

JOB DESCRIPTIONS AND ORGANIGRAM



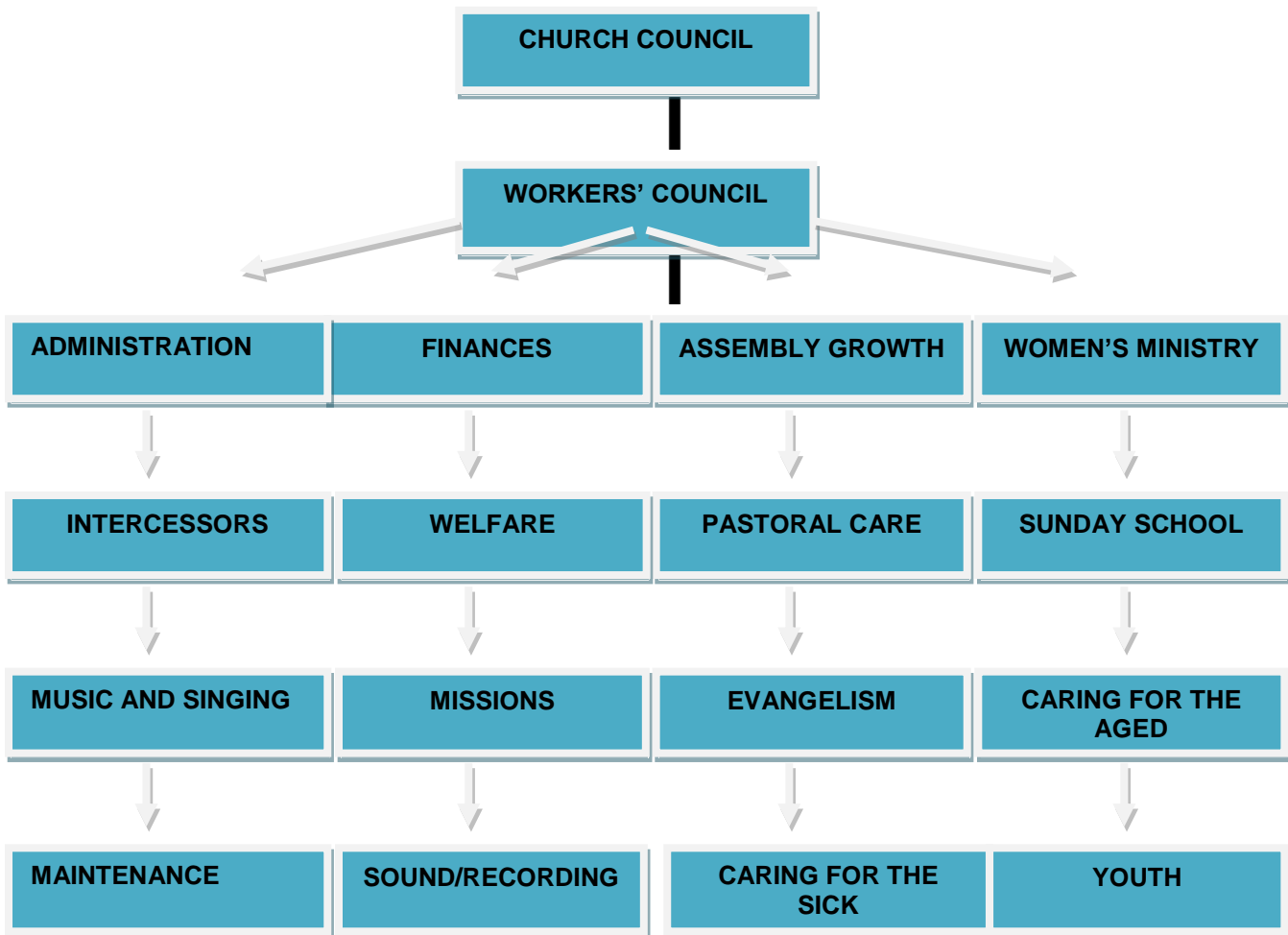
THE FULL GOSPEL CHURCH OF GOD

HEAD OFFICE 012 667 1072/3/4/5

**Distributed by ISAAC, Evangelism arm of the FGC.
DIRECTOR: Pastor M M Berrangé 083 456 0946**

JOB DESCRIPTIONS AND ORGANIGRAM

ORGANIGRAM



All committees have their own chairmen and refer matters via the Worker's Council to the Church Council. In the absence of a Worker's Council directly to the Church Council. All training material may be obtained from ISAAC.

