

## INTRODUCTION

The ministry of Christian Education is wide and varied, and plays a pivotal role in the life and ministry of the local church. It is through the ministry of Christian Education that persons come to know and accept the Lordship of Jesus over their lives. It is through the ministry of Christian Education that new believers are nurtured in the faith and are led to live productive lives to the honour and glory of God.

Every believer should, in one way or another, be involved in the ministry of Christian Education. There are however, some persons who are called, elected, or appointed to serve in specific areas of Christian Education and ministry in the church. Quite often though, persons in Christian ministry are placed in positions of leadership with very little orientation or knowledge of what is expected of them in such instances.

It is the view of the Christian Education Department that, if the ministry of Christian Education is to be effected efficiently, persons must be given the tools with which to execute the task. With this in mind, the manual also incorporates the **Job Description Manual** that was previously prepared and made available for use in the local church.

The manual will provide:

1. A general overview of Christian Education— what it is and seeks to do.
2. Information on the role and function of Christian Education in the Missionary Church in Jamaica and more specifically, in the local church.
3. A working knowledge of the various programmes that fall under the umbrella of Christian Education in the Missionary Church in Jamaica.
4. Information on the roles and functions of the various persons involved in Christian Education and the general ministry of the local church and wider denomination.

It is hoped that the manual will be widely used as a valuable guide and reference tool, and thereby prove useful to everyone for whom it is relevant and applicable.

# Section 1

## Overview Of Christian Education

By way of definition, Christian Education is the intentional development of programmes and activities, which foster and enhance the spiritual and moral growth of persons, so that these individuals continue to develop in their commitment to the Lordship of Jesus Christ.<sup>1</sup> Christian Education may also be said to be “a Christ centered, Bible-based process by which the church develops in community, and believers are led to spiritual maturity to engage in the mission and ministry of Christ in the church and in the world.”<sup>2</sup> Christian Education is grounded in God’s revelation to us as contained in the Bible.

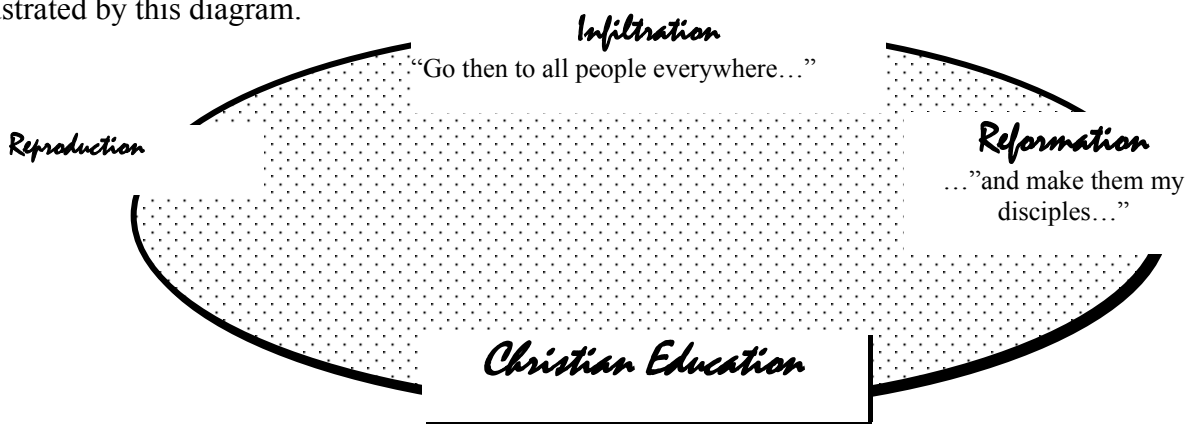
## A Process:

Christian Education is a process of bringing individuals from a place of initial belief in the Lordship of Jesus to accepting His rule and reign in every area of their lives. The process continues to take these individuals (who may be regarded as disciples) along a path of growth towards Christian maturity where they themselves begin a path of spiritual reproduction.

In the process of Christian Education, persons are taught:

1. The content of the Bible.
2. To respond positively to the demands of Christ and
3. To apply this knowledge to how they live and how they relate to God and to others.

The process of Christian Education aligns with the Great Commission of our Lord Jesus, and is illustrated by this diagram.



<sup>1</sup> Definition given in material prepared and presented by Dr. Claire Henry

<sup>2</sup> Definition given by Robert Edwards in presentation made to Christian Education Directors, November, 2002

### *Education*

“...and teach them to obey everything I have commanded you.”

Four basic components are readily identified here:

1. **Infiltration** – The need to take the Gospel to people everywhere.
2. **Reformation** – It is as persons come in contact with the message of salvation that their lives will be changed.
3. **Education** – A systematic programme of education empowers persons to live in accordance with the principles and practices of God’s Word.
4. **Reproduction** – Persons who are matured in their faith now join in the effort of taking the Gospel of Jesus to others. And so the process continues.

Each component is critically important to the overall process. In fact, were one to be ignored, the entire process would be impaired in one way or the other.

## **Its Purpose**

The purpose of Christian Education is to teach Bible content so that lives are transformed by the power of Christ. Individuals who have experienced Christian Education should exemplify growth in their faith by their character and involvement in Christian ministry. Thus, Christian Education should

Christian Education is an integral and invaluable aspect of the mandate and mission of the Christian church.

be concerned with enabling persons to know and apply Scripture to everyday areas of their lives so that their lifestyle would reflect commitment to the principles and teachings of Jesus Christ.

The following four points aptly encapsulate the purpose of Christian Education:

1. **Mission** (where the Gospel of Jesus Christ is proclaimed through evangelistic outreach).
2. **Ministry** (where persons are equipped to be involved in service using their gifts and talents).
3. **Maturity** (where persons are empowered to grow in their faith and Christian walk).
4. **Community** (where a common union/fellowship is encouraged among believers).

## Its Scope:

Christian Education is not limited to the teaching of the content of Scripture. It is a means towards growth and development in the Christian faith. By the teaching and learning of stories and doctrines, by the beliefs, morals, and values of the faith, persons become more grounded in their commitment to Christ and are better able to share their faith with and disciple others; hence the centrality of the teacher in both the Old and New Testaments. The classic passage where God exhorts regular and constant teaching of all of the people of Israel in the faith is in Deuteronomy 6:1-9.

In Old Testament times, parents were ultimately responsible for the spiritual education of their children. In addition, teaching for the spiritual development of the nation of Israel was carried out by the priests and prophets, in the temple and in the synagogue. Repeatedly, as the nation of

Israel strayed from the precepts of God, the prophets and the teachers would call the people back to their devotion to God.

By the time of the New Testament, the teacher, or rabbi, held a central place in Jewish religious education. Jesus Himself was the Master Teacher and was often addressed as “Rabbi”. Similarly, the ministry of teaching continued to be central to the growth and development of the church of Jesus Christ.

Christian church is grounded upon the teachings of Jesus and the

***The ministry of teaching is central to the maturation of the church.***

The history of the church is grounded upon the apostles as commanded

in Matthew 28:19-20. Thus the Early Church grew as the people “devoted themselves to the apostles’ teaching and to the fellowship of the breaking of bread and to prayer” (Acts 2:42). According to the Ephesians passage,

*It was He who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors, and teachers, to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in attaining to the whole measure of the fullness of Christ (Eph. 4:11-13).*

## **Its Programmes :**

For most of us, the Sunday School is the main example of the teaching ministry of the church. However, when we stop to carefully consider teaching as a purposeful exercise designed to give results, the list of Christian Education activities must go far beyond what happens in the Sunday School. In Scripture, we see innumerable methods of teaching, from the sermon to the play. Below is a list of the breadth of educational activities that can be identified in any one local church:

### **Children:**

- *Sunday School/Family Bible Hour*
- *Junior Church*
- *Uniformed groups*
- *Vacation Bible School*
- *Camps*

### **Youth & Adults:**

- *Youth Fellowship*
- *Men’s Fellowship*
- *Women’s Fellowship*
- *Church Bible Study*
- *Home Bible Study*

### **General:**

- *Mission Education*

- *Breaking of Bread Service*
- *Choirs & Singing Groups*
- *Conferences*
- *Retreats*
- *Seminars & Workshops*
- *Mentoring Programmes*
- *Health Fairs*

Other Christian Education programmes/activities that take place outside of the local church include:

- *Good News Clubs*
- *Inter Varsity Christian Fellowship (Bible Clubs in the schools, colleges, universities)*
- *Youth For Christ Rallies and Discover Jesus Missions etc.*

These are all programmes and activities aimed at instructing persons in order for them to accept Jesus Christ as their personal Saviour and Lord, be enabled to grow as Christians, and exemplify this growth by their commitment and involvement in different forms of ministry.

## **Benefits Of Christian Education:** *(adapted from*

*Church Educational Ministries: ETA)*

Where Christian Education is given priority, both the individuals and the church at large stands to benefit in several ways.

**Christian Education:**

- **Provides opportunities for evangelistic outreach.** At the heart of Christian Education is the attempt to bring individuals to a saving knowledge of Jesus as Saviour and Lord of those who put their trust in Him.
- **Strengthens the believers.** Discipleship of the believer is also a fundamental aspect of the focus and various programmes of Christian Education.
- **Builds the church and its leadership.** Where believers are discipled, the church as a whole will be strengthened.
- **Establishes the church's beliefs and practices.** The beliefs and practices of the church should be included in the delivery of Christian Education in the local church and care should be taken that these are effectively taught.
- **Gives parental guidance.** Christian Education in the local church should seek to equip parents and to provide them with the opportunities to increase their ability to bring up their children “in the nurture and admonition of the Lord”.

Where there is an effective Christian Education programme, the following results will be evident:

1. Persons will have developed a mature Christian character.
2. Increased involvement in ministry.
3. A general sense of community and camaraderie among the members.
4. Demonstration of a sense of commitment to missions and the missions agenda will be actively pursued.



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**Section 2**

## CHRISTIAN EDUCATION IN THE MISSIONARY CHURCH (Ja.)

This section presents the framework by which Christian Education is practiced in the Missionary Church (Ja.). It outlines the composition of the Committee that governs the operations of the Christian Education Department and the auxiliaries and ministries through which the programmes are effected. Although music is not represented on the Committee as a ministry per se, it is mentioned in this section since music is an integral part of the overall ministry of the church.

The Missionary Church (Ja.) is served by a Department of Christian Education that provides general oversight and coordination for the auxiliaries and ministries of the denomination. The auxiliaries are: **Sunday School, Children's Ministry, Women's Fellowship, and Men's Fellowship.** The ministries are: the **Media Commission** and **RENEWED Ministries.**

The Department is served by a Committee which meets quarterly to review the reports, plans, and programmes of the auxiliaries and ministries, and to hold discussions for the implementation of both local and national programmes which are to be held each year. The responsibilities of the Department also include planning and conducting seminars, workshops and training courses for the development of church leaders.

According to Dr. Claire Henry, "the structure of the Christian Education Department of the denomination emphasizes the understanding of the centrality of Christian Education to the ministry of the local church."<sup>3</sup>

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<sup>3</sup> Quotation taken from material presented by Dr. Claire Henry



*The Christian Education Department  
of the Missionary Church Association (Ja.) exists to  
initiate and implement policies and programmes  
which will facilitate the disciplining of the whole  
person.*

In essence, the Department concerns itself with:

- **Persons**
- **Policies**
- **Programmes.**

## The Christian Education Committee:

The present composition of the Committee is outlined below.

- **The President and Second Vice President of the Denomination** who are ex-officio members. The Second Vice President gives direct oversight to the Department as part of his portfolio responsibilities.
- **The Christian Education Chairperson.** The individual who serves in this capacity, is appointed by the General Board for a three-year term in the first instance.
- **The National Heads of each of the Auxiliaries** (excluding the President of the Youth Ministries, which is served by its own Department). The auxiliary heads are elected at the annual National Conference of the denomination to serve for a two-year term and constitutionally is not allowed to serve for more than two consecutive terms (*see auxiliary constitutions in Appendix 3*).
- **A Representative from Jamaica Theological Seminary**, the Bible College of the Missionary Church (Ja.).
- **The Director of the Media Commission.** The person occupying this position is also appointed by the General Board of the denomination and gives leadership to the radio programmes that are sponsored by the denomination.
- **The Director of RENEWED Ministries** which concerns itself with evangelism, mentorship and leadership training.
- **Members at Large.** These persons serve interminably and may resign at will. They are assigned specific duties at the desire of the Christian Education Committee.

The remaining pages in this section present details of the individual auxiliaries and ministries with particular description of: purpose, programmes, personnel, material/equipment, and financing.

## The Sunday School

The Sunday School is a teaching ministry which is said to be the “nursery” of the church. Through this ministry, persons are taught the Word of God, and are led to a saving faith in the Lord Jesus Christ. These persons are later added to the membership of the church family.

### Purpose :

The purpose of the Sunday School is to win men, women, young people, and children to Christ, and to instruct them in the Christian life through the teaching of God’s Word.



### Programmes :

The programme of the Sunday School essentially surrounds Bible lesson presentations which may be presented using various methods and in varying settings:

- **The regular class setting**, which is grouped according to the age of the students.
- **Open Sunday School**, which incorporates all the age groups and may have an evangelistic or missions emphasis. Guest presenters may be invited to share in the programme in the Open Sunday School. Students from other Sunday Schools or institutions may also be invited to participate in the Open Sunday School.
- **Outdoor Sunday School** which may be held somewhere in the community or even in the church yard. Outdoor Sunday School may be held for evangelistic purposes.

- **Extended Sunday School** which may be held in a neighbouring community with children and adults who do not otherwise attend a Sunday School. The extended Sunday School may take place concurrently with the ‘regular’ Sunday School. In this case, there would be need for additional staff. However, a more convenient time may be in the afternoons after the worship service hour. Students attending the extended Sunday School should be considered to be a part of the “in-house” Sunday School and should be included in most if not all of the activities of the regular “in-house” Sunday School.
  
- Sunday School teachers may also periodically engage in outreach activities whereby a Sunday School class is taken to a shut-in, a member who is unwell, or even to a neighbouring children’s home or to the infirmary.

Whenever programmes and activities are being planned for older members of the Sunday School, (youths, young adults, and adults ) careful attention should be paid to their characteristics and needs. Teens, for example, may be better served by Bible lessons that are presented in non-traditional ways. Valuable lessons may be learnt through debating and discussing pertinent topics and getting involved in special projects, for example. Teens like to talk and to express themselves in creative ways and should be given the opportunity to do so. The class for youths need not be taken in the usual classroom setting. A more informal setting may be better appreciated by this age group.

Adults, on the other hand, are endowed with a wealth of life experiences. They should be allowed to share their personal experiences in the class setting. They each stand to benefit from the experiences of their peers. Besides, teens like to talk and express themselves.

Another thing to bear in mind is that the older students may occasionally be allowed to assume the role of teacher. This will serve the dual purpose of getting them actively involved in the process as well as to stir their interest and prepare them to become teachers.

Sunday School students (in particular the children) should be encouraged to give an offering to the Lord.

**Weekly activities of the Sunday School should include:**

Bible Lessons

Prayer

Bible Verse Memorization

Giving of offerings

Bible Games

Music

Drama

Outdoor activities

## **Suggested Format For The Sunday School Hour**

1. **Opening session** (*fifteen minutes*). Students meet together for the opening session, which may include chorus singing, Scripture reading, and prayer. Students are then sent to their classes.
2. **Bible Lesson** (*thirty minutes*). Students are divided into their respective age groups and taught by an assigned teacher. Be careful to have the students involved in lesson-related activities such as: drama, drawing, singing, miming, puzzles, etc. Remember that students learn better when they are actively involved in the learning process.
3. **Review & Announcements** (*fifteen minutes*). At the end of the teaching time, students are reassembled in a main area (usually the church building) where they may be asked to say their memory verses and to tell what they learnt in class. Announcements may be given at this time and special recognitions made (example birthdays; outstanding students/teachers). One of the students may be asked to say the closing prayer.

## Other Activities Of The Sunday School:

As part of its ongoing programme, the Sunday School should include the following programmes and activities:

1. **Parent/teachers' meetings.** These may be held at least once per year, but ideally once per quarter. The Sunday School is able to create a connection between home and church through these meetings. Parents of the Sunday School students may also be reached and encouraged to attend Sunday School or the weekly worship service.
2. **Staff meetings** which will serve to:
  - garner feedback from the teachers as to the difficulties being experienced or progress being made in the respective classes.
  - give teachers the opportunity to voice concerns for individual students.
  - discuss the overall programmes of the School.
  - Make plans and projections for the advancement of the Sunday School.
3. **Outings** which provide a social extension of the students' world.
4. **Visitation** to the homes of the students (especially those who are delinquent). Visitation should be organized and should include both the students and the teachers of the Sunday School.
5. **Incentives** should be given for outstanding performances. Incentives need not be expensive but do play a valuable role in motivating attendance and participation.
6. **A snack** may be provided for students especially since there may be those who may not have had breakfast. It may be felt that students may only attend to be fed, but of course care is taken to ensure that they are also given the spiritual 'food' while they attend.



## **Personnel :**

The persons serving in the Sunday School should be prayerfully chosen to serve in the various positions.

### **The Superintendent: should be one who:**

- Is a Christian.
- Is committed to the ministry of the Sunday School.
- Has the ability to organize and plan.
- Has basic management ability and the propensity to plan and organize.
- Works on his/her own initiative.
- Has the ability to work comfortably along with others.
- Is able to motivate others.
- Is approachable.
- Demonstrates a measure of creativity.
- Respects time and punctuality.
- Understands the needs of the various age groups.
- Has received training and /or has experience as a Sunday School teacher.

### **Sunday School Teachers:**

Teachers should be carefully assigned to the respective classes. Factors such as: age, interest, and gender should be taken into consideration when assigning teachers to classes.

Generally, Sunday School teachers should be:

- Suitable for the required age group
- Given to punctuality and regular attendance
- Knowledgeable of the various characteristics and needs of the respective age group he or she will teach
- Cooperative
- Teachable

- Committed
- Spirit-led
- Willing to serve

Ideally, teachers chosen to teach in the Sunday School should be trained or be in training. Continued training is also vitally important.

### **Secretary:**

The secretary plays a vital role in the activities of the Sunday School. He or she should:

- Have the interest of the Sunday School at heart
- Be a Sunday School student
- Be given to punctuality and regular attendance
- Be experienced in organizational skills
- Have good communication skills
- Be people oriented

### **Musician:**

The musician is an asset to the Sunday School ministry. The person filling this role should:

- Be skilled in the area of music
- Be willing to serve in this capacity
- Have a wide repertoire of Sunday School songs
- Be given to punctuality
- Have high regard for the ministry of the Sunday School

## **Material And Equipment:**

### **Sunday School Literature:**

The **teachers' manual** is a must in every Sunday School. Each teacher should have a manual with lessons suited for the individual age group that he/she teaches. Teachers should however be adequately prepared to teach the lesson and therefore not have to read to the class from the manual.

The teachers' manual may be supplemented with **Bible dictionaries, maps, concordances, and Bible Commentaries**. The teacher will indeed find these extremely useful in lesson preparation.

