – The money given to the main celebrant of the Mass after he has celebrated Mass. Mass can also be called *Eucharistic Celebration* the last supper celebrated by Jesus.
- 3.4 CUEA – The Catholic University of Eastern Africa
- 3.5 St. Bakhita – The Sisters Hostel in CUEA
- 3.6 St. Clare – The students and sisters hostel run by the Franciscan Sisters of St. Joseph at CUEA
- 3.7 Holy Trinity – The Chapel inside the university compound near the reception
- 3.8 Chaplaincy – The office in CUEA which takes care of the Spiritual and doctrinal welfare of the Students and staff
- 3.9 University Chaplain – The Head of Department of the Chaplaincy
- 3.10 Mass Rota – The list containing the names of the celebrants, time and place
- 3.11 Academic Year – The annual period of an educational institution usually beginning in August and ending in July of the following year
- 3.12 Trimester – Academic term comprising a third of an academic year
- 3.13 Secretary – The person offering administrative services in running of the office
- 3.14 Sacristan - The officer charged with care of the sacristy, the church, and their contents.

4.0 References

This procedure makes reference to the following:-

- 4.1 CUEA Quality Management Manual
- 4.2 CUEA Mandatory Procedures (QMPs)

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- 4.3 ISO 900:2008 Standard
- 4.4 Procedures of Celebrating Mass as stipulated in the code of Canon Law and the Institution of the Liturgy

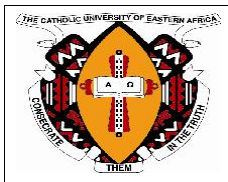
5.0 Principal Responsibilities

The University Chaplain shall be responsible for the implementation and maintenance of this procedure.

6.0 Method

- 6.1 The Secretary to the University Chaplain shall put up a form requesting the priests to fill in their names and when they wish to Celebrate Mass in the three Chapels (Form **CUEA/VC/CHP/fm 01**)
- 6.2 After the form has been completed, the Secretary shall prepare a Rota of the masses to be celebrated, the time, place, date and the person celebrating and put it up on the notice boards. (**CUEA/VC/CHP/fm 02**)
- 6.3 The priests shall celebrate the Masses as indicated in the monthly Mass Rota at the time and place indicated and sign in the Register available in the three chapels.
- 6.4 The signed registers of the Masses celebrated at the end of every month shall be photocopied to enable prepare form **CUEA/VC/CHP/fm 03** which will be used in processing of the Mass Stipends.
- 6.5 The amount requested in the Form **CUEA/VC/CHP/fm 03** with the attached **CUEA/VC/CHAP/fm04** requesting for money shall be sent to the Financial Administrator.
- 6.6 The Secretary shall inform the priests through a notice (on the notice board) of the reception of the Mass Stipend to be paid for the previous month and the time of payment.
- 6.7 The priests shall sign form **CUEA/VC/CHP/fm 03** as they receive their money.
- 6.8 When fully signed, a copy shall be forwarded to Accounts office for proof of payment and accountability purposes and the original shall be sent every three months to the organization named donor who gave the funding for the Mass

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Stipends for the period as an indication that the intention of the donor has been respected and that the masses have been celebrated as indicated.

6.9 The evaluation of the celebration of the Masses will be during the Management Review Meetings.

6.10 Copies of all the documents to be filed.

7.0 Appendices

7.1 *Appendix A:* Request forms for Mass Celebrations

7.2 *Appendix B:* Mass Rota Forms

7.3 *Appendix C:* Mass Stipend Payment form

7.4 *Appendix D:* Mass Stipend Processing Form

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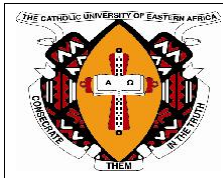
Appendix A: Request form for Mass Celebrations

**THOSE CELEBRATING THE MORNING MASSES, KINDLY FILL IN YOUR
NAMES**

#	NAME	SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

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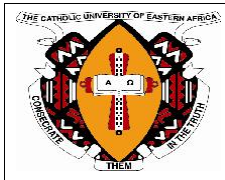
Appendix B: Mass Rota Form

EUCHARISTIC CELEBRATION FOR MORNING MASS

DATE AND DAY OF THE MONTH	HOLY TRINITY (7.00 A.M.)	ST. CLARE (6.45 A.M.)	ST. BAKHITA (6.45 A.M.)

CUEA/VC/CHP/fm 02

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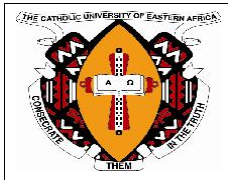
Appendix C: Mass Stipend Payment form

MONTHLY MASS STIPEND PAYMENT FORM

#	Name	No. of Masses celebrated	Total Amount (Kshs)	Signature	Date of payment
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

CUEA/VC/CHP/fm 03

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THE CATHOLIC UNIVERSITY OF EASTERN AFRICA



A. M. E. C. E. A

P.O. Box 62157
Nairobi - KENYA
Telephone: 891601-6
Fax: 254-20-891084

OFFICE OF THE FINANCIAL ADMINISTRATOR

CASH PROCUREMENT REQUEST FORM

SERIAL NO.....

Name of staff requesting.....Designation.....Payroll No.....

Department.....

Table with 4 columns: Description, Date of transaction, Date of accounting, Amount

Endorsed by Procurement officer:

Name.....Signature.....Date.....

Reason for cash purchase.....

Budgetary approval:

Name.....Signature.....Budget Vote.....Date.....

Authorized by Fin Admin:.....Signature.....Date.....

Approved by DVC.....Signature.....Date.....

Approved by VC.....Signature.....Date.....

NB:

- 1. Only fully signed documents will be processed
2. Please attach all receipts and supporting documents
3. This form shall NOT be used for purchase of fixed assets
4. This form shall be used for procuring items in cash upto Ksh. 5000 as per cash handling policy.
5. Authorization will be as per the University's Payment authorization levels
6. These claims MUST be accounted for within 7 days and any late surrender will attract 14% interest chargeable to the staff.

For Accounts internal use only

Received by Paying Accountant.....Date accounted for.....

Verified by Financial accountant.....GL account.....

CUEA/DVC FIN/FIN/07/fm 6

Table with 4 columns: Revision, 00, Date, empty cell