FOREWORD

This information brochure has been compiled with the exclusive purpose of making members aware of the variety of activities in the congregation. It is important for them to be familiar with the organization of the congregation. This information is also intended to encourage INVOLVEMENT OF THE CONGREGATION. Members are made aware that there is a ministry available for everyone and they may know who to contact if they want to become involved.

This information should further serve as a guideline for the activities of every section of the congregation and that the workers may know what their responsibilities are.

I want to thank all those who are already involved. Let us all work together to raise the importance of this matter so that what Paul said about the Colossians, may also be true of us, "I delight to see how orderly you are." (Col 2:5 NIV)

REMEMBER THAT OUR MAIN AIM IS THAT CHRIST SHOULD TAKE FORM IN US.

THE CHURCH COUNCIL

The Church Council functions under chairmanship of the pastor.

Qualifying Requirements for Church Council Members

Biblical qualifications are in accordance with 1Tim 3:1-13 and Tit 1:7-9

1. Above reproach
2. Faithful to his spouse
3. Temperate
4. Sensible and dignified
5. Hospitable
6. An apt teacher
7. No drunkard (not addicted to alcohol or tobacco)
8. Not violent or quarrelsome
9. No lover of money
10. Friendly
11. Managing his own household
12. Keeping his children submitted and respectful
13. Be of good report
14. Sober-minded, just, holy, self-controlled
15. A lover of good
16. One who clings to the true Word

Members are required to tithe monthly as they are to be an example of faithfulness, dedication, holiness and servitude.

Duties of Church Council Members:

1. Attendance of meetings: If a member is unable to attend a meeting he should apologise in advance to the pastor.
2. Members are expected to assist in the administering of Holy Communion, altar work and teaching on a voluntary basis, each according to his own abilities.
3. Members who are not involved in committees or sub-committees are appointed on a voluntary basis as "parsons" in the congregation, which means they will take the responsibility of pastoral duties towards a number of households.
4. The course for Elders and Deacons has more information about the duties of Church Council Members and every member should study it.

WORKER'S COUNCIL

The Workers' Council consists of one representative of each of the committees under chairmanship of the pastor. This representative is normally the chairman of the particular committee who is allowed to delegate a member of his committee if he is unable to attend himself.

Duties of the Worker's Council Members:

1. To make a meaningful contribution to the agenda of the Church Council in the form of recommendations from the respective committees. Such recommendations should be well motivated and contain sufficient information to enable the Church Council to make meaningful decisions.

2. They are responsible for the coordination of activities in the congregation. Problems and possibilities for expansion must be observed and reported to the Church Council.
3. To make a full report of activities and of problems and growth in the respective sections at each session of the Workers' Council.

ADMINISTRATION

The administration is controlled by the secretary of the congregation. The church office is also under his direct jurisdiction, which includes: computers, deposits, receipts, correspondence, taking minutes of meetings of Executive and Church Council, etc.

Objectives:

1. To live a dedicated and exemplary life in order to inspire others
2. To assist the pastor with the arrangements, planning and organization of the administration of the congregation.
3. To assist the church office and secretary.
4. To take minutes of meetings of the Church Council, Workers' Council and Congregation Council.
5. To control programmes and keep statistics.
6. To attend committee meetings when possible.
7. To keep the inventory of the congregation up to date and control the office keys.

SECRETARY OF THE CHURCH OFFICE

Job Description:

Refer to the Service Contract of the Secretary.

SPIRITUAL COUNCIL (Board of Elders)

Objectives:

1. SPECIFIC
 - 1.1 Guidance, organization and control in respect of activities of the spiritual council
 - 1.2 Coordination and arrangement of meetings
 - 1.3 Recommendations to Workers' Council and Church Council
 - 1.4 Attending meetings of Workers' Council
 - 1.5 Monitoring of spiritual climate and health of the congregation
2. GENERAL
 - 2.1 Evaluation of suggestions received
 - 2.2 Coordination of activities implemented as a result of instructions from the Church Council
 - 2.3 Confidential treatment of suggestions, complaints and information received
 - 2.4 Monitoring of activities of different councils, committees and individuals in the congregation
 - 2.5 Formulation of advice in respect of problem areas and cases