The **students' workbook** is also an essential item as students will have the opportunity to prepare the lesson ahead of class time and will also be encouraged to maintain a personal devotional time throughout the week. Daily Bible study will be encouraged where students have the opportunity to prepare their lessons before the Sunday morning class time. Bible study will therefore be more than a once-a-week activity. Innovative ways must be taken to ensure that each student has a workbook.

- The local church may want to purchase the books for the students or at least subsidize the cost of the books for the students.
- The Sunday school offering may go towards purchasing the Sunday School books for the students.
- A special offering may be taken on assigned Sundays towards purchasing books for the students.
- The students may be encouraged to purchase their own books.

## **Equipment :**

There is need for several pieces of equipment for use in the Sunday School ministry. The list below is in no way exhaustive and may depend on the availability of the items in each locale. Availability of items will also be dependent on the ability of the local church to afford more expensive pieces of equipment. Effort must however, be made to secure even the most basic pieces of equipment. Note that substitutes can prove just as effective as 'ready-made' items.

1. **Chalkboard.** This is a basic piece of equipment that is essential for visual display.

However, persons may opt to substitute using: the back of **old calendars; hard cardboard**

covered with news print; **news print; poster boards.**

2. **Chairs and tables.** Smaller children in particular should have comfortable seats.
3. **Chalk.** This will be needed for use with the chalkboard (where there is one).
4. **Markers/crayons/pencils.** Enough for students and teachers.
5. **Scissors.** Be careful to supervise children when scissors are being used.
6. **Tape.** It may be easier and safer to use tapes as against thumbtacks with younger children.
7. **Paper.** Paper will be useful for craft activities, artwork, tests, written assignments, etc.

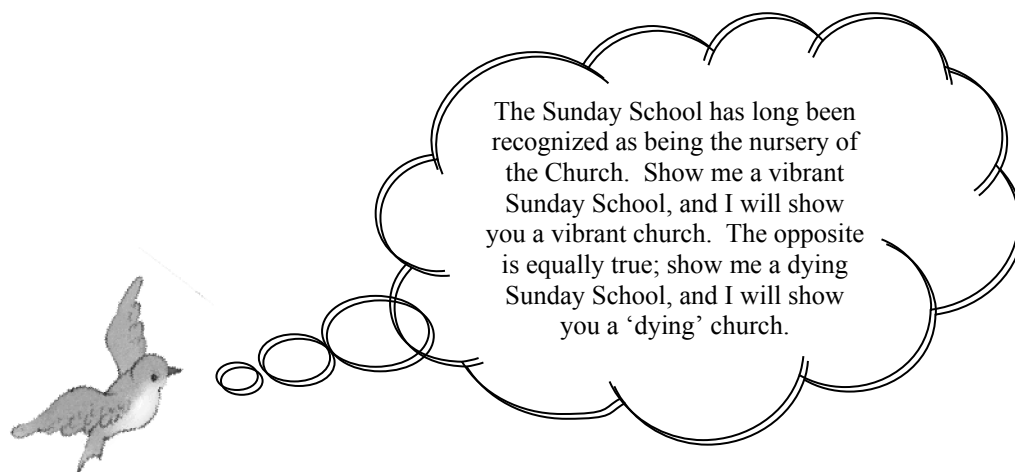
## **Finances:**

The effective operation of the Sunday School will rely heavily on its financial status. Finances will be needed to purchase the items of material and equipment listed above. To finance the needs of the Sunday School, churches may consider the following:

Taking an offering from the Sunday School students.

Securing gifts from members, parents or community members.

A specific budgetary item in the church's overall budget.



## Women's Fellowship

### **Purpose:**

The purpose of the Women's Fellowship is to bring women to Jesus and membership in His family, to guide them towards Christ-like maturity, to equip them for ministry in the church and life mission in the world, in order to magnify God's name.

More specifically, the Women's Fellowship sets out to:

1. Promote and foster growth and development in the lives of women.
2. Encourage fellowship among the women of the church.
3. Serve as a support group for women within the local church and the community at large.
4. Promote an involvement in missions through working, giving, praying, and studying of the Word of God.
5. Promote the doctrine of the Missionary Church in Jamaica at all times in order to bring women to the Kingdom of God.

### **Organization Of The Auxiliary:**

The Women's Fellowship is organized in three levels:

#### **1. National Level**

- Aids the organization and conducting of national activities: convention, retreats, workshops.
- Formulates and transmits new ideas to the Fellowships.
- Assists in the local and foreign missionary activities of the denomination.

## 2. District Level

- Gives directive and oversight to and for the strengthening of the local fellowships.
- Organizes and executes area rallies and other activities that incorporate the efforts and participation of the fellowships within the area.

## 3. Local Level

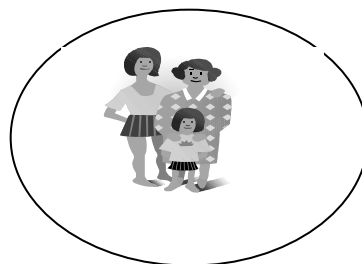
- Assists in the building of the local church as it involves the wider community in the activities of the Fellowship.
- Promotes fellowship among the women, including building a close relationship with the younger ladies.

## Programmes :

Meetings at the local level should be held as often as desired (once weekly, once monthly) and at a time that is convenient for the ladies of the Fellowship. The place for meeting may also be varied: in the church, in a home of one of the members, in the home of a shut-in; at a geriatric home, in the community centre. Programmes for the Women's Fellowship should be designed to meet the **spiritual, emotional, social** and **physical** needs of the members of the Fellowship.

### Spiritual:

- Bible Quiz competitions
- Bible Study: topical or textual
- Evangelism
- Visitations
- Teaching of stewardship
- Prayer Breakfast
- A prayer partner scheme
- Missions emphasis projects: prayer for missionaries, corresponding with missionaries.



**Emotional:**

Group sessions that address such topics as:

- Family life issues
- Relationships
- Preparing for death and dying

**Social:**

- A “Big Sister” programme
- Adopt-a-child
- Socials
- Outings
- Retreats

**Physical:**

- Dieting
- Relaxation Techniques
- Keep Fit Exercises
- Health fairs

**Intellectual:**

- Budgeting
- Use of Technology
- Short-term courses: sewing, drapery making, quilting, floral arrangement, baking, home management, meal preparation, parenting skills, caring for the elderly
- Making a will
- Literacy and numeracy skills

Resource persons (doctors, nurses, dietician, insurance agents etc.) may be invited to share on topical issues.

**The programmes should be:**

- Stimulating
- Interesting
- Informative
- Varied
- Planned in advance by the executive committee
- Careful to meet the needs of the members
- Suggested by the members of the Fellowship

**Programmes should not:**

- Be an extension of the general worship service.
- Take the form of business sessions.

In fact, the business sessions should be only periodic planning sessions which involve the entire fellowship or else be left to the Executive Committee.

The President of the local Fellowship should encourage the members to get involved in the programme activities. Hence,

- The Fellowship may be divided into groups with each group being given a period wherein its members are in charge of the programme activities.
- Individual members may also be given the opportunity to lead the activities on particular evenings.

**Personnel :**

The following persons serve at the national level and also form the national Executive Committee:



- The National Director who is elected at the Annual General Conference of the denomination.
- The Vice President who is elected at the Annual General Meeting of the National Women's Fellowship
- Area Directors who are appointed by the National President
- Secretary
- Local Presidents

At the area level, there is need for an **Area Director** who works in collaboration with the local Presidents. The Area Directors also sit on the national Executive Committee.

At the local level, there is need for:

- A President
- A Vice President
- A Secretary
- Public Relations Officer
- Any other co-opted member as desired.

## **Funding:**

Major fund raising efforts are sponsored by the national Women's Fellowship. Additionally, finances raised by the local Fellowships help to fund the efforts of the national Women's Fellowship. Local Fellowships also seek to raise funds through various fund-raising activities and projects so as to be self-supporting and to be able to meet their various financial obligations.

Fund-raising activities may include:

- "Bring & Buy" sales
- Garage Sales
- Open house exhibitions and sale of items made in the Fellowship
- Dinners/Tea Parties
- Gospel Concerts
- Walk-A-Thons, Read-A-Thons etc.

- Book fairs, craft fairs, food fairs
- Giving of regular offerings on meeting evenings
- Pledges

## Membership:

Each local Fellowship should make every effort to enlist the participation of all the women in the local church. Care must also be taken to include the younger women in the activities of the Fellowship. The programmes implemented should therefore seek to meet the needs of the young women. Every effort must be made to dispel the belief that the Women's Fellowship is an "old women's fellowship".

The membership of the Women's Fellowship should also be extended to women within the church community who are *non-members of the church* particularly those who are *non-Christians*. Not only will the church be offering a service to the wider community in this way, but this will also provide the means for the evangelization of the non-Christians.

## Meetings:

### National:

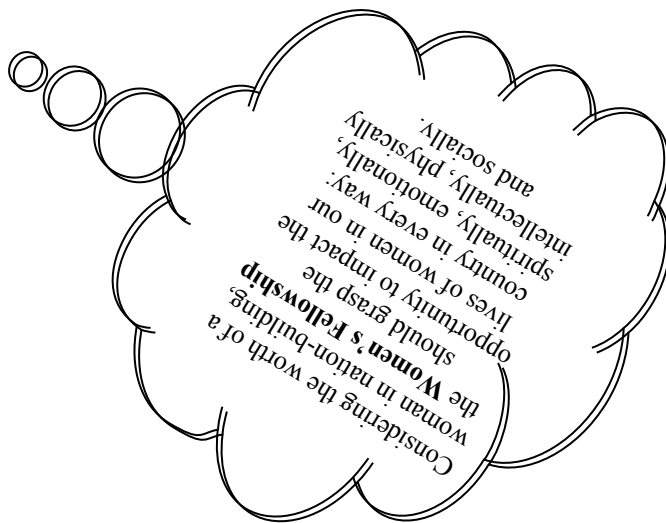
- The national Executive Committee meets once per year to plan the activities of the national Fellowship.
- An Annual General Meeting is also held.

### Local:

- The day and time for meetings should be decided upon by the local Fellowship.
- Groups should meet at least once per month (may be weekly if so desired).
- The President should be careful to remind members to attend the meetings especially where meetings are not held on a weekly basis.

## Establishing a Women's Fellowship:

1. Confer with your local Christian Education Director, or the Area Director for the Women's Fellowship.
2. Establish an executive committee of persons who share your vision
3. Share your vision with the Pastor, church board and the overall membership
4. Meet with the women of the church
5. Decide on the purpose of the Fellowship
6. Set some objectives that will aid you in fulfilling this purpose
7. Decide on a day and date for the first meeting



## Men's Fellowship

### **Purpose :**

The purpose of the Men's Fellowship is to bring men to Jesus and membership in His family, to guide them towards Christ-like maturity, to equip them for ministry in the church and life mission in the world, in order to magnify God's name.

### **Programmes :**

Let it be noted that the characteristics and needs of men are very different from those of women. The nature of the programmes planned for men will therefore essentially vary in form from those planned for women. Whereas women may opt for formal sit-down meetings, men may not. The Men's Fellowship should therefore lend itself to informal settings which non-the-less incorporate the deeper issues that are pertinent to men. Men will most likely be interested in practical activities, where women may be content to engage in group discussions. A skill-training session could be held around a carpenter's bench. Men may tend towards outdoor activities and outdoor projects where women may favour indoor activities and indoor projects. The men could be taught how to circumpose plants in the garden of one of the members. A roast fish session may be had on the beach on a particular evening.

Care should be taken to ensure that the programmes planned for the Men's Fellowship are "gender friendly"; that is, they should appeal to the nature and characteristics of men on the whole. The programmes should lend themselves to creativity and variety. They should not take the form of another church service.

When planning programmes for the Men's Fellowship, attention must be given to the needs of both young and older men as well as both Christian and non-Christian men. It will always be helpful to involve the men within the Fellowship in the programme planning process.

The programmes should be broad-based and should seek to address every area of the men's lives:

**Spiritual:** Bible study, Bible quizzes, prayer meetings; evangelism, mentoring, visitation, caring for the family.

**Emotional:** topics such as being a good father/husband, love, sex & marriage, grieving, family life issues, needs of men/women, father/son relationships. Guest speakers may be invited to present on pertinent topics.

**Social:** concerts, talent parade, games, outreach activities, building projects.

**Physical:** exercise programmes, healthy eating, male reproductive health issues, mental health, retirement.

**Intellectual:** skill training (tailoring, technology, appliance repairs, furniture repairs, etc), money management, budgeting, making a will, literacy & numeracy skills, handling the family's finances.

The programmes of the Men's Fellowship should seek to address societal issues such as the effects of crime on the country at large; economic issues and the effects of unemployment on the family; the politics of the day. Issues that are specific to particular communities should also be addressed by the Men's Fellowship. If for example the Fellowship operates in an agricultural community, the fellowship may plan sessions which will help the men to be better farmers. A **farmers' rally** would be a welcomed idea that the fellowship may sponsor and spearhead. An equal opportunity is afforded men who operate in fishing villages. Friendship Evangelism will thrive among professionals who are invited to a



Prayer Breakfast held in a member's home or in the annex at the church. The idea here is to use the culture of the community to reach the men with the gospel of Jesus.

The Fellowship should endeavour to maintain the facilities of the church and its surrounding: cutting and cleaning of the yard, repairing of the benches and chairs, painting of the building, acquisition of instruments and equipment.

The maintenance of the manse should also be the concern of the Men's Fellowship: cutting of the yard, painting the building, effecting necessary repairs or ensuring that needed repairs are done.

Meetings may be held weekly or as often as the local Fellowship desires. Regardless of the frequency of the programmes, the Men's Fellowship has a great opportunity to help the men in the various communities become men of substance who will effect change in the society.

## **Personnel :**

The Men's Fellowship comprises three levels of presidents:

**The National President** who ensures that fellowships are organized in each local church and suggests programmes to be implemented in the local fellowships and on a national level.

The National President is elected at the National Conference of the Missionary Church in Jamaica. Constitutionally, the President may not serve more than two consecutive terms.

**The Area Supervisors** who assist the President in organizing new fellowships and visiting existing fellowships within the respective areas.

**The Local Presidents** who promote vibrant fellowships and give strong leadership to the men in the local church. The local Presidents are elected by the members of the local church. The respective local church decides on the term of office for the local

Presidents.

The Men's Fellowship is served by a national committee, which comprises the national President, the Area Supervisors, the local Presidents, and a Secretary/Treasurer.

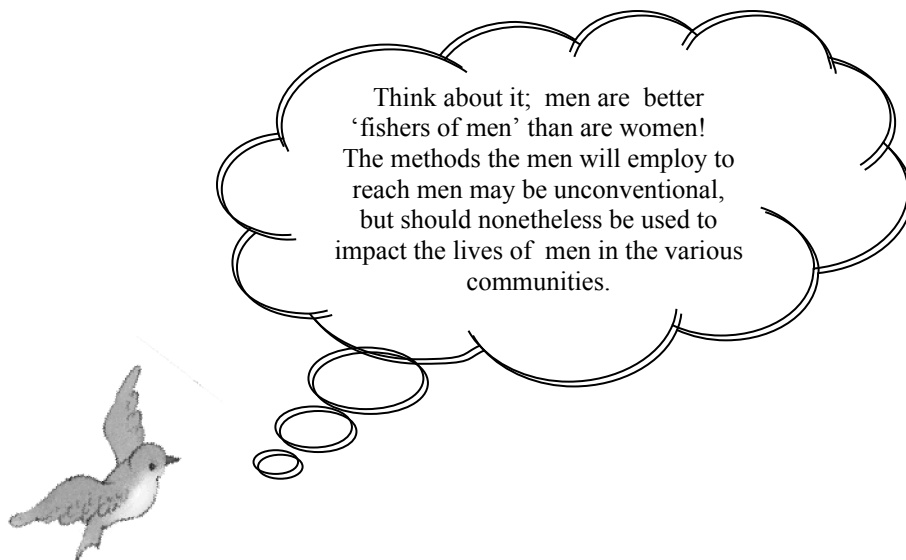
## **Funding:**

The national Men's Fellowship is financed by a budget which is prepared by its executive body

The budget can be realized through:

- Pledges
- Projects
- Fund-raising activities
- General offerings collected at local meetings.

Each local Fellowship prepares its own budget in keeping with the allocation determined by the national Executive Committee.





## **Purpose :**

The purpose of the Children's Ministry is to initiate and implement programmes that will promote the holistic development of children in the local church and wider community.

## **Programmes :**

This ministry incorporates all the activities of the local church that relate to children:

- The **Missionary Cadets**
- **Vacation Bible School**
- **Junior Church, Good News Club,**
- **All other** children-related programmes/activities that the local church embraces in its ministry to children.

Every measure should be taken to ensure that the children are trained in the things of the Lord and are prepared to ably take their places in the wider society and in the ministry of the Lord.

The programmes of this ministry must be geared towards ministering to children in all the areas of their lives. The children themselves should be integrally involved in the planning and implementation of the programmes.

### ***The programmes of the Children's Ministry should:***

1. Be different in nature from that of the Sunday School.
2. Be presented in a relaxed, child-friendly environment.
3. Be effected using various creative, children-appropriate methods.
4. Provide wholesome, alternate activities for the children who would otherwise be engaged in unhealthy recreational activities.
5. Seek to inculcate Christian principles in the children.



6. Advance positive values in the children.
7. Generate and develop the creative abilities of the children.
8. Encourage the children towards the development of creative skills through craft activities and talents displays.
9. Allow for the total development of the children: **spiritual, physical, emotional, intellectual, and social.**



## Personnel :

### **The National Director Of Children’s Ministries**

The individual serving in this capacity is elected at the denomination’s General Conference to serve a two-year term. Constitutionally, he/she may not serve for more than two consecutive terms.

### **Area Directors:**

These persons are chosen to serve by the National Director. It is advised that persons serving as Area Directors should not themselves be Directors of the Children’s Ministry in their local church. The worth of this will be particularly appreciated in situations that demand objectivity on the part of the Area Director. Generally, the Area Directors serve as coordinators of the efforts of the local Cadets Ministries,

### **Local Directors of Children’s Ministries:**

These persons are elected by the local church membership and may serve an indefinite term. The individual should be:

1. A mature Christian.
2. Trained in children’s ministry.
3. Knowledgeable as to how to minister to children.
4. Able to communicate effectively with children.
5. Cognizant of the characteristics and needs of children.
6. Enthusiastic about the ministry to children.

**The Executive Committee:**

There is need for an Executive Committee which is chaired by the National Director of Children's Ministries. The Committee should comprise the Area Directors and other persons with special abilities that will advance the ministry to children. The Executive Committee should endeavour to meet at least once each quarter to plan the activities of the Children's Ministry.

Persons involved in ministry to children should:

1. Be Christians with a passion for discipling children.
2. Love children
3. Be energetic and enthusiastic in nature
4. Have a broad-based understanding of the characteristics and needs of children.
5. Have a passion for the spiritual growth of children.
6. Be endued with the vision of the need to evangelize the children of our country.
7. Have the following characteristics: patience; love; creativity.
8. Be able to plan various creative activities suitable for the age group.

