

Sauti ya Kanisa Kenya (SKK)
Organogram and Role Catalogue

Lean governance and management structure for church self-regulation in Kenya

February 2026

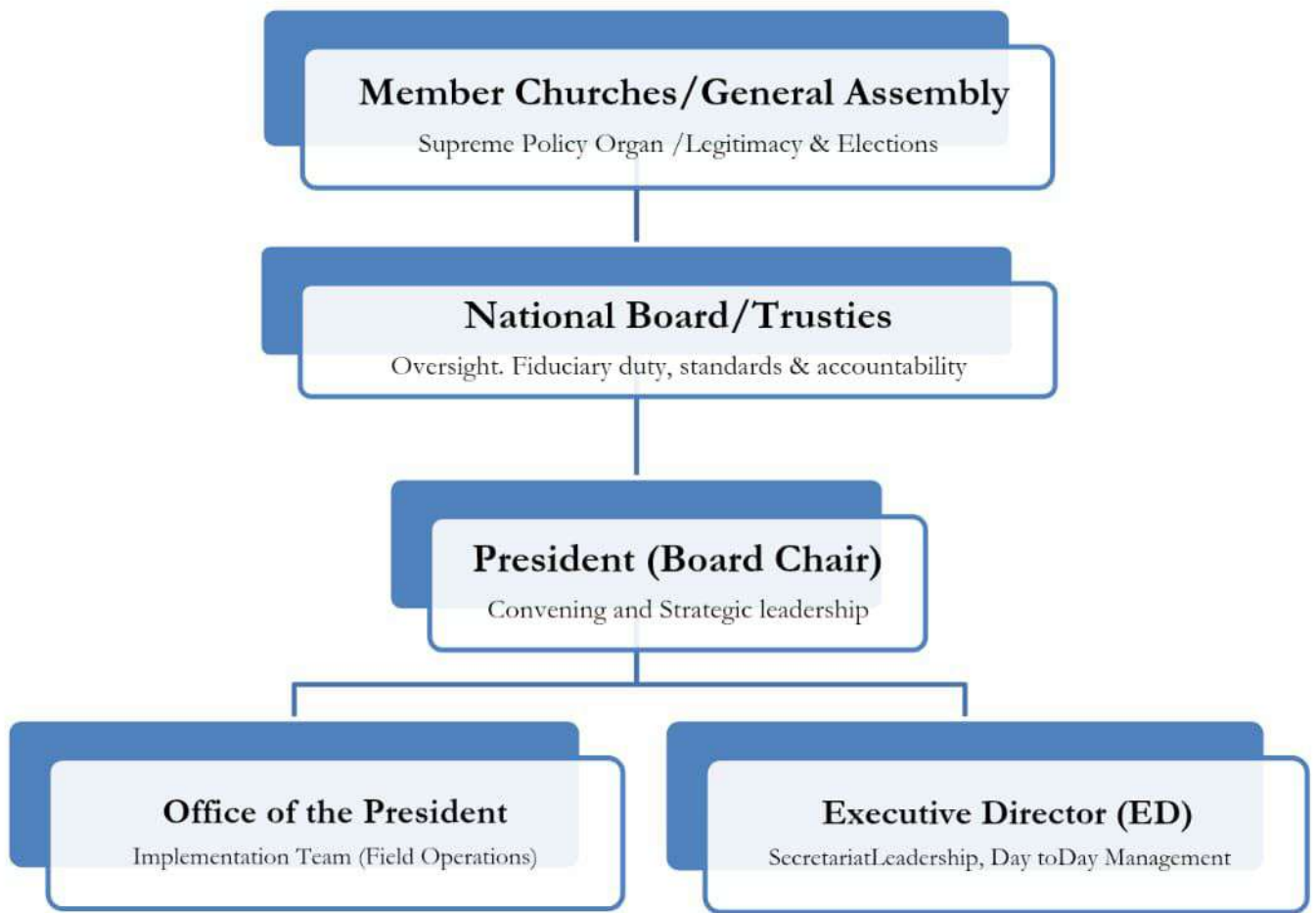
1. Executive Summary

This document presents a lean, scalable organogram for SKK as an umbrella body for churches and ministries in Kenya, designed to support credible self-regulation through clear governance, accountable management, and a devolved field structure. It also lists specific roles for each level to support implementation, oversight, membership services, and standards enforcement.