- 2.6 Mediation and proposal of meaningful solutions
- 2.7 Initiation and implementation of new proposals on instruction of the Church Council
- 2.8 Fulfilling the objectives of the Spiritual Council
- 2.9 Visits to and from other congregations with a view to obtain and implement new ideas
- 2.10 Selecting and appointing responsible people for specific tasks
- 2.11 Cooperating with other committees in order to achieve common objectives
- 2.12 Executing tasks assigned from time to time
- 2.13 Promoting the spiritual growth of the congregation
- 2.14 Reporting all matters of interest to the pastor
- 2.15 Joining the pastor in Word study and prayer

CARING FOR THE AGED

Caring for all members of 60 years and over and visiting them at hospitals and at home.
 Functions in the following divisions:

1. **Silver Crowns:** Initiate social activities for the aged. Meet periodically. They have their own chairman, vice-chairman, secretary and treasurer.
2. **Visiting the Aged:** All aged members are visited as often as possible by volunteers. Anyone interested in this ministry may join this section.
3. **Visiting Hospitals:** Caring for the aged and visiting them in hospital is done on a daily basis by volunteers who are interested in this unique ministry. Members of the congregation who are not hospitalised in the vicinity of the congregation are also visited. Coordination of hospital visits is done by the chairman.
4. **Administering of Holy Communion:** Upon request of members who are ill and are unable to attend services in the church building, Holy Communion is administered once a month at their homes.
5. **Comforting the dying:** Members who have qualified for this ministry by following the ISAAC course may be involved in this ministry.
6. **Recording of CD's/DVD's:** Church services are recorded and made available to bedridden elderly on an exchange basis.

EVANGELISM

Objectives:

To expand the Kingdom of God

An evangelisation movement was started with the following purposes:

1. Census
2. Telephonic evangelisation
3. Distribution of tracts and pamphlets
4. Bible distribution
5. Sales of CD's and DVD's
6. Christian video shows
7. Evangelisation weekends
8. Ministering through music and song
9. Sales of Christian books
10. Involvement of the congregation in evangelisation
11. Street work and outreaches
12. Prayer partner activities
13. Various other activities as the Holy Spirit guides

Proper training in evangelisation and the above matters must be given

While all these activities are being pursued people get lost outside the church. We appeal to members to populate heaven by going out into the field and bring in the harvest for King Jesus. The booklet "Filiation" may be of assistance to you. "The way of the Master" is an excellent training course.

FINANCE BOARD

Main Aim:

To manage the finances of the congregation

Objectives:

1. Management of the finances of the congregation in a meaningful and responsible way, which includes:
 - a. Drawing up an annual budget
 - b. Strict control of the budget
2. Initiation of projects so that the debt of the congregation may eventually be paid off
3. Reflection on the financial implications of all projects initiated by other committees
4. Reflection on the finances, the financial policy in general and the improvement thereof
5. Financial control of expansion activities

See the courses on finances available at ISAAC.

CONGREGATION GROWTH

Duties of the vice-chairman:

1. To live a truly dedicated and exemplary life in order to inspire others
2. To support the pastor by his words and deeds and, in his absence, act as the leader of the congregation
3. To take care of the liturgy during services in the absence of the pastor
4. To support the pastor in administering the sacrament of baptism as deemed necessary
5. To be the chairman of the Congregation Growth Committee and to represent this committee on the Workers' Council

The congregation growth committee embraces the following subsections:

INTERCESSION

Primary Objective

To do intercession for revival and the expansion of the Kingdom of God during the sermon and during special prayer times as arranged

1. To regularly attend prayer meetings. A list of persons to do intercession during services must be compiled. A team of intercessors must be started.

- 2. To ensure that all those scheduled to do intercession are indeed at the church building
- 3. To do intercession during the scheduled service while the sermon is being delivered. Intercession is done in the pews or in the prayer room.
- 4. To sit in a pew in such a position so that it will cause the least amount of disturbance when the intercessors move to the prayer room
- 5. To ensure that prayers in the prayer room are not so loud as to cause a disturbance for the congregation
- 6. To pray together with the pastor and his spouse for revival in the congregation
- 7. To train intercessors in the task of praying by using the "Prayer Guide"

ALTAR WORK

Primary Objective:

To assist those who have reacted on the altar call to surrender their hearts and lives to the Lord