## Missionary Cadets

The **Missionary Cadets** originally concerned itself with awakening the interest of Christian children in missionary endeavours while engaging them in various missions activities. However, today, the focus has been broadened to include non-Christian children, children from other denominations, and ‘unchurched’ children in the communities.

The programme of the Missionary Cadets has also been broadened so as to address the wider needs of children on the whole. This awareness of the need to minister to the them to come to know the Lord and accept their lives, and to provide them with activities in which they can be engaged.



became necessary with the children of the nation, to help Him as Saviour and Lord of alternate means for clean fun

## Age Group

The Cadets is concerned with children **twelve years old and under**. The period of childhood is the formative years of the individual’s life and no effort should be spared to make a formidable impression on the lives of the children.

## Programmes :

The programmes of the Cadets Ministry are guided by the following four categories:

The Bible

Missions

The Home

The Community

Programmes must also focus on the **personal growth and development of the children** as individuals: personal development, academics, study habits, career choices, eating habits, relationships with others, safety measures, personal hygiene, hobbies, learning a skill, etc.

### **Suggested Activities:**

1. Bible Study and quiz
2. Scripture memorization
3. Quiet reading time
4. Story telling and discussions
5. Games: indoor and outdoor
6. Guest presenters on relevant issues that affect children: safety, hygiene etc.
7. Nature walks
8. Visits to children's homes
9. Art and Craft
10. Drama
11. Intellectually stimulating activities such as puzzles
12. Talent parade
13. Picnics
14. Skill training: playing a musical instrument (recorder), crocheting, sewing, embroidering, table setting, baking, bed making etc.

### **Suggested Format For The Cadets:**

#### **Preliminaries:**

Chorus singing

Prayer

Scripture

**Main Activity:** Bible Lesson, Games, Concert, Drama, Art & Craft, Speaker, etc.

**\*\*\*\*Note:** *Where a Bible Lesson per se is not presented as the main activity of the afternoon, measures must be taken to have the children pay specific attention to the Scripture that is read in the preliminary activities. The Scripture should also be related in some way or other to the main activity, whatever form it takes.*

### **Closing Activity:**

Announcements/reminders

Closing Song

Prayer

### **Points of Emphasis:**

1. Remember that this is a ministry to children.
2. The children should be maximally involved in the various activities.
3. The children should also assist in the planning of the various programmes.
4. Children should be allowed to play prominent roles in the Cadets ministry serving as group leaders, song leaders, reading of the Scripture, etc..
5. Allow for mistakes and be careful to correct in a non-threatening manner.
6. Encourage the children in their efforts, praising the simplest of accomplishment.
7. The adults who are involved in the Cadets ministry must lead by example. Remember that children also learn from our actions and attitudes.

### **Equipment/Material:**

The equipment and material needed for this ministry are basically the same that is used for the Sunday School and include:

Chalk and chalk board eraser

Paper

Chairs and tables that allow for comfortable seating

Pictures

Games for indoor activities

Space that is safe for play

Outdoor play equipment and tools (bats, balls, hoops, nets, etc)

## **Vacation Bible School (VBS)**

Vacation Bible School (VBS) is that ministry offered by the church in the long summer months when children are on holidays. The main participants are usually children and young people. However, both young and older adults occasionally participate in their local Vacation Bible School. VBS is usually held for a one-week period although some churches opt for a two-week duration. The school is usually held on an average of three hours duration and may either be in the morning or afternoons.

### **Purpose :**

The purpose of the Vacation Bible School is to teach the Word of God and reach persons for Christ while engaging them in meaningful leisure activities during the long summer holidays. It sets out to expose children, youths, and even adults, to the message of Christ and engage them with purposeful learning activities.

The Vacation Bible School is a worthwhile way to serve the community in which it seeks to minister. It is true that quite often, children become idle and unengaged during the long holiday period, and crave added activities in which they may be involved. Parents also crave opportunities whereby their children will be safely and meaningfully occupied and cared for while they, the parents, attend to their jobs.

Parents and children may jointly welcome the Vacation Bible School which “can have both an educational and an evangelical ministry in the community.”<sup>4</sup> Lessons of educational value are presented through the multi-faceted approach of the Vacation Bible School.

The opportunity to evangelize that is provided through the VBS should not be overlooked. Quite often there are those unchurched children whose parents may not be keen on sending them to Sunday School. These same parents may, however, not hesitate to send their children to VBS where they will be presented with various Bible-based learning activities.

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<sup>4</sup> ETA, Vacation Bible School. P. 5

The church, the pupils, and the home stand to benefit largely from VBS.

- **The pupil:** It offers to the pupils, a wide range of activities that will meet the spiritual , social, and recreational needs of the pupils attending.
- **The church:** “The combined effort of church members in prayer, promotion, teaching, and visitation create a sense of unity and cooperation within the church family.”<sup>5</sup>
- **The home:** The influence of home training is supplemented through group experiences in worship, fellowship, study and service. VBS also provides opportunities for strengthening family ties with the church as well as developing meaningful contacts with uncommitted or unsaved parents.<sup>6</sup>

## Programme :

The time in which VBS is held varies according to the preference of those involved and the community to be served. In farming communities for example, children may have to help with farming activities in the mornings. An evening school would therefore serve their interests. On the other hand, the mornings may be preferred where parents are away from home and desire care for their children.

The time in which the school is held will also vary from church to church. Some churches prefer to have the VBS immediately following the closure of school and just before the children go off on vacation trips. Still, others prefer to have VBS at the mid-point of the holidays when the need for meaningful activities seems to be greatest. There is also the preference for VBS to be held towards the end of the summer holidays when children are preparing to be returned to school.

Regardless of when VBS is held, it should:

1. Provide the children with activities through which they may be presented with the Word of God.
2. Train the children in Christian living.

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<sup>5</sup> Ibid. p. 8

<sup>6</sup> Ibid.

### 3. Win children for Christ.

The programme offered by Vacation Bible School may vary in the respective churches, but should be geared towards meeting the evangelistic and educational goals of the school. The programme usually encompasses a blend of **Bible teaching, memorization of Scripture, prayer, social activities, music**, and other **instructional activities** geared towards personal development.

The programme of the Vacation Bible School are guided by the following objectives:

1. To reach for Christ
2. To Teach God's Word
3. To win to Christ
4. To train in principles of Christian Living
5. To send out for Christ where participants recognize their role in sharing the good news of the Gospel of Jesus Christ.

## **Personnel :**

The success of the Vacation Bible School will, in part, largely depend on the quality of staff employed for the purpose. Persons involved in VBS should:

1. Have a personal relationship with Jesus.
2. Recognize the work of the Holy Spirit in effecting change in the lives of individuals.
3. Be enthusiastic about evangelism and regard this ministry as a means of winning others for Christ.
4. Be flexible and adaptable to suit the needs of the group he/she serves.
5. Be familiar with the culture of the community in which the school is held.

## **Equipment/Material :**



- **Space:** It is customary that the school is held in the church building. Note however, that the church building may prove inadequate since children from the church community who would not usually attend the church, will be attending the VBS. Care must therefore be taken that there is adequate space to meet the various needs of the school.
- **Records:** Careful records should be kept of all the participants, budget, expenditure and activities of the school. It would also be helpful to keep a record of the teachers and the classes for which they were responsible each year. This will help in the planning for ensuing years.
- **Timetable:** The timetable should bear in mind the various age groups to be served. Care must therefore be taken in determining the duration of each activity. The timetable should be made and posted in a prominent place.
- **Curriculum:** Literature for use with the students will be needed. At present, the Christian Education Department subscribes to the material published by the Caribbean Christian Publications which has proven quite adequate for the needs of the schools and Caribbean children. Basically, the curriculum of choice should be Bible-based and allow for: **Bible study, worship, evangelism, character building, Christian service, and fellowship.**<sup>7</sup>
- **Items for Art and Craft:** There will be much need for various items to be used for art and craft activities: scissors, paste, paper, crayons, poster boards, string, etc. Of course, the items needed will greatly depend on the art and craft activities. Care should be taken to utilize indigenous items.

## **Financing:**

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<sup>7</sup> ETA, Vacation Bible School. P. 20

Like all other programme activities of the church, careful plans should be made for the financing of the Vacation Bible School. Financing options may include:

1. Inclusion in the regular church budget
2. Contributions of cash or kind from church members
3. Contribution from participants who may be asked to make a voluntary registration fee, take an offering each day or to pay for their meals.

Bear in mind though, that quite often the children served by the VBS are unable to make significant financial contributions to the operations of the school.

The success of the VBS will depend on:

- The extent of the planning
- The cooperation of the staff members
- The extent of the involvement of the wider church membership
- The extent to which it is regarded as a worthwhile ministry

## **General Considerations:**

- Plans for the next year's VBS should begin at the end of the years VBS.
- Meetings should be ongoing leading up to the actual date of the school.
- Meetings should be held at the end of each day to plan for the following day.
- It would be helpful to advertise the VBS with fliers in the neighbourhood.
- Teachers should become familiar with the curriculum prior to the beginning of the school.
- The pastor of the church should be actively involved in the plans and implementation of the VBS.

## **Junior Church**

Junior Church is a Sunday morning worship activity for children, which allows them to engage in worshipping God on the level appropriate with their age and understanding. "It should

therefore be designed to “instruct children regarding who God is, who and why people worship Him, and how God expects His children to worship Him.”<sup>8</sup> Let it be noted that Junior Church is not an extension of the Sunday School; neither should it be regarded as a child care programme where children are ‘held’ while parents engage in undisturbed worship.

The time for Junior Church may vary from church to church and may be held either:

- During the entire worship service
- During part of the church service. This gives the children the opportunity to be with their parents for part of the adult worship service. They are then allowed to leave for Junior church just before the sermon or at an appropriate time.

## **Programme :**

The programme offered should model that of the adult worship service and should be focused on the worship of God. The programme should therefore include:

- Sound Bible content
- Scripture reading
- Music
- Offering
- ‘Sharing’



Adequate care and attention must be given to the planning and implementation of the programme of the Junior Church. Indeed these are the most impressionable years of a child’s life and every opportunity must be taken to adequately teach them the Word of God, the principles of Christian character and Christian living, and the essentials of worship. The truths learnt in Junior Church will lay the foundations for the worship of God in the adult years.

### **Some General Guidelines For Junior Church Programmes:**

1. Make the programme interesting and age-appropriate.
2. Programmes should be creative and vary both in content and method of delivery.

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<sup>8</sup> Ibid.

3. The duration of any one activity should be reasonably short as children soon lose interest where anyone activity is prolonged.
4. Emphasis should be placed on the use of teaching aids.
5. The children should be actively involved in the programme.

## **Personnel :**

Individuals working in the Junior Church should embrace the worth of this ministry and should approach it with the seriousness it deserves. They should:

- Be Christians
- Have a creative flair for programme planning
- Love children
- Be gifted in working with children
- Have a passion for the evangelization of children
- Be knowledgeable in how to minister to children.
- Have a warm and pleasing personality

## **Equipment/Material :**

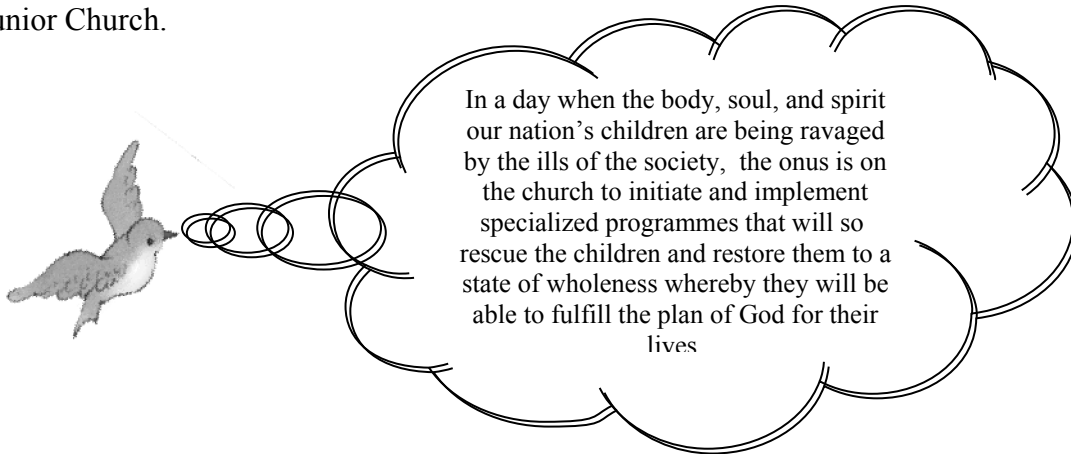
Junior Church equipment need not be elaborate and expensive. The equipment needed will depend on the size of the room and the programme to be implemented on a given Sunday.

Basically, there may be need for:

- A microphone
- Chairs/benches
- Desks/tables
- Chalkboard/display board
- Chalk & Chalk eraser
- Paper
- Crayons, markers, pencils, pens
- Paste, glue, scissors

## Financing

The basic financial needs of the Junior Church will be to cover costs for the material to be used since the furniture used for Sunday School may very well be used for this purpose. There however may be need for finances where children are served a snack before, during, or after Junior Church.



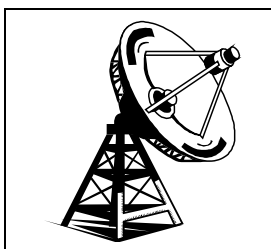


The media is undoubtedly the most viable means for promulgating the Gospel. Persons may not attend the regular church service but the service, and indeed the Gospel of Jesus Christ may be taken to thousands in their respective locales through the media.

Countless individuals have testified that they have accepted the lordship of Jesus Christ over their lives through the presentation of the Gospel through the media. The Missionary Church Association (Ja.), is well aware of the invaluable contribution that the media makes to efforts of evangelism.

## Purpose :

The Media Commission exists to produce, host and give general oversight to the radio programmes which are operated by The Commission endeavors to fall in Christian Education Department of implementing and executing social, emotional, psychological and



a result, the programmes are aimed at transmitting information, while contributing to basic awareness, correcting perception, and impacting attitude.

the Missionary Church in Jamaica. line with the purpose of the the Missionary Church (Ja.) by programmes which speak to the spiritual needs of individuals. As

## Programmes :

At present, there are two radio programmes: **Grace Hour** and **Moment of Hope** being aired on RJR and LOVE FM on Sunday mornings at 7:15 and 7:30 respectively. The former has been on air for thirty seven years while the latter has been for nine years. The programmes are ministry-oriented. Evangelism is a major thrust and persons have responded to the messages over the years for salvation, restoration and strengthening of their lives.

The statistics of the last available National All-Media Survey (1999) state that approximately 230,000 listeners tune in to Grace Hour with Moment of Hope having approximately 109,000 listeners.

The ministry of the Media Commission is extended to include: personal and telephone counseling, referrals, replies to letters, meeting requests for scripts of the various programmes.

Although the Media Commission is only responsible for the two programmes named above, it is also aware of the two radio programmes which are produced and aired on LOVE FM by the Portmore Missionary Church, **Moment of Jubilee** on Thursdays and **Common Factor** on Fridays.

## **Personnel :**

The Media Commission is served by a committee, which is responsible to:

1. Plan the programmes to be aired
2. Secure speakers and guests for the programmes
3. Select suitable music to accompany the programmes
4. Ensure that schedules of recordings time are kept
5. Ensure that the recordings are taken to the relevant radio stations.
6. Ensure that scripts are submitted to the Christian Education Department
7. Respond to requests from the listening audience

Several sites have been established whereby persons may receive off-air counseling. Trained counsellors are available at the respective sites.

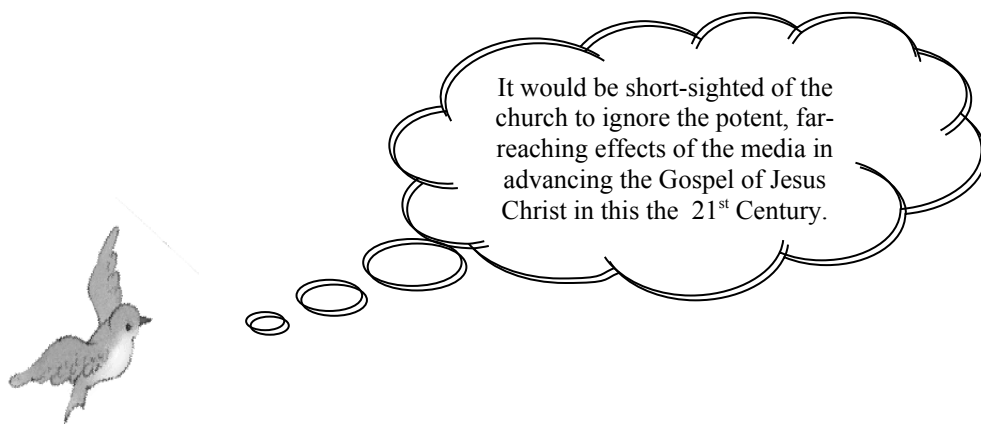
## Equipment:

The most essential items needed for this ministry are:

- A recording studio
- Audio cassettes on which the programmes are recorded
- Musical compact discs/audio cassettes with which to supply the music needed to accompany the programmes presented.

## Funding:

The local churches of the denomination provide funding for the radio programmes. No effort should be spared to ensure the continued presentation of the Gospel of Jesus Christ through the media.







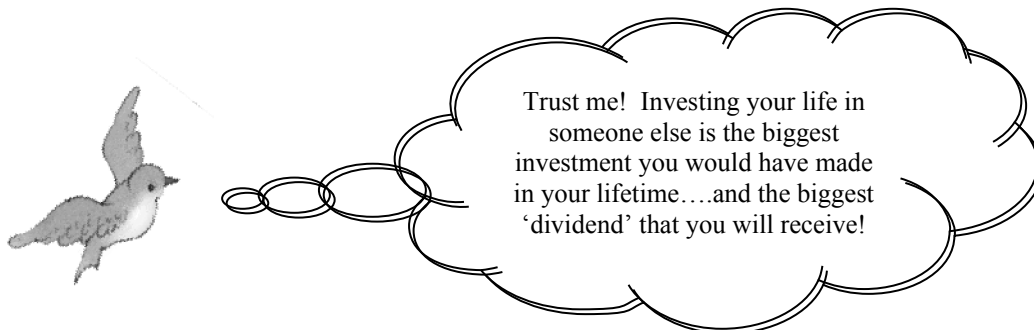
RENEWED Ministries is a multifaceted ministry that concerns itself with: reaching, evanglizing, nurturing, encouraging, worshipping, educating and discipling individuals.

The ministry exists “to engage in evangelism and to do mentoring and leadership training in the Caribbean islands and beyond, to help persons fulfill their God-given mission, calling and potential.”