2. Organogram Overview

The proposed model separates **oversight** (Member Churches/General Assembly and National Board/Trustees) from **execution** (Executive Director/Secretariat), while maintaining a **President's Office implementation chain** for grassroots coordination across regions, counties, sub-counties, wards, and villages.

Figure 1: High-Level Organogram (*May not be operational in the immediate*)



THE SKK ORGANOGRAM AND ROLE CATALOGUE

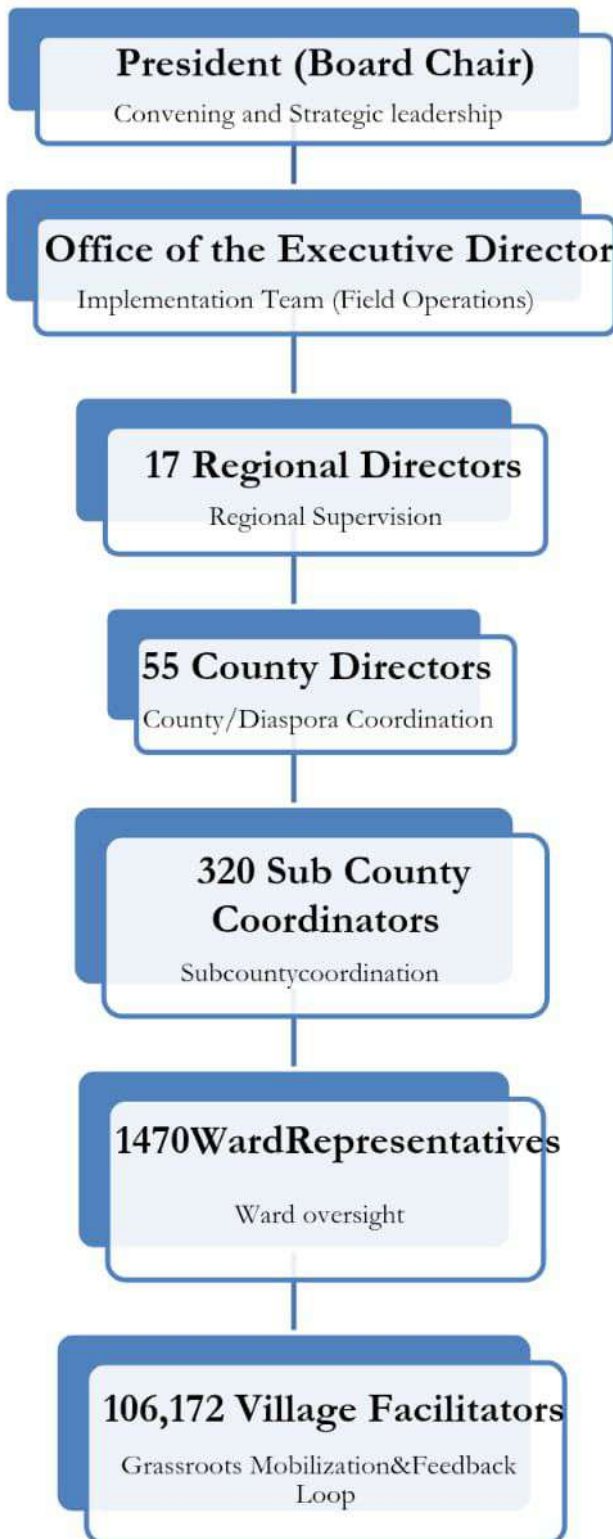


Figure 3: Executive Director

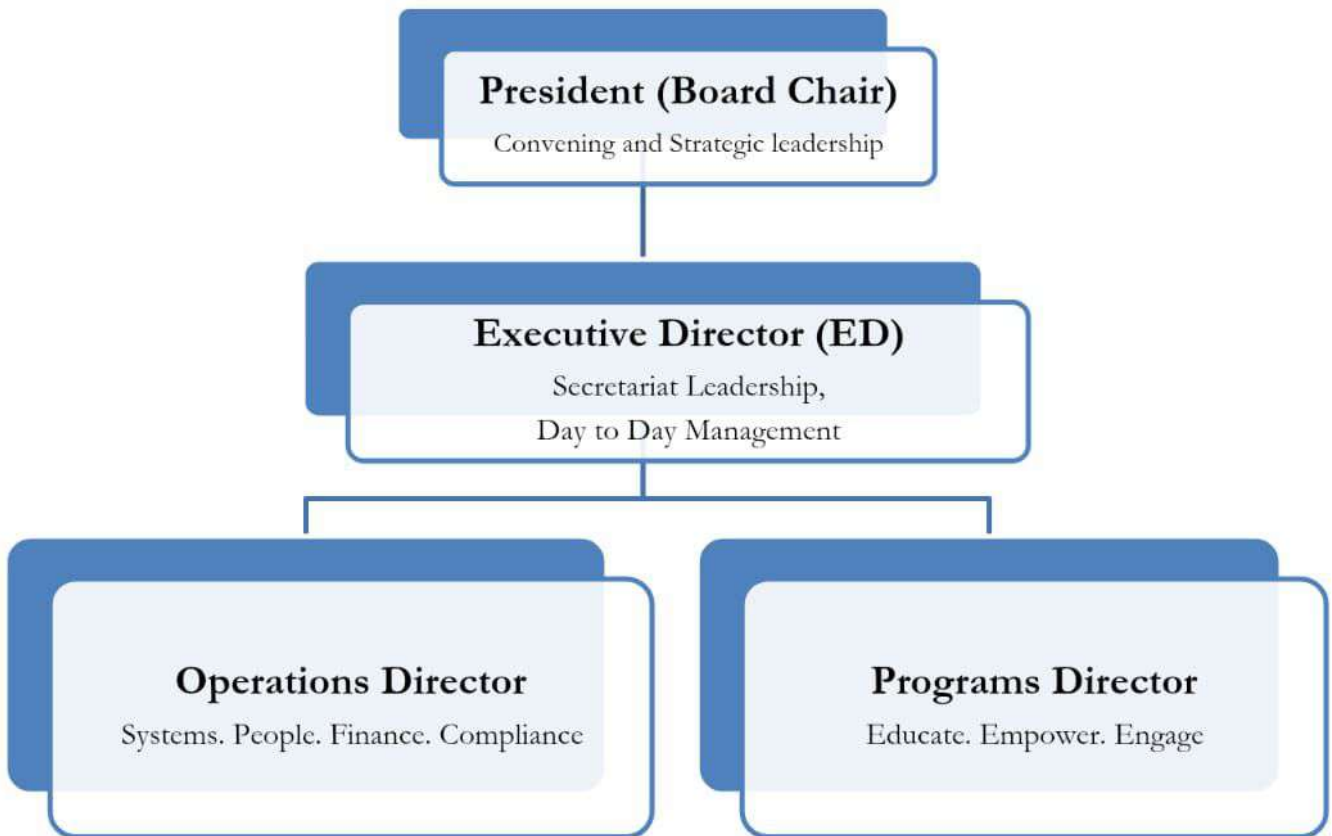


Figure 2: Operations Directorate

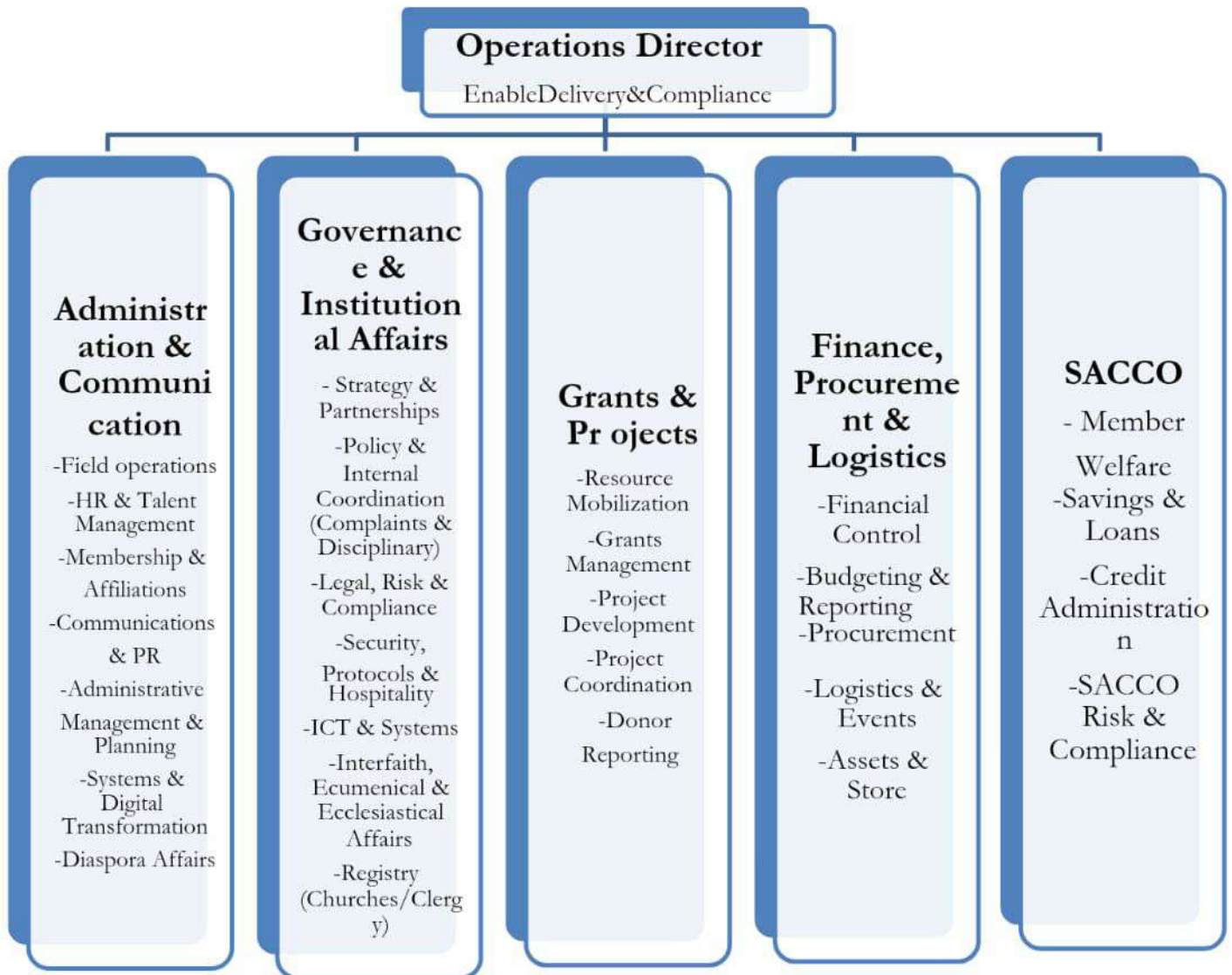
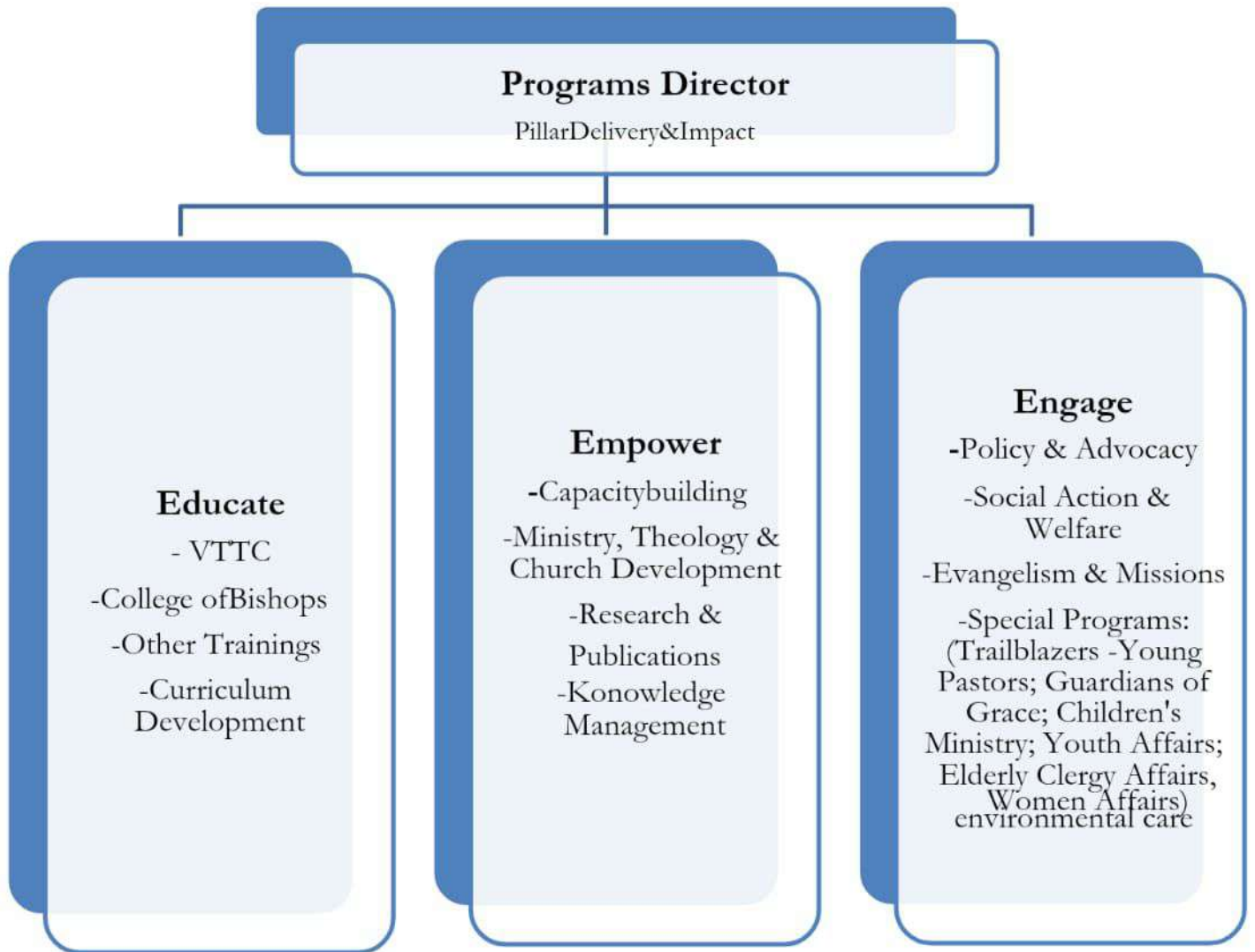