- 1. To live a truly dedicated and exemplary life so that those who are trying to find the Lord are not put off
- 2. To always be neatly dressed and well-groomed with fresh breath so as not to offend the people who react to the altar call
- 3. To treat the requests, problems and secrets of every person with confidentiality so that this confidential information does not reach the ears of others, especially members of the congregation
- 4. To welcome those arriving for the services, especially new visitors, so that they may feel comfortable and welcome in the new community
- 5. To not look around during the altar call but to pray to God that He shall convince the lost ones of their sins
- 6. To move to the prayer room when the pastor invites souls to go to the prayer room (this will put the souls at ease and make it easy for them to simply follow you to the prayer room)
- 7. To kneel next to a searching soul in the prayer room and make contact with him/her by asking what he/she needs God to do in their lives
- 8. To lead this person to accept Jesus as her/his personal Saviour and Redeemer
- 9. To encourage this person to confess his/her sins and to ask God's forgiveness
- 10. To request the person to fill in the address card, supplying his/her address and telephone number so that he/she may be visited in future

See the Altar Workers' Course for full training. ISAAC

CELL GROUPS

Primary Objectives:

To apply the Biblical method Jesus used with His disciples to spiritually minister to modern man in cell groups

- 1. To enable the Christian to get to know the Lord Jesus Christ better and to share Him with others
- 2. To teach the Christian to care for others
- 3. To provide a vital way of personal Christian communion by creating the opportunity to share with one another, to minister to one another and to pray for one another

4. To evangelise by means of the cell group
5. To use lectures, discussions and practical examples within the cell group in order to help everybody to grow spiritually
6. To help members to grow in knowledge of Jesus Christ to inspire them to change to the image of Christ
7. To develop love for Christ and His children so that members should start caring for one another
8. To change every member of the group into an effective disciple of Jesus Christ
9. To meet regularly in order to achieve the above

Refer to the Cell Group Guide And Introduction to the Cell Church. ISAAC.

JANITORS

Primary Objective

To welcome all visitors and regular church attendants, to help them feel at home and relaxed, and to create good order so that everybody may enjoy the full blessing of the service.

1. To be neat in appearance, to be friendly, courteous, tactful and helpful
2. To be on duty before the people start entering the building
3. To greet everybody in a friendly way to make them feel welcome and pay special attention to visitors, and where necessary show them the ablution block and mothers' room and guide them to their pews.
4. To timeously arrange for the taking of the offerings
5. To ensure that the offerings are counted by more than one person, are recorded and handed over to the treasurer/secretary
6. To help people to park their vehicles, to welcome them and maintain order in the parking area
7. To conduct their duties in such a way that it edifies the church attendants

Refer to course for Janitors STEWARDS AND USHERS. ISAAC.

VISITORS' CARDS

Primary Objective

To help visitors feel welcome and to provide a means of making contact with them

1. To see to it that visitors' cards are available in the pews and to keep them up to date
2. To welcome new residents, obtain their addresses and to arrange for them to be visited
3. To obtain the addresses of visitors, to arrange for them to be visited on their request or to supply the information to the secretary to enable him to send them a card to thank them for their visit
4. To compile a list of all new residents and visitors and to arrange follow-up actions by those responsible
5. To supply the information regarding new residents and visitors who wish to be visited to the pastor/secretary and to enter their names on the visitors' list
6. To sort and index the cards and hand them to the secretary who will forward them to the different sections for follow-up

See course for Janitors. STEWARDS AND USHERS. ISAAC

HOME VISITS

Primary Objective

To minister the Word and prayer to members at their homes as often as possible and to be sensitive for needs which are normally not met during church services.

1. To work through the address list to ensure that all members are visited an equal number of times
2. To obtain the addresses of visitors and new residents from the card system and visit them
3. To enter every visit on the address list so that it can be recorded on a monthly statement and forwarded to the chairman of the Congregation Growth Committee who will report it to the Workers' Council/Church Council
4. To report the needs/difficulties that could not be resolved of members who were visited and to list those who might be able to assist them so that the body can minister to one another

See course for Pastoral Visits by the Church Council

GENERAL HOME VISITS BY THE PASTOR

1. To visit members one evening per week
2. To visit the aged and the sick during the day
3. To visit the leaders in the congregation more often with a view to encourage, support and build leadership
4. To attend to emergency cases
5. To make visits as necessary

CONGREGATION GROWTH PARENTS

Primary Objective

To assist all new residents, new members and newly baptised members to become involved in the activities of the congregation by being "foster parents" to them who will follow-up and train where necessary

1. To determine where new members come from
2. To welcome new members with a handshake when they are introduced to the congregation
3. To arrange for the allocation of foster parents to new members in order to ensure that they receive the necessary care and attention
4. To keep record of all new members and their foster parents
5. To supply every new member with a book about the Doctrines of the Full Gospel Church and to encourage them to study it
6. To solve problems that arise as a result of lack of teaching of members by means of tracts, sermons on CD or by referring the case to the appropriate section for training
7. In the event of the problem not been solved, to report the case to the secretary of the congregation for follow-up by competent persons

See New Membership Manual

MARRIAGES

Primary Objective

To assist married couples to enrich their marriages by training them in the principles of the Bible regarding marriages and do follow-up work afterwards if necessary.