Its vision is:

- “To evangelize youth, particularly young men through the ministry of sports evangelism across Jamaica and the Caribbean churches, schools and other community settings.
- To implant the concept of mentoring and equipping pastors and youth leaders along with other church workers in Jamaica the wider Caribbean region; to train thousands of leaders or potential leaders in church and society on the concepts of leadership as developed by INJOY/EQUIP (in Atlanta, USA) and train youth in order to develop their particular skills and abilities to lead and influence their peers and to become involved in a more meaningful and purposeful fashion thereby creating high standards for our youth.
- To get the churches and schools fired up about the possibilities of effective mentoring through the planning and executing of seminars and workshops.”

The ministry is served by local advisory Board Members, which are from various denominations.



## Music

### Purpose Of Music In The Church

The music ministry of the church should be given utmost attention if it is to serve a useful purpose. For every local church that is serious about its music ministry, the following three things must be given utmost attention:

1. The status of the music and worship ministry in the local church.
2. A vision of where God wants the music ministry to go.
3. An action plan which will fulfill that vision.

"Music serves the fourfold order of **preparation, hearing the Word, communing at the table and being sent forth.**" (Robert Webber, **Worship Is A Verb**). Its lyrics, melody, and rhythm, bring us into the presence of God and assist with worship. However, since true worship is an interpersonal action between one person and God - a reflection of a lifestyle - it is necessary to realize that music is not an end in itself. A most poignant example is found in Amos 5:21 - 23.

#### Music is a tool for:

1. Corporate worship and obedience - it involves us actively; we are participants, not observers. When God's people return to worshipping and obeying Him after a period of disobedience, they return to music making (see Ezra 3:10-11; Nehemiah 12:27-43).
2. Developing a personal relationship with God. It is rare to find a reference in Scripture where praising God and communicating through prayer are not linked with music-making (Ps. 42:8; I Corinthians. 14:15).
3. Supporting one another (Col. 3:16; Eph. 5:19-20).
4. Victory - our weapon against the enemy (Ps 27:6, 37:7). The last event that Jesus shared with His disciples before leaving for the Mount of Olives was the singing of

Psalms together (Matt. 26:30); Paul and Silas sang hymns of praise with their feet in stocks; Old Testament armies sometimes sent the choir ahead of them as they faced the enemy (2 Chronicles 20:21).

5. Instruction and witness - Isaiah 12:5, Deut 31:19-22; Ps 119:172.

## Forms of Musical Presentations In The Church:

Congregational Singing

Choir

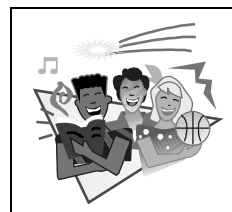
Soloists

Duets

Trios

Quartets

Singing Groups



## Programmes :

The music department is involved in every programme of the church to provide music and to plan for the seasons of the year, namely:

The general church worship services: Sunday and weekday

Seasonal activities: Christmas programmes, Harvest & Thanksgiving Service, Easter activities.

Funerals & Weddings

Other

## Personnel :

Scripture outlines requirements and conditions for temple musicians:

- They should be consecrated Christians who are serious about their walk with the Lord.
- They should recognize the value of the ministry and the contribution it makes to the general church service.
- They are chosen to serve in this particular ministry (1 Chronicles 15:11-22).
- They are to be concerned with this work as an area of specialty (2 Chronicles 7:6).
- They are to be educated, trained, and skilled (1 Chronicles 15:22; I Sam. 16:17).
- They are consecrated and are required to have clean hearts and hands (Num 8:5-14)
- They are to be dedicated to the ministry.
- They must recognize the need for regular practice and rehearsals.
- They should be approachable since they function in tandem with the other areas of church ministry.
- They should be able to plan and organize well.
- They should be flexible.

The music/worship leader has a task to **teach, train, evangelize**, and **support** all the ministries of the local church. He/she also liaises with the other ministry personnel of the church.

## Equipment :

The main equipment used in the music ministry of the church are:

Instruments: organs, pianofortes, guitars, drums, tambourines, trumpets, violins, saxophones,

A good public address system

Overhead projector

Microphones

Favourable lighting system

Choir loft

It is important that the instruments of the church be properly maintained. In fact maintenance of church instruments by way of tuning etc. should be done at least twice per year. Adequate provisions should be made for the seating of the choir, preferably on the platform but at least at a place of prominence. The layout of the church should be one that will enhance the **sound projection** and proper facilities for the choir, musicians and instruments, overhead projector, public address system and platform layout.

## **Funding:**

Finances\Funding are available through the general fund of the church, fund raising efforts or collection from the various choirs. Expenditure comes in varied quantities; hence the request for funds will be directed to any of the above areas.

## **Relationship To Other Activities\Programmes Of The Church**

Since the music department is totally involved in all the activities of the church, there needs to be a close relationship between the director of the music ministry and the directors/presidents of the other areas of ministries. Heads of the ministry groups should be careful to notify the music director – giving ample time for plans to be put in place.

“Ministry” is uppermost in the music ministry and all glory, honour, and praise must go to God. Music makes the teaching of the Word easier in the Sunday School, Junior Church and Vacation Bible School ministries. A wide collection of music and song is recommended for the many calls on the music department.



The challenge is for the church of Jesus Christ to so use music today as a vehicle that will transport the Gospel of Jesus Christ to those who otherwise would not have





**Section 3**

## CHRISTIAN EDUCATION IN THE LOCAL CHURCH

The Christian Education Department ideally seeks to encourage the appointment of a Christian Education Director in each local church. This to:

1. Allow for the streamlining and coordinating of the efforts of the auxiliaries in the local church.
2. Foster a relationship that is mutually beneficial to the Department and the local church.
3. Create the channel whereby the efforts of the national Christian Education Department will be favourably promoted in the local church.
4. Have the Christian Education Department better informed of the needs of the local church and thus be better able to meet those needs.

A local Christian Education Board should coordinate the various Christian Education activities in the local church. This local CE Board may be structured in accordance with one of the following types:

1. **Representative:**

Composed entirely of people who serve by virtue of position in educational programmes. Therefore, the board membership would vary, depending upon the number of programmes or auxiliaries in the local church.

2. **Elected:**

Composed entirely of persons selected for their broad interest in Christian Education. It is felt that this type provides objective leadership. In this case there would be a Director of Christian Education, Director of Youth Work, Director of Children's work and a Director of Adult work.

3. **Combination of 1 & 2.**

Composed of auxiliary heads and a few members elected by the Church Board because of



their broad interest in Christian Education. This type of board assures a healthy balance between direct representation and church wide concerns.<sup>9</sup>

The members of the Christian Education Board should be appointed to serve for a specific period. Revolving terms of one or two years will assure continuity of the board.

The combination type of Christian Education Board (number 3), is the structure that is favoured by and practiced in the Missionary Church. The local Christian Education Board is like the heart of the church.

## **Values Of A Board Of Christian Education**

It:

1. Unifies the programme of Christian Education thus avoiding overlapping of purpose and function.
2. Provides continuity of leadership.
3. Provides the means for anticipating and fulfilling leadership needs.
4. Allows for a balanced programme of educational needs.
5. Points persons to training programmes sponsored by the denomination and by para-church groups.
6. Provides a link between the National Christian Education Board and the local Church CE Board.
7. Sends authority to leaders: decisions, programmes, and action affecting policy and procedures become the responsibility of the board instead of the individual.
8. Strengthens the overall ministry of the church by:
  - a) Planning training programmes for leaders of the various auxiliaries

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<sup>9</sup> ETA, **Church Educational Ministries: More Than Sunday School.** P. 86.

- b) Anticipating and fulfilling leadership needs within the local church.
- c) Establishing and clarifying educational goals.
- d) Unifying the educational programme of the local church thus avoiding the overlapping of purpose and function and fostering a balanced programme.
- e) Expanding the church's educational ministries by the inclusion of appropriate and relevant educational ministries.

## **Organizing A Christian Education Board In The Local Church**

There are four elements that must be borne in mind when organizing a Christian Education Board in the local church:

- 1. Personnel:** The need for specified leadership to organize, correlate and give direction to the activities of the Board.
- 2. Programme:** The initiation and implementation of programmes that are wide and varied in scope, and which serve the purposes of evangelizing, edifying, and equipping the members of the local church for service.
- 3. Facility and Equipment:** The various pieces of equipment that will be needed to execute the programmes of the various auxiliaries and ministries.
- 4. Finances:** The various programmes initiated will, of necessity, need to be financed.

### **Steps To Be Taken:**

1. Determine the areas of responsibility for the Board in relationship to the Pastor, the larger church board and the entire congregation as a whole.

2. Determine the size of the board needed for your local church.
3. Decide on the composition of the CE Board (i.e. heads of auxiliaries etc.) and type of membership, taking into consideration qualifications and method of member selection.
4. Consult with the Pastor of the church for approval as to composition of the Board members.
5. Select the members as determined, and plan for initial meetings and agendas.

See appendix 4, page 139, for sample of agenda for initial meeting.

## **Meetings:**

The Christian Education Board meets regularly to:

1. Report on the various activities and programmes of the auxiliaries.
2. Coordinate the programmes of the church.
3. Strengthen, encourage, and challenge each other in works of service to God.

Meetings may be held once each quarter or as often as is necessary.

## **Major Duties Of The Christian Education Board:**

To:

1. Serve as a vital link between the national Christian Education Department and the local church.
2. Survey the educational programmes, facilities, equipment, budget, leadership, and curriculum of the local church with a view to discovering strengths and weaknesses.

3. Make recommendations for change and or improvement as are warranted.
4. Assist the various auxiliaries/groups in setting and defining clear-cut objectives and developing programmes which adequately meet these objectives.
5. Approve all the curricula used in the local church after consultation with the Pastor.
6. Recruit staff for the various positions to be filled.
7. Establish standards for teachers and offer periodic assessments.
8. Implement training programmes that meet the local needs (in consultation with the Christian Education Department).
9. Foster a sense of educational awareness and understanding in the wider congregation.
10. Observe programmes in action with a view to assessing their usefulness and appropriateness.
11. Make periodic reports to the Pastor and the church regarding to its activities.
12. Give needed supervision to the leadership activities of the other board members.
13. Appoint additional sub-committees needed to fulfill the objectives of the Board.

## **Personnel :**

In recruiting persons to serve in the various capacities, the Christian Education Director is advised to:

1. Begin early

2. Implement training activities
3. Consider “external” resources
4. Remember that persons being considered must demonstrate both the correct attitude and aptitude to function in the given areas of ministry.

## **Important Considerations Regarding Personnel Employed:**

1. People must feel that they are needed.
2. They must be given responsibilities that match their interests and abilities.
3. They should be given meaningful assignments.
4. They should be empowered and equipped to execute the task.
5. They should be allowed to do their work
6. Those employed even to the work of the Lord must be appreciated and know that their services are appreciated.

## **Programmes :**

The programmes of Christian Education that are to be considered for each local church will include:

1. Those basic programmes like the **Sunday School, Men’s & Women’s Fellowships, Children’s Ministries**. Please refer to **Section 2, Christian Education In The Missionary Church**, for information on the specifics of these programmes in the local church.
2. All or at least some of the programmes already mentioned on page 9.

The size, the needs of the membership and the availability of personnel will, of course, determine the extent and number of programmes to be initiated in each local church. The local church should constantly review its Education with a view to **age, gender, and needs** of the programmes of Christian making them relevant to the various persons it seeks to serve. In determining the particular programme to be introduced in each local church, the Director should:

*Christian Education Programmes should be relevant to the age, gender and needs of the persons to be served.*

1. Identify the needs to be addressed.
2. Set up relevant organizational structures.
3. Identify appropriate curriculum material to be used.
4. Determine the most appropriate and feasible vehicle of ministry.

## Evaluation Of Programmes:

Whatever the programme considered, they should seek to include the following four components:

1. **Instruction:** Participants should be instructed in the content of the Bible and other related subject matter.
2. **Fellowship:** Programmes should allow for interpersonal interactions among participants, social and general fellowship which, in and of itself is one means of strengthening those who are involved.
3. **Worship:** Programmes should centre around the worship of the Lord Jesus Christ.
4. **Expression:** Programmes should allow for the varied expressions of the participants with regards to talent and abilities.<sup>10</sup>

<sup>10</sup> Sections on personnel and programmes are taken from notes provided by Robert Edwards, (*Youth Director with the New Testament Church of God*), at MCA Christian Education Workshop held November, 2002, Kendal Camp &



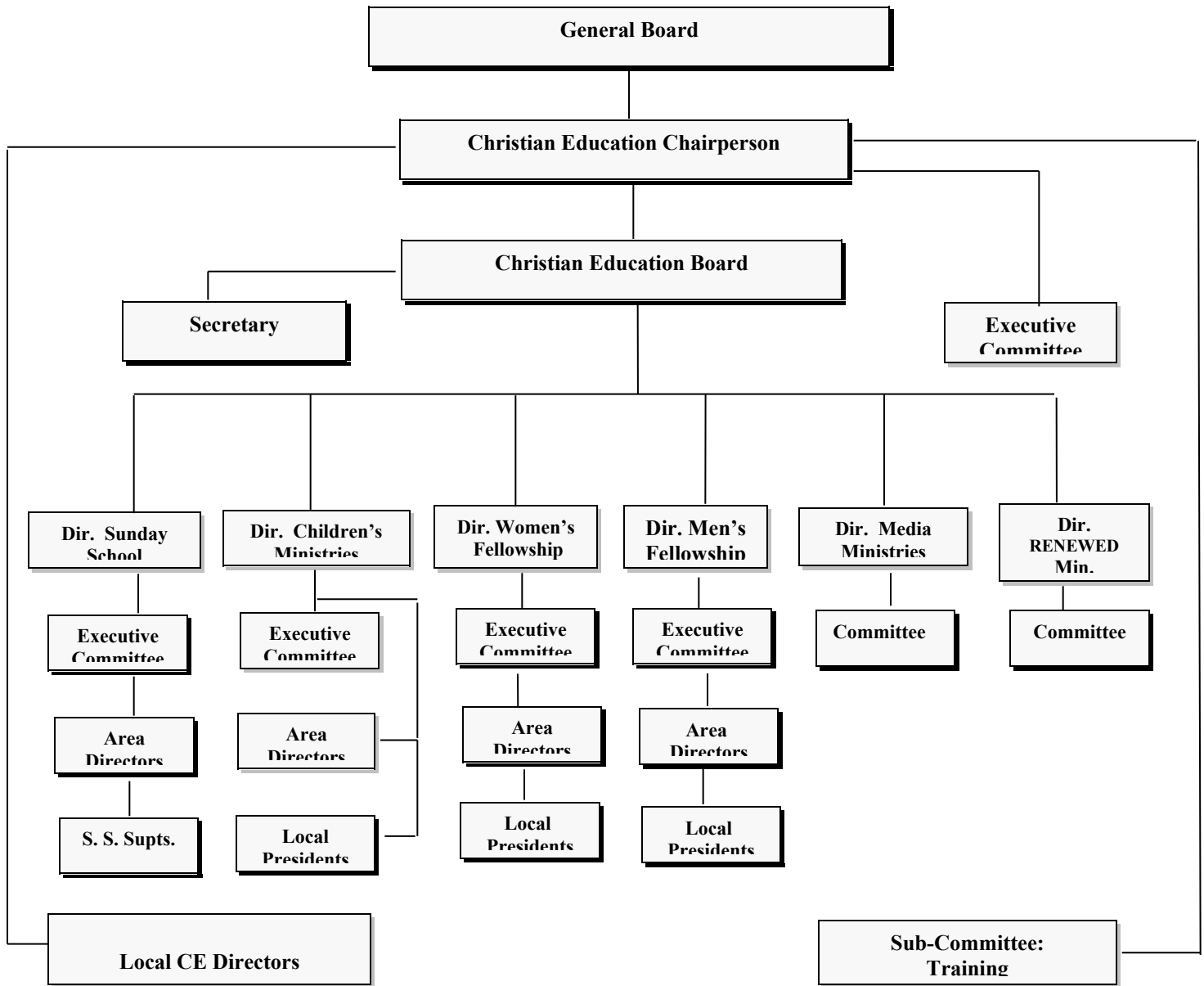
# **Section 4**

# **Appendices**

**Appendix 1: Organizational Charts**

**Organizational Chart Of The Christian Education Committee**

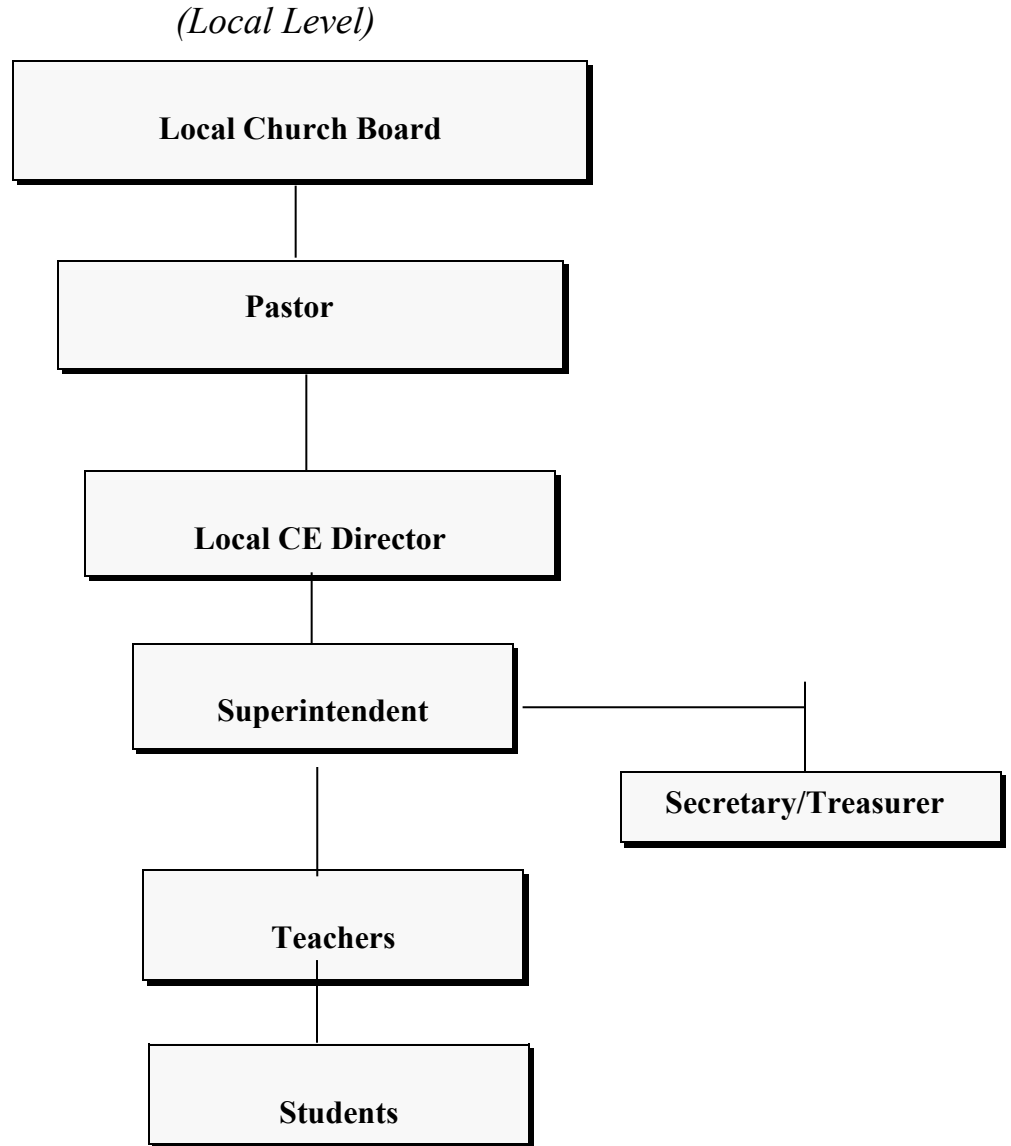
*(National Level)*



Note: This is the most recent revision of the organizational chart of the Christian Education Department. However, as the restructuring exercise continues in the Department, additional changes may yet be made.