Figure 3: Programs Directorate



3. Role Catalogue by Level

3.1

• **Member Churches / General Assembly (Supreme Organ)**

- General Assembly Chair/ Presiding Officer (rotational/appointed).
- Member Church Delegates / Representatives (credentialed voting members).
Credentialed, Elections & Tellers Committee (elections management).
Constitution & Policy Review Committee (constitutional amendments, policy resolutions).
Ethics & Standards Adoption Forum (adoption of codes/standards and annual reaffirmation).

3.2 National Board / Executive Council / Trustees (Oversight)

- Board Chair (President) and Vice Chair / Deputy Chair.
- Board Secretary / Governance Secretary (minutes, resolutions, compliance calendar).
- Honorary Treasurer (board-level financial oversight).
- Finance, Administration & HR Committee (budget approval, HR policy).
Programmes & Standards Committee (oversight of Educate/Empower/Engage outcomes).
Membership, Registration & Accreditation Committee (membership decisions, accreditation rules).
Ethics, Complaints & Disciplinary Committee (complaints handling, disciplinary recommendations).
Risk & Audit Committee (internal controls, investigations oversight, integrity).

3.3 President's Office (Convening and Field Coordination)

- Chief of Staff/Executive Assistant (agenda, coordination, follow-through).
- Protocol, Hospitality & Events Lead (national and regional convenings).
- Interfaith / Ecumenical Liaison (relationships with councils/umbrella bodies).
Field Operations Lead (coordinates Regional Directors for delivery cadence).
Stakeholder Engagement Lead (government liaison, county liaison, partners).

3.4 Executive Director (CEO) — Secretariat Leadership

- Executive Director (overall management, performance, accountability to the Board).
- Deputy ED / Chief Operating Officer (optional; scale-driven).
- Head of Strategy & Performance (planning, dashboards, execution rhythm).
Monitoring, Evaluation & Learning (MEL) / Quality Assurance Lead (standards, learning, evidence).
Internal Audit / Compliance Officer (risk-based checks; may be part-time/outsourced in Phase 1).

4. Operations Directorate — Functions and Key Roles

The Operations Directorate enables efficient execution by providing administration, governance support, project/grant management, finance, procurement, logistics, and member welfare services.