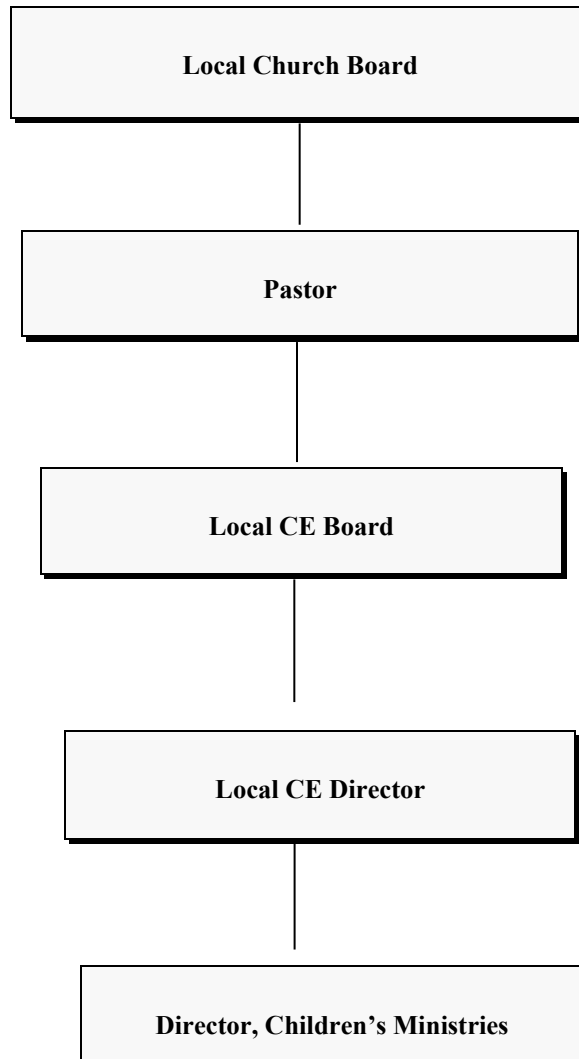
## Organizational Chart Of The Sunday School



This flowchart may vary in accordance with the size of each local church. Larger Sunday Schools may choose to further divide into a junior and a senior department with each department having its own head.

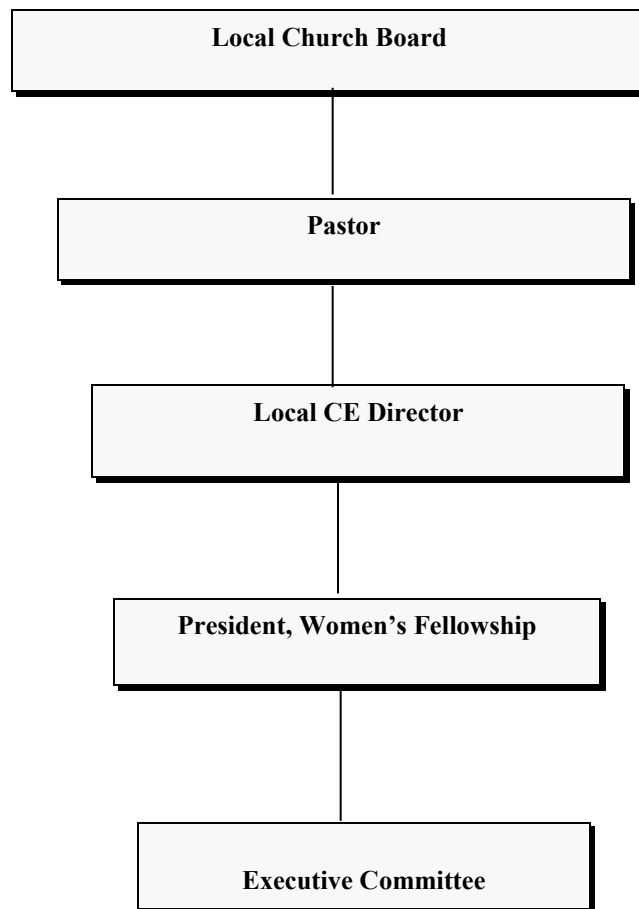
# Organizational Chart Of The Children's Ministries

*(Local Level)*



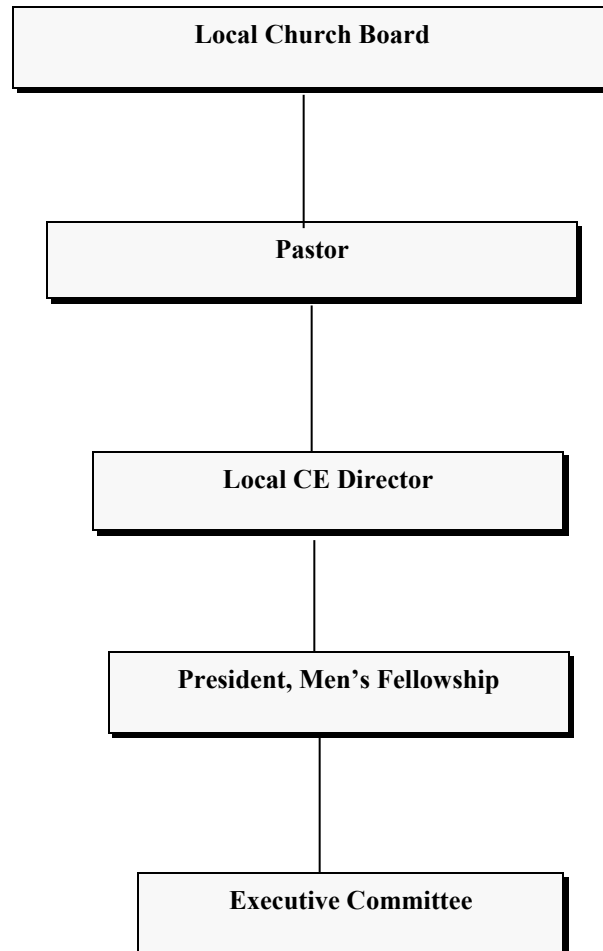
# Organizational Chart Of The Missionary Women's Fellowship

*(Local Level)*



# Organizational Chart Of The Missionary Men's Fellowship

*(Local Level)*



## **APPENDIX 2: JOB DESCRIPTIONS**

This section will include job descriptions for:

- the various auxiliaries and ministries of the Christian Education Department (both on the national and local levels)
- the various Departments of the Missionary Church (Ja.), and
- other offices which are upheld in at least some of the local churches.

The Job Descriptions for such offices as that of the President, Vice Presidents, the General Secretary, Office Administrator, were deliberately omitted.

It must also be noted that individual churches are at liberty to create and implement offices and programmes that enhance their overall ministry. Some of these offices and ministries are not mentioned in this manual. It will therefore be necessary for the local church to create job descriptions for these offices and ministries that are particular to the respective local church. It is against this background that guidelines for establishing job descriptions are also provided in this Appendix.

The bylaws of the individual local church should give the term of office and how each person or committee is elected or appointed. This information may be included in the job description, if desired. However, the local church bylaws should not include a detail of activities describing the job or position in the church. That is the purpose of a job description.

### **THE PLACE OF JOB DESCRIPTIONS**

It is a common practice in business and in professional positions to provide a description of the work to be done by the person employed. The church should not only provide opportunities of

service, but should also guide individuals so that each one will be able to exercise the gift, talent, or the ability that God has given to him/her.

A Job Description has been defined as a written statement of end results, activities, organizational relationships, and accountability detailing a person and his/her job within the organization. Many people who are elected or appointed to serve in churches often ask: “What is expected of me?”, “What is involved in this job?”, “How am I doing?”, “Where do I go for help?” They want to serve the Lord, but are not sure of what is expected of them.

A job should never be minimized in order to make a person interested in it. However, he/she will be more likely to accept the job if he/she knows some of what it entails both in relationship to him/her and to the overall work of the church.

There are three simple but basic rules to follow, if possible, in the work of the church:

1. Avoid overlooking.
2. Avoid overworking.
3. Avoid overlapping.
4. There should be a work for everyone, and everyone should be doing his/her work.

A job description has proven helpful in the following ways:

1. To help workers know what is expected of them in the job that they have been elected or appointed to fill.
2. To select the persons who will best fit into the specific job or ministry with the abilities they have.
3. To help define lines of authority and responsibility.
4. To serve as a checklist for the worker’s personal evaluation both during the assignment and at the end of the church year.
5. To serve as a guide in giving a total view of the job and its relationship to the church’s ministry.
6. To help specify future training needs.

### **WHAT WILL A JOB DESCRIPTION DO?**

1. Clarify relationships between jobs, thus avoiding overlaps and gaps.
2. Help to constantly revise the organization's structure to improve work.
3. Provide the first step in actual job appraisal.
4. Help introduce new people to their jobs.
5. Help specify future training needs.
6. Serve as a basis for manpower planning.

### **ABUSES TO BE AVOIDED**

1. Allow enough time for the job description to become an effective management tool.
2. Keep the job description up-to-date.
3. Avoid secrecy – team must work together knowledgeably.
4. Do not interpret too rigidly.

## SUGGESTED FORMAT

**JOB TITLE:**

**PERSON'S NAME:**

**DATE:**

**TO BE UPDATED BY:**

### **JOB SUMMARY:**

The end results this job exists to accomplish. It should answer the question: "What is my job?"

### **DUTIES:**

This section lists the activities necessary to accomplish the above. It answers the question, "How am I doing?"

### **ORGANIZATIONAL RELATIONSHIPS**

This section is a statement of the working relationships incumbent to the job. The concern here is "Who is the person responsible to and responsible for?" It answers the question, "Where do I go for help?"

### **QUALIFICATIONS:**

This section indicates all that the individual must be and know to do this job.

### **TRAINING AND DEVELOPMENT:**

This section lists schooling, training, and experiences planned for this year to better prepare this person to do this job.



# Job Description

## CHAIRMAN, CHRISTIAN EDUCATION

*(National Level)*

<b>POSITION TITLE:</b>	Director of Christian Education
<b>SUPERVISOR:</b>	The Chairman of Christian Education
<b>POSITION SUPERVISED:</b>	Christian Education Department
<b>QUALIFICATIONS:</b>	
<b>EDUCATION:</b>	Degree in Biblical Studies or equivalent.
<b>EXPERIENCE:</b>	Background in Christian Education, Church Leadership and Administration.
<b>PERSONAL CHARACTERISTICS:</b>	Christian, pleasant, courteous, good human relations skills, ability to communicate well, analytic reasoning ability.
<b>JOB DESCRIPTION:</b>	Exercises responsibility for the effective administration of the Department of Christian Education. Carries out research necessary for the effective functioning of the Department. Develops programmes relevant to the Christian Education needs of the MCA (Ja.).

### **SPECIFIC DUTIES:**

1. Attend quarterly meetings as a member of the Christian Education Board.
2. Implement appropriate decisions of the Christian Education Committee as required.
3. Plan and organize seminars for general Leadership Training, working with the Christian Education Board or smaller groups.
4. Coordinate seminars planned for the local churches by RENEWED Ministries.

5. Participate in training as required.
6. Attend to all correspondence within the areas of responsibility.
7. Serve as a resource person on various committees upon request and as an ex-officio member of each auxiliary's committee.
8. Identify the training needs of the local churches by gathering information and ensuring that those needs are met.
9. Maintaining a professional manner, all record of the Christian Education Department.
10. Responsible to the ordering, receipt and distribution of Sunday School materials to churches, and monitor payments.
11. Has responsibility for the preparation and /or updating of the Missionary Church resource materials.
12. Responsible for the administration, coordination and monitoring of the Evangelical Training Association (ETA) Lay Leadership Training Programmes in the Districts (except Eastern District).
13. Prepare (edit and photocopy) all Grace Hour messages for distribution to listeners, reply to requests for messages an/or counseling, or make referrals.
14. Gather information annually for the preparation of the MCA's annual Activity Calendar; prepare the Calendar and distribute to churches.
15. Prepare annual reports for inclusion in the Conference Manual; present report to Conference.
16. Prepare the Department's annual budget.
17. Perform any other duty as required.

# Job Description

## DIRECTOR OF CHRISTIAN EDUCATION

*(Local Level)*

The position of local Director of Christian Education exists for the purpose of assisting the Pastor in the organization, administration, promotion, curriculum, and instruction of the Christian Education programme.

### **DUTIES AND RESPONSIBILITIES**

The area of responsibility will vary with the local church. Generally, this officer is responsible to assist the Pastor in the administration and supervision of all teaching areas of the church.

Specifically, he/she assists the Pastor in the following ways:

1. Identify the training needs of the church.
2. Plan, lead and supervise training programmes to meet those needs in cooperation with the Pastor and members of the local Christian Education Board.
3. Develop policies for the educational programme of the church in counsel with the local Christian Education Board.
4. Preside over regular meetings of the Christian Education Board.
5. Ensure cooperation with and participation in the District and National Christian Education activities.
6. Coordinate the activities and programmes of the various Auxiliaries (e.g. preparing a Calendar of activities) so as to avoid clashes and to ensure that they are in keeping with the overall goals and emphases of the church.
7. Survey the church's educational programme, facilities, and curriculum annually.
8. Serve on the local Church Board as a member.

9. Serve as a liaison between the National Christian Education Department and the local Church.

### **ORGANIZATIONAL RELATIONSHIP**

The Director of Christian Education shall report to the Pastor and the Church Board. He/she shall give a report to the local church at its regular board meeting.

### **QUALIFICATION**

The Director of Christian Education shall have a Christian testimony and be a faithfully attending and supporting member of the local church. He/she should be in complete agreement with the doctrine and policy of the Missionary Church (Ja.).

## Job Description

### DIRECTOR, NATIONAL SUNDAY SCHOOL

<b>POSITION:</b> (Elected)	<b>DIRECTOR – SUNDAY SCHOOLS</b>
<b>HOW ELECTED:</b>	By the Annual Conference
<b>TERM OF OFFICE:</b>	Two years (eligible for re-election for an additional term)
<b>REPORTING RELATIONSHIPS</b>	Responsible to the general Conference and reports to the Christian Education Board through the chairman who in turn, reports to the General Board.
<b>QUALIFICATIONS:</b>	A devoted and committed Christian who is involved in Sunday school work in the local church. Involvement in other leadership roles would be an asset.

#### SUMMARY OF DUTIES:

As an elected Auxiliary head and a member of the Christian Education Board, the Sunday School Director is responsible for promoting the objectives of the Sunday School ministry and to encourage the achievement of these objectives, namely:-

1. Sunday School growth
2. Evangelism
3. Missions Outreach

### **SPECIFIC DUTIES:**

1. Organize a Sunday School Committee (if not already in place), which includes: a Secretary, Treasurer, Area Directors, two other members and the Christian Education Chairman as an ex-officio member.
2. Hold meetings at least twice annually and give general direction to the overall activities of the Sunday School.
3. Plan and organize seminars and workshops for Sunday School workers and assist in training.
4. Plan and organize an annual Sunday School Conference/Workshop on a national level, with the assistance of the Sunday School Committee, when necessary.
5. Sit on the Christian Education Board, attend quarterly meetings and give quarterly reports and projections.
6. Sit on any sub-committee of the Christian Education Board as may be necessary.
7. Prepare an annual budget to be presented to the Christian Education Board by September of each year.
8. Prepare a list of dates and activities of the Sunday school (national) to be presented to the Christian Education Chairman by November of each year for inclusion in the MCA Calendar of activities for the ensuing year.
9. Prepare reports/projections annually to be presented at the annual Conference and to be included in the Conference Manual.
10. Attend the annual Conference and present report on the National Sunday School.
11. Administer and give direction to the annual National Sunday School examination (where this is administered); distribute certificates.
12. Organize and direct the national activities of the Sunday School, including exams, rallies, etc., or any other activity considered necessary for the growth of the Sunday School.
13. Plan and organize projects that will enhance the development and funding of the Sunday School ministry.
14. Promote the goals of the denomination through the Sunday School.

### **CONTACTS:**

Local Auxiliary Heads, Pastors

Consult/liaise with the Christian Education Chairman on matters of administration or for general information.

## **Job Description**

### **SUNDAY SCHOOL SUPERINTENDENT**

#### **JOB SUMMARY**

The purpose of the Sunday School is to instruct every person in the teachings of the Bible so that they can accept Christ as Saviour and Lord, and grow to maturity in Him.

The Sunday School Superintendent is the administrative head who directs this organization in fulfilling this purpose.

#### **DUTIES AND RESPONSIBILITIES**

1. Faithfully attend all Church services and special services.
2. Be progressive, having alertness to new ideas and methods.
3. Be enthusiastic, giving inspiration to the entire school.
4. Be devoted to people, having a concern and interest in children, young people, and adults. (If unsure, reconsider the position).
5. Be prompt and regular in attendance (46 Sundays of the year and at least 15 minutes ahead of opening time).
6. Take advantage of opportunities to up-date knowledge by attending seminars and workshops.
7. Attend the annual National Sunday School Conference and ensure the full participation of the teachers in this activity.

8. Read available Christian educational materials, also to be informed of local church events, denominational activities, and latest professional methods.
9. Meet periodically with the Pastor for evaluation, development, and improvement.
10. Plan for the following activities:
  - Regular organized meetings with Sunday School staff.
  - Leadership training, workshops, seminars.
11. Cooperate with special denominational emphases.
12. Do advance planning for the year's activities.
13. Project enrolment and attendance goals.
14. Stress evangelism in the Sunday School.
15. Implement a programme of outreach, regular teacher visitation and other ministries.
16. Initiate and implement strategies for the growth and development of the Sunday School.
17. Recruit workers, discuss duties, provide substitutes where necessary, counsel with teachers, and be alert to activities of the entire school.
18. Give oversight to teachers, seeing that they have proper equipment (chairs, tables, aids, space etc.).
19. Give oversight to the purchase of approved teaching materials.
20. Promote good home/church relationship, e.g. have regular Parent-teachers meeting.
21. Observe and evaluate work of staff members.
22. Serve in this position as unto the Lord.

### **ORGANIZATIONAL RELATIONSHIPS**

Although elected by the church, the Sunday School Superintendent works cooperatively and closely with the Pastor and the Christian Education Board and/or the Sunday School Committee of the Church. He is responsible to the Pastor and the Sunday School Executive Committee in carrying out the entire programme.

### **QUALIFICATIONS**



The Sunday School Superintendent should be:

1. A dynamic Christian and a faithful, attending and supporting member of the local Church.
2. In complete agreement with the doctrine and policy of the Missionary Church (Ja.).
3. A recognized leader in the church.
4. Possessed with a general understanding of the ministry of the Sunday School.
5. Possessed with administrative ability.
6. Genuinely concerned about people.

# **Job Description**

## **SUNDAY SCHOOL TEACHER**

### **JOB SUMMARY**

The Sunday School Teacher plays a pivotal role in fulfilling the purpose of the Sunday School. His/her task is that of providing meaningful experiences for his/her students so that they can explore new meanings, feelings, and actions within a supportive climate.

### **DUTIES AND RESPONSIBILITIES**

1. Faithfully attend all Church services.
2. Maintain a daily personal devotional life.
3. Teach for change in lives of class members.
4. Be faithful in attending class (46 Sundays of the year).
5. Be prompt in attendance, at least 10 minutes ahead of opening time.
6. Be concerned about the class. Make contacts in times of a class member's personal crisis, need, and special observances.
7. Visit in homes of class members at least twice per year.
8. Use approved teaching material.
9. Participate in staff meetings and parent/teachers meetings.
10. Cooperate with other teachers and the entire church programme.
11. Seek to lead pupils to Christ.
12. Encourage class members to serve Christ.
13. Notify Superintendent if unable to teach the class.
14. Cooperate in special programmes.
15. Keep accurate attendance records.
16. Use variety of teaching methods, including new methods.

17. Take advantage of opportunities to up-date knowledge such as: leadership training courses, workshops, seminars, etc.
18. Attend the annual National Sunday School Conference.
19. Read available Christian educational materials. Also be informed of local church events, denominational activities, and latest professional methods.
20. Evaluate class sessions, teaching methods, etc.
21. Keep Superintendent informed of activities, class absences, problems, conversions, necessary instructional aids needed etc.
22. Serve in this position as unto the Lord.

### **ORGANIZATIONAL RELATIONSHIPS**

The Sunday School Teacher is directly responsible to the Sunday School Superintendent.

### **QUALIFICATIONS**

The Sunday School Teacher should be:

1. A dynamic Christian, actively supporting the local Church.
2. In agreement with the doctrine and policy of the Missionary Church.
3. Trained to teach the particular age group.
4. Teachable and willing to learn.
5. Flexible and readily adapt to change.
6. Creative and able to act on his/her initiative.
7. Knowledgeable of the age group characteristics.
8. Possessed with a genuine concern for people.

# Job Description

## DIRECTOR, CHILDREN'S MINISTRIES

*(National Level)*

<b>POSITION:</b>	DIRECTOR -Children's Ministries
<b>HOW ELECTED:</b>	By the annual Conference
<b>TERM OF OFFICE:</b>	Two years (Eligible for re-election for an additional term).
<b>REPORTING RELATIONSHIPS:</b>	Responsible to the General Conference and reports to the Christian Education Board through the Chairman who, in turn, reports to the General Board
<b>QUALIFICATIONS:</b>	A dedicated and committed Christian who is involved in children's ministries in the local church. Involvement in other leadership roles would be an asset.

### **SUMMARY OF DUTIES**

As an elected Auxiliary Head and a member of the Christian Education Board, the Director of Children's Ministries is responsible for promoting and achieving the objectives of the ministries which fall directly under the purview of Children's Ministries: **Missionary Cadets, Vacation Bible School, and Junior Church.**

The Director is responsible to see to the training and development of the children of the denomination and the nation at large, placing special emphasis on the development of Christian character.

**SPECIFIC DUTIES:**

1. Organize an executive committee (if not already in place), which includes an Assistant Director, Area Directors, and up to three additional members, and the Christian Education Director who is an ex-officio member.
2. Hold meetings annually and at other times, when necessary.
3. Plan and carry out a programme of training among the children of the denomination and the wider communities.
4. Plan and organize training seminars and workshops for the local directors of Children's Ministries.
5. Sit on the Christian Education Committee, attend quarterly meetings, and give quarterly reports and projections.
6. Sit on any sub-committee of the Christian Education Committee when necessary.
7. Prepare an annual budget to be presented to the Christian Education Committee by September of each year.
8. Prepare a list of dates and activities of the particular ministry (national) to be presented by November of each year for inclusion in the MCA Annual Calendar of Activities for the ensuing year.
9. Prepare reports annually to be presented at the Annual Conference and to be included in the Conference Manual.
10. Attend the annual Conference of the denomination and present report.
11. Promote the denomination's goals through Children's Ministries.

# Job Description

## DIRECTOR, CHILDREN'S MINISTRIES

*(Local Level)*

### **JOB SUMMARY**

The local Director of Children's Ministries is responsible for coordinating and promoting the programmes and activities of the ministries that cater to the needs of children within the local

church and the community within which it operates.

### **ORGANIZATIONAL RELATIONSHIPS**

The local Children's Ministries Director is elected by the local church membership. He/she works cooperatively and closely with the Pastor and the Christian Education Committee of the church. He/she is responsible to the Pastor and the Executive Committee of the ministry in effecting the various programmes (apart from the Sunday school), of the local church that cater to the needs of children.

### **DUTIES AND RESPONSIBILITIES**

1. Organize an Executive Children's Ministries Committee which will engage in the planning of the various activities of the ministry.
2. Organize a Missionary Cadets ministry in the local church.
3. Organize the Junior Church activities in the local church where this is recognized.
4. Plan and see to the implementation of the annual Vacation Bible School activities.

5. Hold committee meetings at least once per quarter.
6. Plan and carry out a programme of activities among the children of the local church and the community, such as will ensure the evangelism and holistic development of children.
7. Sit on the Christian Education Board of the local church, attend the Board's quarterly meetings, and submit quarterly reports and projections to the Board.
8. Attend meetings held for Directors of Children's Ministries, both at the Area and National levels.
9. Prepare a list of dates and activities of the ministry in the local church to be presented for inclusion in the Calendar of Activities of the local church for the ensuing year.
10. Prepare reports to be presented at the meetings of the church Board.
11. Promote the goals of the local church through this particular ministry.
12. Serve in this position as unto the Lord.

### **QUALIFICATIONS**

The local Children's Ministries Director should be:

- A dedicated and committed Christian who has a heart for ministry to children.
- Aware of the overall mission and purpose of the local church.
- An active member of the local church.
- Trained to work with children.
- Knowledgeable of the characteristics and overall needs of children.
- Cooperative and able to work along with others.
- Able to plan and organize suitable programmes which will advance the purposes of the ministry.
- Able to work on his/her own initiative.





# Job Description

## MISSIONARY CADETS

### SUMMARY OF DUTIES:

The Director of the Cadets Ministry is responsible for coordinating and promoting the programmes and activities of this ministry.

### ORGANIZATIONAL RELATIONSHIPS

The Cadets Director is elected by the local church membership. He/she works cooperatively and closely with the local Director of Children's Ministries.

### DUTIES & RESPONSIBILITIES:

1. Work closely with the local Director of Children's Ministries to effect the Cadets Ministry in the local church.
2. Develop and implement programmes that will promote the growth and development of the ministry in the local church.
3. Report to the local Director of Children's Ministries as to the progress of the Cadets Ministry.
4. Attend the meetings for Directors of Cadets Ministry that are held in the respective Areas.
5. Attend the training programmes that are planned for Directors of the Cadets Ministry.

6. Participate in the programmes and activities of the national Children's Ministries.

# Job Description

## DIRECTOR, MISSIONARY WOMEN'S FELLOWSHIP

*(National Level)*

<b>POSITION:</b> (Elected)	<b>DIRECTOR - National Women's Fellowship</b>
<b>HOW ELECTED:</b>	By the Annual Conference
<b>TERM OF OFFICE:</b>	Two years (Eligible for re-election for an additional term).
<b>REPORTING RELATIONSHIPS:</b>	Responsible to the General Conference and reports to the Christian Education Board through the Chairman who, in turn, reports to the General Board.

### SUMMARY OF DUTIES:

The National Women's Fellowship Director, as an elected Auxiliary head and a member of the Christian Education Committee, is responsible to give general direction to the overall activities and programmes of the Women's Fellowships in the denomination, with a view to the development and building up of the movement in the areas of :

- Organization
- Evangelism
- Outreach
- Ministry
- Fellowship

For the promotion of the gospel of Jesus Christ and the advancement of the work of the Missionary Church in Jamaica, in keeping with its goals and objectives set out at each Annual Conference.

## **DUTIES AND RESPONSIBILITIES:**

### **1. Organization:**

Coordinate the activities and programmes of the Women's Fellowship in the local churches by:

- (a) appointing Area Directors and communicating with them on a regular basis.
- (b) Holding annual Executive Committee business meetings.

### **2. Evangelism**

Promote evangelistic efforts/activities in the fellowships:

- (a) Promoting the study of the Word
- (b) Encouraging the women to engage in activities such as: house to house visitation, home Bible studies, tract distribution etc...and promoting such activities.

### **3. Outreach:**

promote and encourage community outreach and social projects - to benefit both the local church and the wider ...

### **4. Ministry:** Encourage women to participate in local church ministries and training opportunities, for the enhancement of their leadership functions.

### **5. Fellowship:** when possible, visit local churches with weak fellowships to encourage and assist them.

### **6.** Plan and hold Women's Fellowship meetings and retreats on a national level in order to foster fellowship, growth and unity.

### **7.** Sit on the Christian Education Board; attend quarterly meetings and present quarterly reports.

### **8.** Sit on any sub-committee of the Christian Education Board, as may be needed.

### **9.** Prepare an annual budget to be presented to the Christian Education Board by September of each year.

### **10.** Prepare list of dates and activities for the ensuing year, by November of each year, for inclusion in the MCA Annual Calendar of activities for the ensuing year.

### **11.** Prepare annual reports/projections to be presented to the Annual General Conference and to the Annual General Conference Manual.

### **12.** Attend the Annual general Conference and present the report.

### **13.** Promote the denomination's goals among the Fellowships.

## Job Description

### **PRESIDENT, MISSIONARY WOMEN'S FELLOWSHIP**

*(Local Level)*

#### **JOB SUMMARY**

The Purpose of the Missionary Women's Fellowship is to foster fellowship among the women of the denomination; to promote evangelism by personal soul-winning, and to give active support to the home and foreign work of the denomination in keeping with the objectives and policies of the denomination and in correlation with the respective divisions and departments.

The President is therefore responsible to give general direction to the overall activities and programmes of the Women's Fellowship at the local level with a view to developing and building the Fellowship in the areas of: **Organization, Evangelism, Outreach, Ministry and Fellowship**, for the promotion of the Gospel of Jesus Christ, and the advancement of the mission of the local church serving in a given community.

#### **ORGANIZATIONAL RELATIONSHIPS**

The President of the local Missionary Women's Fellowship is elected by the local church membership. She works cooperatively and closely with the Pastor and the Christian Education Board of the local church and is responsible to the Pastor and the Women's Fellowship Committee in carrying out the entire programme of the Fellowship.

## **DUTIES AND RESPONSIBILITIES**

1. Organize and coordinate the activities of the Women's Fellowship in the local church.
2. Promote evangelistic efforts/activities in the fellowship through the study of the Word of God, encouraging the women to engage in house to house visitation, home Bible studies, tract distribution etc.
3. Promote and encourage community outreach and social projects - to benefit both the local church and the wider community.
4. Encourage women to participate in local church ministries and training opportunities, for the enhancement of their leadership functions.
5. Plan and implement activities which will foster fellowship, growth and unity among members of the Fellowship.
6. Sit on the local Christian Education Board, assisting in the general Christian Education plans and programmes for the local church.
7. Attend the quarterly meetings of the local Christian Education Board.
8. Present quarterly reports to the local Christian Education Board.
9. Present quarterly reports to the members meetings of the local Church.
10. Attend and participate in the activities of the Area and National Missionary Women's Fellowship
11. Prepare a list of dates and activities to be included in the Calendar of Activities for the ensuing year.
12. Promote the mission of the local church among the members of the fellowship.
13. Ensure that young women are nurtured in the faith through a big sister/little sister mentoring programme.
14. Able to work on her own initiative.
15. Serve in this position as unto the Lord.

## **QUALIFICATIONS**

The President of the local Missionary Women's Fellowship should be:

1. A Christian who is in good standing with her Lord.
2. An active member of the local church fellowship.
3. Willing to serve.
4. Able to organize and coordinate activities and programmes.
5. Aware of the needs of both young adult and adult women.
6. Knowledgeable of issues that affect women and be able to plan programmes to address these issues.
7. Possessed with leadership skills as will assist in the able coordination of the activities of the Fellowship and offer guidance and direction to the various programmes of the Fellowship.
8. People oriented, goal oriented, and vision driven.
9. Able to work along with others.
10. In agreement with the overall mission of the Church and be willing to advance same among the members of the Fellowship.
11. Persevering in nature.

## Job Description

### DIRECTOR, MEN'S FELLOWSHIP

*(National Level)*

**POSITION** (Elected)      **DIRECTOR - National Men's Fellowship**

**HOW ELECTED:**              By the Annual Conference

**TERM OF OFFICE:**        Two years (Eligible for re-election for an additional term).

#### **REPORTING**

**RELATIONSHIPS:**        Responsible to the General Conference and reports to the Christian Education Board through the Chairman who, in turn, reports to the General Board.

**QUALIFICATIONS:**      A dedicated and committed Christian who is involved in Men's Fellowship in the local church. Involvement in other leadership roles would be an asset.

#### **SUMMARY OF DUTIES**

The National Men's Fellowship Director, as an elected Auxiliary Head and a member of the Christian Education Board, is responsible for the:

- Promotion and coordination of activities and programmes of the Men's Fellowships in the denomination in the areas of:- **Organization, Evangelization, Ministry, Fellowship.**
- Promotion of the Gospel of Jesus Christ and the advancement of the work of the Missionary Church in Jamaica, in keeping with the goals and objectives set out at each Annual Conference.

#### **DUTIES AND RESPONSIBILITIES:**

##### **1. Organization:**

Coordinate the activities and programmes of the Men's Fellowships in the local churches by:-

- a) Appointing Area Directors (if not already done).



- b) Holding meetings or communicating with the Area Directors on a regular basis.
  - c) Holding annual executive business meetings.
2. **Evangelism:**  
Promote evangelistic efforts / activities in the Fellowships by: encouraging the local Men's Fellowships to engage in evangelistic activities such as:- witnessing, visitation, home Bible Study, etc. and promoting such activities.
3. **Outreach**  
**Promote** and encourage community outreach and social projects - to benefit both the local church and the community.
4. **Ministry:**  
Encouragement to participate in their local church ministries e.g. to take advantage of leadership training opportunities including training Seminars conducted by the Christian Education Department from time to time.
5. **Fellowship:**
- a) If possible, visit local churches with weak fellowships to encourage and assist them.
  - b) Hold annual Men's Fellowship meeting or Conventions on a national level to foster and encourage fellowship, growth and unity.
  - c) Encourage **(i)** self help projects in the local church where needed; and **(ii)** assistance to other churches in the District as the needs may arise.
  - d) Sit on the Christian Education Board, attend quarterly meetings and give quarterly reports.
  - e) Sit on any sub-committee of the Christian Education Department as may be necessary.
  - f) Prepare an annual budget to be presented to the Christian Education Board by September each year.
  - g) Prepare a list of dates and activities of the Fellowship by November of each year to be included in the MCA Calendar of Activities for the ensuing year.
  - h) Prepare annual reports/projections to be included in the Conference Manual and presented at the Annual General conference.
  - i) Attend the Annual General Conference and present reports/projections.
  - j) Promote the denomination's goals among the fellowships.

# Job Description

## **PRESIDENT, MISSIONARY MEN'S FELLOWSHIP**

*(Local Level)*

### **JOB SUMMARY**

The purpose of the Missionary Men's Fellowship is to foster fellowship among the men of the denomination; to promote evangelism by personal soul-winning; and to give active support to the home and foreign work of the denomination in keeping with the objectives and policies of the denomination and in correlation with the respective divisions and departments. It is therefore the responsibility of the president to plan and implement such programmes and activities as will promote the purposes of the Fellowship.

### **DUTIES AND RESPONSIBILITIES:**

1. Coordinate the activities and programmes of the Men's Fellowship in the local church.
2. Promote evangelistic efforts / activities in the Fellowship by engaging in evangelistic activities such as:- witnessing, visitation, home Bible Study, etc., and promoting such activities.
3. Promote and encourage community outreach and social projects - to benefit both the local church and the community.
4. Encourage members to participate in the local church ministries e.g. to take advantage of leadership training opportunities including training Seminars conducted by the Christian Education Department from time to time.
5. Encourage fellowship among the men within the local church and the community at large.
6. Encourage self-help projects in the local church where needed and to assist the members of the Fellowship when and where needed.
7. Sit on the Christian Education Board, attend quarterly meetings and give quarterly reports.

8. Prepare a list of dates and activities of the local Fellowship.
9. Prepare quarterly reports/projections to be presented to the local church Board and the Christian Education Board.

### **ORGANIZATIONAL RELATIONSHIPS**

The President of the Missionary Men's Fellowship in the local church is elected by the members of the local church. He works cooperatively and closely with the Pastor and the local Christian Education Director and with the Executive Committee of the Missionary Men's Fellowship.

### **QUALIFICATIONS**

The President of the local Missionary Men's Fellowship should be:

1. A dedicated and committed Christian.
2. A member of the local Church.
3. Actively involved in the overall activities of the local church.
4. Aware of and agree with the mission of the local church.
5. Willing to promote the mission of the local church among the members of the Fellowship.
6. Possessed with leadership skills.
7. Able to plan and implement programmes.
8. Knowledgeable of the needs of men, and is conversant with men's issues.
9. A people person.
10. Able to work with others.
11. People oriented, goal oriented and vision driven.

# Job Description

## **DIRECTOR, NATIONAL MISSIONARY YOUTH MINISTRIES**

<b>POSITION</b> (Elected)	<b>DIRECTOR - National Young Adults and Youth Ministries</b>
<b>HOW ELECTED:</b>	By the Annual Conference
<b>TERM OF OFFICE:</b>	Two years (Eligible for re-election for an additional term).
<b>REPORTING RELATIONSHIPS:</b>	Responsible to the General Conference and to the General Board.
<b>QUALIFICATIONS:</b>	A dedicated and committed Christian who is actively involved in youth ministries in the local church. Involvement in other leadership roles would be an asset.

### **SUMMARY OF DUTIES**

Exercises responsibility for the effective administration of the Department of Youth Ministries. Carries out responsibilities necessary for the effective functioning of the Department. Develops, implements, and assesses programmes relevant to the needs of youth and young adults.

### **SPECIFIC DUTIES:**

1. Give direct oversight to the general activities of the department.
2. Implement appropriate decisions of the Youth Department as required by the General Board.
3. Plan and organize seminars for general leadership training of youth workers.
4. Attend to all correspondence.