Unit	Possible Roles	Primary Accountabilities
Administration & Communication	HR & Talent Manager; Membership/Affiliations Manager; Communications & PR Manager; Admin & Planning Manager; ICT/Digital Transformation Manager; Diaspora Affairs Coordinator; Records Officer; Field Operations & Implementation Follow up	Staffing and HR policies; member onboarding/renewals; communications and public relations; office administration; systems/registry support; diaspora engagement.
Governance & Institutional Affairs	Policy & Coordination Manager; Legal Officer; Compliance & Standards Manager; Registrar (Churches & Clergy); Complaints & Discipline Secretariat Officer; Security/Protocol & Hospitality Manager; Interfaith/Ecumenical Affairs Lead	Policy harmonization; legal support; standards and compliance checks; maintenance of registers; complaints intake and case management; protocol/security for events; institutional relations.
Grants & Projects	Resource Mobilization & Partnerships Manager; Grants Manager; Project Development Lead; Project Managers/Coordinators; Donor Reporting Officer; Safeguarding Focal Person	Proposal development; grant compliance; project delivery coordination; donor reporting; safeguarding and fiduciary assurance.
Finance, Procurement & Logistics	Finance Manager/Controller; Accountants/Finance Officers; Procurement Officer; Logistics & Events Manager; Stores & Asset Officer SACCO Manager;	Budgeting; financial reporting; payments and controls; procurement processes; event logistics; asset management.
SACCO (Member Welfare)	Credit/Loans Officer; Member Accounts Officer; SACCO Risk & Compliance Focal	Savings and loans administration; member welfare services; credit risk controls; compliance and reporting.

5. Programs Directorate — Pillars and Key Roles

Pillar	Possible Roles	Primary Accountabilities
EDUCATE	Educate Pillar Manager; Principal/Director (VTTC); Registrar (College of Bishops); Training Programs Manager; Curriculum Development Specialist; Partnerships Lead	Training and formation; CPD and modular learning; curriculum design; accreditation/partnerships; quality assurance in training.
EMPOWER	Empower Pillar Manager; Capacity Building Lead; Ministry/Theology & Church Development Lead; Research & Publications Manager; Knowledge Management Officer	Institutional strengthening; church development support; research and publications; documentation and learning capture.
ENGAGE	Engage Pillar Manager; Policy & Advocacy Lead; Social Action & Welfare Coordinator; Evangelism & Missions Coordinator; Special Programs Coordinators (Youth, Women, Children, Elderly Clergy, Trailblazers, Guardians of Grace)	Public policy engagement; social action and welfare; mission and outreach; delivery of special programs and constituency engagement.

6. Devolved Field Structure — Levels and Roles

The President’s Office Implementation Team provides a clear chain of coordination for field delivery. Roles below can be volunteer, stipend-based, or salaried depending on scale and resources.

Level	Possible Roles	Typical Responsibilities
Regional (6 Regions)	Regional Director; Regional Committee Members; Regional Administrator (optional)	Regional planning, supervision of counties, quality/compliance spot-checks, partner coordination, escalation.
County	County Director; County Committee; County Registry Support (optional)	County engagement, coordination forums, data quality for membership/standards, issue escalation, reporting.
Sub-County	Sub-County Coordinator; Sub-County Committee; Training Facilitators (as needed)	Weekly/monthly activity planning, supervision of ward teams, training rollouts, first-line complaints routing.
Ward	Ward Representative; Ward Committee	Grassroots mobilization, member church coordination, event

		organization, verification, referrals and feedback.
Village	Village Facilitator / Community Mobilizer	Local outreach, feedback collection, membership support, safeguarding referrals, community issue identification.

7. Self-Regulation Architecture (What Makes It Credible)

- Clear standards: a Code of Conduct, minimum governance standards, and reporting requirements adopted by members.
- A maintained registry: accurate membership register, affiliated churches and recognized clergy/ministers register.
- A complaints and discipline pathway: intake, triage, investigation, hearings, decisions, sanctions, and appeals.
- Independent assurance: risk and audit oversight (internal or outsourced), periodic compliance checks.
- Transparency: annual reports, financial disclosures, and communication of standards decisions to members.

8. Lean Implementation Notes (Phased Staffing)

- Phase 1 (0–6 months): Start small, build systems, and pilot in selected regions.
- Phase 2 (6–18 months): Expand field coordination, strengthen compliance, and scale training programs.
- Phase 3 (18–36 months): Full national coverage, mature self-regulation processes, and continuous improvement.