5. Maintain in a professional manner, all records of the Youth Department.
6. Prepare the Department's annual budget.
7. Prepare an annual report for inclusion in the Conference Manual.
8. Present the report to the Conference.
9. Assist the local churches to set up local youth ministries.
10. Offer support to the local churches through the Area Directors.
11. Develop strategies that will strengthen the work of local Fellowships.
12. Liaise with the Area Directors to assess the growth of local youth Ministries.
13. Perform any other duties as assigned.

# Job Description

## DIRECTOR, EVANGELISM & MISSIONS

<b>POSITION</b> (Elected)	DIRECTOR - <b>Evangelism &amp; Missions</b>
<b>HOW ELECTED:</b>	By the Annual Conference
<b>TERM OF OFFICE:</b>	Two years (Eligible for re-election for an additional term).
<b>REPORTING RELATIONSHIPS:</b>	Responsible to the General Conference and to the General Board.
<b>QUALIFICATIONS:</b>	

### SUMMARY OF DUTIES

Exercises responsibility for the effective administration of the Department of Evangelism and Missions. Carries out responsibilities necessary for the effective functioning of this Department. Sees to the needs of the denomination regarding Evangelism and Missions.

### DUTIES & RESPONSIBILITIES:

1. Sit on the General Board of the denomination and attend the meetings called by the General Board.
2. Submit reports to the General Board as to the programmes & proposals of the Department.
3. Attend the Denomination's Annual General Conference and present reports and projections to the Conference.
4. Submit report for inclusion in the Conference manual.
5. Liaise with the local churches regarding their evangelism and missions activities.
6. Provide support for the evangelism and missions activities of the local church.

7. Initiate and implement local and foreign mission activities.
8. Give general oversight to the activities of the denomination in matters of evangelism and missions.
9. Initiate and implement training activities for local church participants in evangelism and missions.
10. Represent the denomination at international Missions conferences.
11. Any other duties as assigned.

# Job Description

## CHAIRMAN, MEDIA MINISTRIES

<b>POSITION</b> (Elected)	<b>CHAIRMAN - Radio Commission</b>
<b>HOW ELECTED:</b>	By the Annual Conference
<b>TERM OF OFFICE:</b>	Two years (Eligible for re-election for an additional term).
<b>REPORTING</b>	
<b>RELATIONSHIPS:</b>	Responsible to the General Conference and to the Christian Education Board.
<b>QUALIFICATIONS:</b>	

### JOB SUMMARY

Exercises responsibility for the effective administration of the Media Ministries. Carries out responsibilities necessary for the effective functioning of this Ministry. Sees to the development and presentation of programmes relevant to the needs of the listening audience.

### DUTIES AND RESPONSIBILITIES

1. Give general oversight to the operations of the Radio programmes sponsored by the denomination.
2. Hold periodic meetings with the members of the Media Committee.
3. Select speakers for the various radio programmes.
4. Initiate measures that will ensure quality presentation of the various radio programmes.
5. Ensure that the programmes are recorded and delivered on schedule.
6. Keep abreast with the needs of the listening public.



7. Plan programmes that speak to the needs of the listening public.
8. Sit on the Christian Education Board, attend the quarterly meetings of the Board.
9. Present regular reports of the activities of the Commission to the Board.
10. Sit on any sub-committee of the Christian Education Board as needed.
11. Attend the Annual Conference of the denomination and present a report on the programmes and projections of the Commission.
12. Prepare annual reports to be presented at the Conference of the denomination.
13. Prepare an annual budget to be presented to the Christian Education Department by September each year.

# **Job Description**

## **CHURCH BOARD**

### **JOB SUMMARY**

The task of the Church is to bring God's message to the souls of men, redeem them to the position of sons of God, and to build a new society in the world. Those who are elected out of the congregation are chosen to make the plans and guide the programme of the church to accomplish this objective and to give the church careful supervision and direction.

### **DUTIES AND RESPONSIBILITIES**

1. Transact the business which is involved in the operation of the Church.
2. Pray for the Pastor, the ministries of the Church, and for those who attend.
3. Represent the members of the Church in giving oversight to its functions.
4. Maintain in sacred confidence and trust the matters of business discussed in the Board meetings.
5. Meet regularly at least once a month.
6. Arrange for the support of the Pastor and other workers they engage.
7. Approve long-range planning for special meetings, the engagement of evangelists, etc.
8. Keep informed in all areas of the church, such as finances, departmental functions of men, women, youth, children, missions etc.
9. Approve Church campaigns and projects.
10. Regulate the use of Church facilities by outside groups.

11. Represent the church in negotiating for a Pastor, in keeping with the provisions of the Church by-laws and the Missionary Church Constitutions.
12. Review and revise the Church membership annually.
13. Prepare for the business meetings of the Church and for elections as directed in the by-laws.

### **ORGANIZATIONAL RELATIONSHIPS**

The members of the Church Board are selected in keeping with the requirements set forth in the Constitution of the Missionary Church and the by-laws of the local church. Hence, the Board is responsible to the congregation of the local Church.

# **Job Description**

## **CHAIRMAN OF THE CHURCH BOARD**

Since the Church Board serves as the administrative body of the congregation, subject to the right of review vested in the Church membership, the position of the Chairman exists for the purpose of serving as the presiding officer of all meetings of the Board.

### **DUTIES AND RESPONSIBILITIES**

1. Preside at all Church Board meetings, serving as the moderator.
2. Lead the Church Board in the performance of its duties.
3. Prepare an agenda for each regular meeting.
4. Be certain that every point of view is given an opportunity for expression.
5. Dispense all items of business in accordance with the parliamentary law that governs the Board.
6. Be as impartial as possible in all decisions.
7. Be well informed regarding the Church constitution, bylaws, and policies.
8. Briefly review the actions taken at each Board meeting before adjournment for understanding and clarification.
9. Be certain that accurate records are kept of all business.
10. Be aware of the goals of the Church, both short-and long-range.
11. Present those areas of need in order of their importance.
12. Aid in the coordination of Board decisions.
13. Supervise the compiling and distribution of minutes, reports, etc. to the Board, various officers and/or the congregation as the need arises.
14. Work closely and cooperatively with the Pastor (if the church Board Chairman is not the Pastor).

15. Preside at all members' meetings of the local Church.

### **ORGANIZATIONAL RELATIONSHIPS**

The Chairman of the Church Board shall be responsible to the Board. If a Chairman, other than the Pastor, is selected by the Board, he shall be responsible to the Board.

### **QUALIFICATIONS**

The Chairman of the Church Board, who shall be the Pastor, shall be in agreement with the doctrine and policies of the local church and denomination. He shall be a member of the Missionary Church.

# **Job Description**

## **CHRISTIAN EDUCATION BOARD**

### **JOB SUMMARY**

Diversity and growth of the local Church's programme demands a coordinating and directing group. In addition to Sunday School, a growing Missionary Church adds other Christian Education agencies such as Missionary Cadets, Missionary Youth Fellowship, Missionary Women's Fellowship, Missionary Men's Fellowship, Vacation Bible School, and Junior Church. The Christian Education Board is the coordinating group for the small as well as the large Church to assume a leadership role, to bring a balanced plan.

### **DUTIES AND RESPONSIBILITIES**

1. Assist the local Missionary Church in accomplishing its directive as given in Ephesians 4:12,13 (NIV) "...to prepare God's people for work of service so the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining the full measure of perfection found in Christ".
2. Help the local Church have a plan that brings individuals to Christ in salvation, to build them up in Christ and to send them forth to work with Christ.
3. Promote loyalty to Christ and the local Church.
4. Make a careful survey of the church's educational programme, facilities and curriculum, both immediate and long-range, to discover the needs and take steps to meet those needs.
5. Make possible long-range planning, consistent work and continued progress even through changes in leadership.
6. Provide an avenue for enlisting, training, and utilizing as many persons as can be effectively used in the educational work of the Church.

7. Make the educational work of the Church a part of the church rather than a common practice of each agency functioning apart from one another and from the church as a whole.
8. Review and coordinate curricula materials for each age level.
9. Provide and extend the teaching ministry of the church by periodic evaluation and by prayerful and creative planning.
10. Coordinate and have general supervision of all educational agencies – Missionary Cadets, Sunday School, Missionary women’s Fellowship, Missionary Men’s Fellowship, Vacation Bible School, Junior Church.
11. Recommend the budget for the educational needs of the Church.
12. Develop an educational awareness in the congregation.

### **ORGANIZATIONAL RELATIONSHIP**

The Christian Education Board concerns itself with the total programme of Christian Education. While the Sunday School focuses on the needs of the Sunday School only, the Christian Education Board involves all departments and agencies. The Christian Education Board shall regularly report to the Church Board and the Pastor.

# **Job Description**

## **ELDERS**

### **JOB SUMMARY**

Elders are chosen by the Church in an official capacity based on a recognition of their dedication and commitment to the service of the Church and who meet the scriptural qualifications for such leadership (I Tim. 3:1-8; Titus 1:5-7). Since there is need for this kind of assistance to be given to the Pastor of the local Church, the office of Elder has been provided.

### **DUTIES AND RESPONSIBILITIES**

Work closely with the Pastor and assist him in the spiritual ministry of the Church as follows: -

1. Lead the church in worship.
2. Teach, have a good grasp of biblical truths, and be able to impart the truths to the congregation of the local Church.
3. Set an example by life and precept.
4. Watch over the flock of God.
5. Guide them to spiritual maturity and doctrinal understanding and to encourage them.
6. Pray for the flock.
7. Be engaged in visitation.
8. Exercise authority over others and maintain discipline.
9. Officiate at the Lord's Supper and conduct baptism in the absence of the Pastor.



## **ORGANIZATIONAL RELATIONSHIPS**

Elders are primarily responsible to the local Church and should work closely and cooperatively with the Pastor.

## **QUALIFICATIONS**

Personal holiness, generous hospitality, aptitude for teaching discipline in the home, spiritual maturity, gentleness and a good reputation in the community. It is understood that these officers meet the Scriptural qualifications (I Tim 3<sup>1</sup>-8; Titus 1:5-7), and are faithful members in the attendance and support of the local Church. They shall be in agreement with the doctrines and policies of the local Church and Denomination.

# Job Description

## DEACONS

### JOB SUMMARY

Deacons were first appointed to bring about order, and to produce and maintain harmony among the believers in the Early Church, and to release the apostles from any burden or worry over the daily functioning of the Church in such temporal matters. Since the need for this kind of assistance to be given to the Pastor of the local Church remains until today, the office of deacon has been provided.

### DUTIES AND RESPONSIBILITIES

1. Assist the Pastor in the spiritual ministry of the Church.
2. Pray for the entire congregation as follows: -
  - individual members of the Church;
  - the Pastor and other church leaders;
  - the entire ministry and outreach of the Church;
  - the bereaved hospitalized and shut-ins;
  - those with special needs, being alerts to recognize these;
3. Visit the membership annually through an organized plan with the Pastor and other deacons.
4. Assist in administering the Lord's Supper, having elements prepared and ready for the service.
5. Assist in the Baptismal Service giving oversight to the care of the baptistry, robes,
6. Post-service work etc.
7. Show hospitality to visitors and newcomers at the Church and visiting their homes.

8. Assist the Pastor in planning special services of the Church and assisting in or
9. providing the entertainment of guest ministers.
10. Be ready to pray with those seeking spiritual help in services in homes as well.
11. Give directions to Benevolent Fund, assisting those in need as the occasion may
12. arise among the people of the Church.
13. Assist the Pastor in the spirit of love and prayer, when it is necessary to discipline members.
14. Assist in Prayer Meetings in the Pastor's absence when called upon.
15. Assist in providing a pulpit supply and/or give leadership when the Pastor is absent.
16. Keep all information confidential. Do not even share with family and friends.

### **ORGANIZATIONAL RELATIONSHIPS**

Since the Deacons are elected by the local Church, they shall be primarily responsible to it. However, since they assist the Pastor in many ways, they should work closely and cooperatively with him.

### **QUALIFICATION**

The guidelines for the type of men (and women) chosen, and the ministry to be performed, can be found in Acts 6:3 and I Timothy 3:8-13. It is understood that these officers meet the scriptural qualifications and are faithful members in be in agreement with the doctrines and policies of the local Church and Denomination.

## **Job Description**

### **USHERS**

Although the word “usher” is not used in the Bible, it is implied in the Scriptures and great importance is placed upon this work for the Lord. It is noted in I Chronicles 9 that men were appointed to serve as “keepers of the gates”, as a “Porter of the door of the Tabernacle of the congregation” as “porters in the gates”, as “keepers of the entry”, and other forms of service for God that were necessary to worship in the tabernacle. Those chosen were “very able men for the work of the service of the house of God” (vs. 13). Therefore, those chosen to be ushers should be persons with a Christian testimony, faithful in their attendance and support of the church, and have the necessary qualifications for this ministry.

One of the duties of the door-keeper was to receive collections from the people (2 Kings 22:4). Another was to be a keeper or guard of the gate. The Psalmist so recognized the importance of this office that he wrote: “I had rather be a door-keeper in the house of my God, than to dwell in the tents of wickedness” (Psalm 84:10). This oversight of worship in God’s house is the usher’s ministry.

The usher is often the first person to meet as they come to the church and so he/she has the opportunity to make friends for the church, not only by personal bearing and judgment, but also by direct interest in the individual. The usher makes a spiritual contribution by his/her radiant Christ-like spirit, attitude of reverence to God and respect for the house of God, and an interest in the Pastor’s ministry that can help members of the congregation to do the same.

## **GENERAL RESPONSIBILITIES OF THE USHER**

The usher:

1. Should be a Christian who loves the Lord and the Church, and should have a personality that radiates Christ.
2. Should maintain a dignity in keeping with the office.
3. Should be respected by others in the Church and community.
4. Should be given to punctuality in attendance to Church functions.
5. Should be a people-person.
6. Should be sincere and friendly, have a ready smile and handshake, know names of people.
7. Should be pleasant and polite, discreet with members of the opposite sex.
8. Should guard against mannerism and attitudes that would offend, - bad breath, chewing gum, etc.
9. Should always perform his/her duties as a spiritual ministry.
10. Should always remember that he or she serves as a host for the Lord, making people feel welcome and at home as they come to worship in the house of God.

## **SPECIAL RESPONSIBILITIES OF USHERING**

The Usher should:

1. Be at Church at least 15-20 minutes early to check lighting, doors, bulletins, visitor's cards, offering plates, hymn books etc.
2. Be prepared to be helpful in bad weather with umbrella etc., to assist parents with small children and be alert to others.
3. Give welcome cards/packets to visitors, get complete names and addresses for record book, learn information for follow-up.
4. Allow guest to express preference in seating – seat visitors with members if possible. Do not let them sit alone – encourage friendliness and a family spirit.

5. Refrain from loud talking, unnecessary back-slapping and hand-shaking when greeting people.
6. Seat elderly people near the front; seat regular members as far forward as possible; know where available seats are.
7. Reserve rear pews for parents with small children, and persons who are late.
8. Never seat anyone during reading of the Scriptures, prayer or special music – this applies to visitors and regular attendees.
9. Read the church bulletin, know the order of service, (the Pastor may make changes occasionally), and anticipate the offering.
10. Be alert for the unexpected – be prepared to handle emergencies with a minimum of confusion or disturbance.
11. Know where First Aid Kit is kept.
12. Know where fire extinguishers are placed (if any).
13. Know how to handle disorderly people who may come in.
14. Know what to do if a dog or cat enters the building.
15. Be prepared to answer telephone and take messages and not to disrupt a service except for extreme emergency.
16. Make a periodic patrol of parking area – guard against vandalism. Be on the alert.
17. Refrain from unnecessary conversation with other ushers.
18. Remain on duty throughout the service – sit in a reserved place at the extremities of the sanctuary; be available at all times.
19. Be alert for signals from the platform.
20. Be a promoter – speak of blessings of service and encourage people to return when bidding goodbye to visitors.
21. Be as considerate and courteous to persons who attend regularly as also to visitors.
22. Always be in the spirit of prayer during the service.
23. Be sure to greet visitors after the service.

# **Job Description**

## **TRUSTEES**

### **JOB SUMMARY**

In any organization, it is necessary for a smaller body to be selected for the management, care and protection of the real and personal property of the larger body. The position of Trustee or Board and Trustees exists for this purpose.

### **DUTIES AND RESPONSIBILITIES**

1. Have oversight of all Church property.
2. Maintain the general upkeep and improvement of the physical properties of the church.
3. Make at least an annual inspection of all church property and make recommendations deemed necessary regarding to church properties, providing legal counsel for the Church.
4. Provide the Church with supplies, such as light, care of the grounds, etc. needed in its operations.
5. Make provision for care of all legal documents pertaining to church properties, providing legal counsel for the Church.
6. Arrange for adequate insurance on property and employees including health and accident insurance on the Pastor.
7. Keep the Church in a safe condition, providing adequate lighting, property maintenance, etc.
8. Assure and maintain incorporation status.
9. Safeguard Church documents in safety deposit box or equivalent.
10. Make improvements in accordance with the approved Church budget.

### **ORGANIZATIONAL RELATIONSHIP**

The Trustees are responsible to the Church Board and shall make an annual report to the local Church.

### **QUALIFICATIONS**

Trustees should be persons with a Christian testimony and faithfully attending and supporting members of the local Church. They should also have proven business ability.



# **Job Description**

## **CHURCH SECRETARY**

### **JOB SUMMARY**

Since all organizations need a recording officer to maintain good records and office procedures, the office of Church Secretary exists for that purpose. The Secretary is the recording officer of the assembly and the custodian of its records except those specifically assigned to others, such as the treasurer's.

### **DUTIES AND RESPONSIBILITIES**

1. Keep a record of all the proceedings of the Church Board and other local business and officer's meetings.
2. Maintain a Church Register of the membership.
3. Notify all concerned of Board Meetings.
4. Ensure that announcements for Church meetings are duly made.
5. Issue transfer letters and certificates as authorized by the Church Board.
6. Keep a record of officers of the organizations of the Church.
7. Keep the seal of the Church.
8. Ensure that the requirements of the Denomination concerning records and other information are met.
9. Prepare a report for the Annual Conference of the Denomination.

### **ORGANIZATIONAL RELATIONSHIPS**

The Church Secretary is responsible to the Church Board. He/she shall endeavour to work cooperatively with the chairman of the Church Board and/or Pastor.

### **QUALIFICATIONS**

The Church Secretary should:

1. Have a Christian testimony,
2. Be a faithfully attending and supporting member of the local Church.
3. Have some aptitude for this type of ministry.
4. Be literate and have copious writing skills.
5. Be adept at record keeping.

# **Job Description**

## **CHURCH TREASURER**

### **JOB SUMMARY**

On behalf of the Church, the Church Treasurer shall receive and hold all monies except that from organizations in the Church that have their own treasurers. He shall also issue the receipts and pay all obligations regularly as directed by the Church Board as required by the Denomination. These duties may be divided with a financial secretary.

### **DUTIES AND RESPONSIBILITIES**

1. Receive all monies of the Church (except that of organizations which have their own treasuries, but will have the oversight of these also).
2. Supervise deposit of all monies received in offerings and contributions, and through the mail, in the bank.
3. Help to prepare, adopt, subscribe to, and operate the budget.
4. Must keep an accurate and complete set of books – including a ledger account for each department.
5. Prepare periodic reports of the Church's finances.
6. Ready at all times to explain the budget.
7. Help encourage new members in using the Church envelopes and sharing in this stewardship.
8. Pay all bills promptly by cheque as authorized.
9. Sign all cheques and record these expenditures.
10. Record and file all receipts, cancelled cheques and expenditures.
11. Reconcile the bank balance with book balance each month, and prepare for an annual audit.
12. Secure insurance protection for the Church funds.
13. Work with the Church Board and keep them informed of the financial status of the church.

### **ORGANIZATIONAL RELATIONSHIPS**

The Church Treasurer shall report regularly to the Church Board and at local member's meetings. He shall also work closely and cooperatively with the Pastor.

### **QUALIFICATIONS**

The Church Treasurer should:

1. Should have a Christian testimony.
2. Be a faithfully attending and supporting member of the local church.
3. Be honest in his undertakings.
4. Have proven financial and business ability.

# **Job Description**

## **FINANCIAL SECRETARY**

### **JOB SUMMARY**

The Financial Secretary is primarily responsible for the proper recording of the church's financial records.

### **DUTIES AND RESPONSIBILITIES**

1. Assist Treasurer in the counting and depositing of money.
2. Record and issue receipts.
3. Order supplies to operate financial programme.
4. Is authorized to perform Treasurer's duties in his absence.

### **ORGANIZATIONAL RELATIONSHIP**

The Financial Secretary shall report regularly to the Finance Committee. He shall also work closely and cooperatively with the Treasurer.

### **QUALIFICATIONS**

The Financial Secretary should:

1. Have a Christian testimony.
2. Be a faithfully attending and supporting member of the local church.
3. Be honest in his/her undertakings.
4. Have proven financial and business ability.
5. Demonstrate adequate recording skills.

# Job Description

## MEMBERSHIP (DISCIPLINARY) COMMITTEE

### JOB SUMMARY

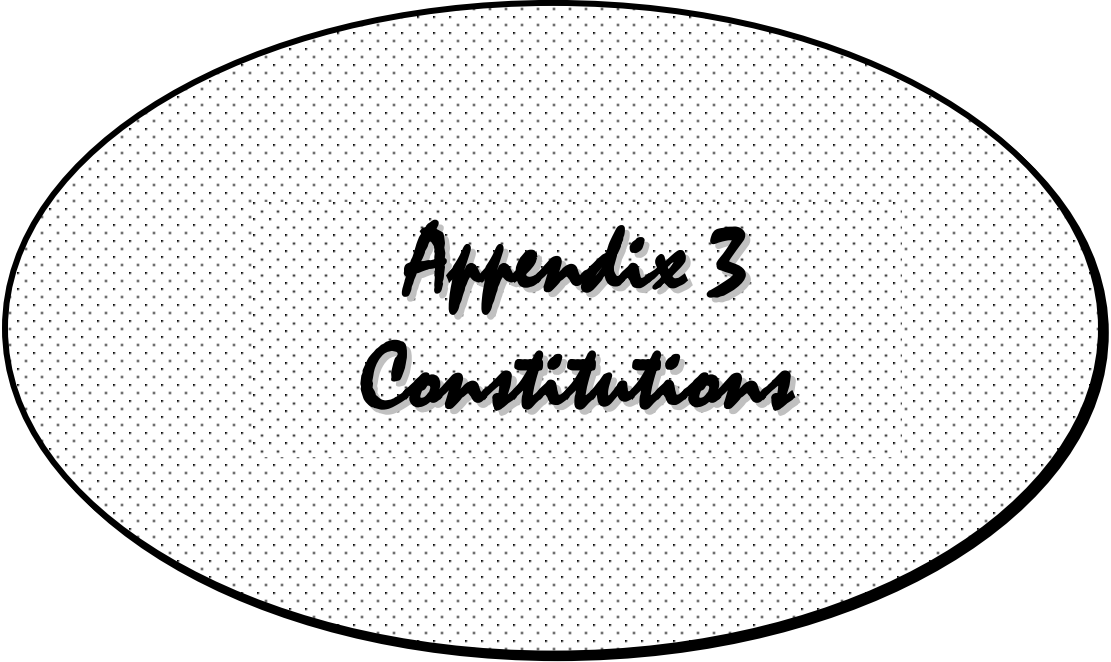
The Word of God teaches self-discipline. In cases of variance between brethren, private reconciliation should be sought. In cases where there is need for reconciliation or other offences, these are to be brought before the Church Board. The Membership Committee is the smaller group within the Church Board which has charge of all discipline in the church. (See Local Church By-laws Article XI).

### DUTIES AND RESPONSIBILITIES

1. Have charge of all the discipline in the Church.
2. In cases of serious difficulty or dissatisfaction they may bring the matter to the Church Board or the Church Membership Committee for action.
3. Report to the Church at its next membership meeting any disciplinary action of a general concern and import.
4. Examine candidates for baptism and church membership.
5. Keep in strict confidence and hold in sacred trust all confidential matters dealt with by the Committee.

### ORGANIZATIONAL RELATIONSHIP

The Members of this Committee includes the Pastor, Elder (s), Deacons and Church Worker. It shall make reports to the Church Board as the need arises.



*Appendix 3*  
*Constitutions*

# Constitution Of

## THE DEPARTMENT OF CHRISTIAN EDUCATION

*(National Level)*

**ARTICLE I            NAME**  
The name of this organization shall be the Department of Christian Education.

**ARTICLE II:        AFFILIATION**  
This is the Department of Christian Education of the Missionary Church Association In Jamaica (Inc. by Law 67 of 1956).

**ARTICLE III:      PURPOSE:**  
It shall be the purpose of the Christian Education Department to:

- (1) Assist in the educational programme of the local churches of the Missionary Church, including the Sunday School, Missionary Cadets, Missionary Youth Fellowship and the membership in general.
- (2) Encourage faithful teaching of the Word of God.
- (3) Coordinate and direct the work among the Sunday Schools by giving specific attention to the maintenance of a high standard and the promotion of attendance, competitions, departmentalization, rallies, etc.
- (4) Give assistance and encouragement in developing the leadership of the church and the training of Sunday School teachers in order to equip them for ministry.

**ARTICLE IV:      OFFICERS**  
The officers shall consist of the Director, the Secretary, and the Treasurer who shall be members in good standing with the Missionary Church.

**ARTICLE V:        BOARD**  
The Board shall consist of a Chairman, the Director, the head of each Auxiliary, the Secretary, Treasurer, and two members appointed by the General Board, and up to four (4) others elected by the Committee, either for special one-time sessions for consultation, or to sit for the full Conference Year. The 2<sup>nd</sup> Vice President of the Missionary Church and a representative of the Jamaica Theological Seminary shall serve as member ex-officio.

**Section 1: Duties:** The committee shall coordinate and give general direction to the overall activities of the organization. It shall work in accord with the aims of the Missionary Church. It shall give direction to the



Sunday school at local and area levels.

**Section 2 - Meetings:** The Board shall meet quarterly or at least twice annually at the call of the Chairman. Special meetings may be called by the Director or at the request of three members of the Board. The officers may transact emergency business and other such matters of the Board by sending them a copy of the minutes of the session. The officers shall authorize the denominational treasurer to pay all the bills of the Department.

**ARTICLE VI: SELECTION OF OFFICERS**

**Section 1 - Chairman:** The chairman shall be appointed by the General Board to serve a term of three (3) years.

**Director** - The Director shall be employed by the Missionary Church on a permanent basis.

**Section 2 -** All officers shall be elected annually by the Board from among its members.

**ARTICLE VII: DUTIES OF OFFICERS**

**Section 1 - Chairman:** The Chairman shall have overall responsibility for the operation of the Department and shall serve as a member of the General Board.

**Section 2 Director:** The Director shall give administrative leadership and shall preside over meetings of the Board in the absence of the Chairman. He shall present a report of the Department to the Annul Conference.

**Section 3 Secretary:** The secretary shall keep a record of all proceedings. He shall present reports promptly to all the members of the Committee.

**Section 4 - Treasurer:** The Treasurer shall make a record of all funds not normally recorded by the denominational Treasurer and shall submit a complete report to the Committee.

**ARTICLE VIII: FINANCES**

The Board shall prepare and submit to the Missionary Church Executive Committee a financial policy which would underwrite its approved programmes.

**ARTICLE X: AMENDMENT**

This constitution may be amended by a two-thirds vote of the executive Committee of the Missionary Church, provided such purpose of the meeting be stated at the time called. Suggested amendments may be initiated by the Christian Education Board or the Missionary Church Executive Committee may initiative suggested amendments.

# Constitution Of

## THE NATIONAL SUNDAY SCHOOL

*(National Level)*

- ARTICLE I NAME:**  
The name of this organization shall be the Sunday School Department.
- ARTICLE II: AFFILIATION:**  
This organization is the Sunday School Department of the Missionary Church in Jamaica (Inc. by law 67 of 1956).
- ARTICLE III: PURPOSE:**  
The purpose of the Sunday School Department shall be to **(1)** direct the work and programme of Sunday schools of the Missionary Church; **(2)** ensure that Sunday school teaching is based on the teachings and doctrines of the Bible with the main aim of leading all within its reach to an acceptance of Jesus Christ as Lord and Saviour; **(3)** ensure that all the activities and programmes of the Sunday school are geared to the spiritual upliftment and development of the individual; **(4)** develop a high standard of teaching by organizing and conducting Teacher Training Seminars; **(5)** encourage faithfulness and dedication on the part of Sunday school teachers; **(6)** encourage student attendance and interests by sponsoring and organizing Rallies and incentive programmes; **(7)** develop and produce Sunday School lessons; **(8)** assist in the training of Sunday School Curriculum writers.
- ARTICLE IV: OFFICERS:**  
The officers shall be the National Director, the Assistant Director, the Secretary/Treasurer.
- ARTICLE V: COMMITTEE:**  
The Committee shall consist of the National Director, the Secretary, Treasurer, the Area Directors and two other members selected by the Committee. The Christian Education Director shall be an Ex-officio member.
- Section 1. Duties:** The duties of the Committee shall be to give direction to the overall activities of the organization. It shall work in accord with the aims of the Missionary Church.
- Section 2. Meetings.** The committee shall meet at least twice annually at the call of the National Director or whenever an emergency arises.

**ARTICLE VI SELECTION OF OFFICERS:**

**Section 1.** The National Director shall be elected at the Annual Conference to serve for a term of two years. He/she shall be eligible for re-lection for one additional two (2) year period.

**Section 2.** All other officers shall be elected annually by the Committee from among its members.

**ARTICLE VII: DUTIES OF OFFICERS**

**Section 1. National Director** The National Director shall give overall administrative leadership and preside over meetings of the Committee. He/she shall present a report of the department to the annual Conference. He/she shall also be responsible for the direct control of Sunday School material, its use and distribution.

**Section 2. Assistant Director:** The Assistant Director shall assist the Director with administrative leadership and shall preside over meetings of the Committee in the absence of the Director.

**Section 3. Secretary** The secretary shall keep a record of all proceedings at each meeting and shall present a report promptly to all members of the Committee. He/she shall keep a record of all funds received.

**Section 4. Treasurer.** The treasurer shall make a record of all funds received and submit a report to the Committee.

**Section 5. Area Director.** The Area Director shall see to the strategic planning and implementation of the programmes of the department in his/her particular area and shall make recommendations to the National Director.

**ARTICLE VIII: FINANCES**

The Committee shall prepare and submit an annual budget to the Christian Education Board.

**ARTICLE X: AMENDMENTS**

This constitution may be amended by a two-thirds vote of the General Board of the Missionary Church, provided such purpose of the meeting be stated at he time called. The National Sunday School Committee or the Christian Education Board may initiate suggested amendments.

# Constitution Of

## THE CHILDREN'S MINISTRIES

*(National Level)*

- ARTICLE I. NAME:**  
The name of this organization shall be the Children's Ministries.
- ARTICLE II. AFFILIATION:**  
This organization is the Children's Department (ages 6-12) of the MCA in Jamaica ( Inc. by Law 67 of 1956)
- ARTICLE III. PURPOSE:**  
The purpose of this organization is to plan and carry out a programme of training among the children of the denomination. Special emphasis shall be placed upon Bible Knowledge, Christian experience and service, and the promotion of missionary interest and projects.
- ARTICLE IV. OFFICERS:**  
The officers shall consist of the Director, the Assistant Director, the Secretary, and the Financial Secretary.
- ARTICLE V. COMMITTEE:**  
**Section 1:** The Committee of the Children's Ministries shall consist of the Director, who shall serve as Chairman, the District Directors, and up to three additional members selected by the officers.  
**Section 2. Meetings:** The Committee shall meet annually and other times, when necessary, at the call of the Director, or at the request of three members of the Committee. The officers shall carry forward the programme between the general meetings of the Committee, and shall authorize the denominational treasurer to pay all bills of the department. Minutes of any meetings of the officers shall be sent to all members of the Committee.
- ARTICLE VI. Section 1.** The Director shall be elected to serve for a term of two years by the Annual Conference.  
**Section 2.** The Assistant Director, the Secretary, and the Financial Secretary shall be elected by the Committee from among its members for two-year terms of office.
- ARTICLE VII.** It shall be the duty of the Director to give overall administrative leadership to the Children's Ministries, to preside at meetings of the Committee and the officers, and to give general guidance and help to the districts and local

churches.

The Director shall present a report of the Children's Ministries to the Annual Conference.

## **ARTICLE VII. OFFICERS**

**Section 1. Director:** It shall be the duty of the Director to give overall administrative leadership to the Ministries, to preside at meetings of the Committee and the officers, and to give general guidance and help to the districts and local churches.

The Director shall present a report of the Children's Ministries to the Annual Conference.

**Section 2. Assistant Director:** The Assistant Director shall share in the responsibilities of the Director and shall assume full leadership in the event of the Director's absence or inability to serve.

**Section 3. Secretary:** The Secretary shall keep a record of all proceedings and shall submit a report promptly to all members of the Committee.

**Section 4. Financial Secretary:** The Financial Secretary shall keep a record of all funds and shall submit a complete report to the Director upon request, and to the Committee at each meeting. He shall remit all funds to the denominational treasurer for keeping and disbursement upon authorization by the Committee.

## **ARTICLE VIII. ELECTION OF OFFICERS**

The District Directors shall be appointed by the Committee and shall promote, organize, and coordinate the programme among the churches of their respective districts.

Each district shall submit a report to the National Director one month prior to the Annual Conference.

## **ARTICLE IX: FINANCE**

The Committee shall prepare and submit to the Christian Education Board a budget which would underwrite its approved programmes. The Committee shall be responsible for its own funds.

## **ARTICLE X**

This constitution may be amended by a two-thirds vote of the Executive Committee of the Missionary Church, provided such purpose of the meeting be stated at the time called. Suggested amendments may be initiated by the Children's Ministries or the Christian Education Board.

# Constitution Of

## THE WOMEN'S FELLOWSHIP

*(National Level)*

**ARTICLE I      NAME**

The name of this organization shall be the Women's Missionary Fellowship.

**ARTICLE II:    AFFILIATION**

This Fellowship is the Women's Department of the Missionary Church in Jamaica (Inc. by Law 67 of 1956).

**ARTICLE III:   PURPOSE**

It shall be the purpose of the Women's Missionary Fellowship to assist in the home and foreign missionary activities of the denomination, to aid in the organizing and conducting of national and area conventions for spiritual edification and the promotion of the programme of the Department.; to direct the efforts of the organization in keeping with the policies of the denomination and to correlate them with the respective departments.

**ARTICLE IV:   MEMBERSHIP**

All women who subscribe to the purpose and principles as outlined in Article III and who are actively engaged in the work of their local Missionary Church shall be considered members of the Women's Missionary Fellowship.

**ARTICLE V:    OFFICERS**

The officers shall consist of Director, Assistant Director, Secretary, and Treasurer who shall be members in good standing with the Missionary Church.

**ARTICLE VI:   COMMITTEE**

The Committee shall consist of the Director who shall serve as Chairman, the Area Directors and up to three additional members selected by the officers. The Christian Education Director of the Missionary Church shall serve as an ex-officio member.

***Section 1. Duties:*** The Committee shall coordinate and give general oversight to the overall activities of the organization. It shall serve as a planning body for national projects and programmes and give directions to the area and local units of the organization.

**Section 2. Meetings:** The committee shall meet at least twice annually at the call of the Director. Special meetings may be called by the Director or at the request of three members of the Committee. The officers may transact emergency business and other such matters not deemed of sufficient cause for the calling of the full Committee. Such transactions shall be reported promptly to the other members of the committee by sending them a copy of the minutes of the session. The officers shall authorize the Treasurer to pay all bills of the auxiliary.

**ARTICLE VII: ELECTION OF OFFICERS**

**Section 1.** The Director shall be elected by the General Conference for a two-year term and is eligible for re-election for an additional two-year term.

**Section 2.** The Assistant Director, Secretary and Treasurer shall be elected annually by the Committee from among its members.

**ARTICLE VIII: DUTIES OF OFFICERS**

**Section 1. Director:** It shall be the duty of the Director to give overall administrative leadership, to preside over national meetings, and meetings of the Committee and to give guidance and help to area and local units. She shall be an ex-officio member of the Annual Conference and shall present a report of the Women's Missionary Fellowship's work to the Annual Conference. She shall serve as a member of the Christian Education Board.

**Section 2. Assistant Director:** The Assistant Director shall serve in the absence of the Director and perform such duties ordinarily associated with that office.

**Section 3. Secretary.** The Secretary shall keep a record of all proceedings. She shall submit a report promptly to all members of the Committee.

**Section 4. Treasurer.** The Treasurer shall make a record of all funds and shall submit a complete report to the President upon request, and to the Committee at each meeting.

**ARTICLE IX: FINANCE**

The Committee shall prepare and submit to the Christian Education Board a budget which would underwrite its approved programmes. The Committee shall be responsible for its own funds.

**ARTICLE X: AMENDMENTS**

This Constitution may be amended by two-thirds vote of the Executive Committee of the Missionary church, provided such purpose of the meeting be stated at the time called. The Committee or by the Missionary Church Executive Committee may initiate suggested amendments.

**Appendix 4**  
**Sample Documents**

*Sample Agenda*  
*For First Meeting Of The CE Board*

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**Meeting Of The Christian Education Board**

Date

Welcome

Introductions

Devotional Exercise

Apologies

Matters For Discussion

1. ...
- 2.
- 3.

Any Other Business

- 1.
- 2.

Adjournment

Prayer

*Sample Agenda*



## *For Subsequent Meetings of The CE Board*

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### **Meeting Of The Christian Education Board**

Date

Welcome & Introduction

Devotional Exercise

Apologies

Minutes of last Meeting

Matters Arising

- 1.
- 2.
- 3.

New Business

- 1.
- 2.
- 3.
- 4.

Any Other Business

- 1.
- 2.
- 3.

Adjournment

Prayer