1. To strive to have a truly dedicated and exemplary marriage so that others may be inspired
2. To have the marriage enrichment course available and kept up to date based on Biblical principles
3. To conduct this course to all couples longing for an enriched marriage
4. To arrange marriage seminars on an ad hoc basis
5. To assist, on request, all married couples who need help regarding their marriage
6. To continuously intercede for marriages, especially of members
7. To do follow-up on those who have attended the course

See course on Biblical Portrait of Marriage

MAINTENANCE

This committee consists of the following sections that function independently but report to one chairman

1. Garden
2. General repairs to property
3. Unlocking and locking the church building (Churchwarden)
4. Building projects
5. Security and parking

Each subsection has its own convenor and members. There are limitless possibilities for getting involved.

The duties of each section are as follows:

GARDENS

To see to it that the gardens of the parsonage and the church building are cared for by a garden services company

(This section has the power to terminate the contract of the company and make alternative arrangements.)

They have to supply plants and fertilizer when necessary.

GENERAL REPAIRS TO PROPERTY

All breakages and damage are to be reported to the convenor of this section that has to make arrangements for immediate repairs. The section is also responsible for improvements such as burglar-proofing, changes to halls, lighting etc. They are allowed to go ahead with essential repairs and improvements as long as the budget is not exceeded. If it does happen, however, a submission must be made to the Church Council by the chairman of the maintenance committee.

CHURCH BUILDING UNLOCKING AND LOCKING

This task is entrusted to a member who lives close to the church building so that access to the keys is easy. He/she has to keep a register of the names of people receiving and returning the keys.

BUILDING PROJECTS

This section is responsible for all cases of building work when the Church Council embarks on such a project. It is also responsible for a complete estimate of the expected cost, the building plans and the approval thereof, supervising the building work etc.

SECURITY AND PARKING

This section is responsible for supervision of vehicles during church services, general safety of church attendants and property. They are also to keep a register of the names of those who have keys to the church building.

YOUTH

This section is responsible for the following groups of young people in the congregation:

1. Married youth
2. Single youth
3. Teenagers

They are responsible for all matters regarding the youth. The above named groups are the responsibility of the Youth Council and should a matter have to be spiritually analysed and investigated deeper, the matter is usually referred to the Church Council. Apart from spiritual activities the Youth Council also arranges recreation and is responsible for getting young people together so that they can get to know one another better and find it easier to get involved in the activities of the congregation.

To enable the section that is responsible for caring for the youth to operate optimally it is divided into 8 smaller committees:

1. Teenagers
2. Single youth
3. Married youth
4. Single parents
5. Refreshments
6. Relaxation
7. Spiritual
8. Funds

These committees ensure that the Youth section is well organized on all levels of its involvement and operates smoothly. This section is responsible for one service for the youth per month on a Sunday evening towards the end of the month.

During these services efforts are made to develop the talents of young people. An annual camp for the congregation and various spiritual week-ends are arranged by this section. The preachers are carefully selected, in cooperation with the pastor and the youth themselves are responsible for all the arrangements concerning these week-ends. It may also be viewed as a non-profit section of the church for as many as possible of the presentations are free of charge and funds are re-invested in the youth.

See Youth Training Manual.

CHILD CARE

The objective of this section is to lead children to Jesus Christ, to accept Him as their personal Saviour and to equip the child to become spiritually strong.

To achieve this goal the child is approached on three levels during the children's service namely Infants (pre-school), Juniors (grade 1 up to and including grade 5) and Seniors or Teenagers (grade 6 up to grade 12).

A. INFANTS

1. They are made aware of God.
2. They are introduced to Jesus.
3. They are exposed on their level to the content of the Bible.

B. JUNIORS

1. They are taught the main principles of the Bible.
2. They are being guided to accept Jesus as their personal Saviour.
3. Their knowledge of the content of the Bible is increased.
4. They are encouraged to strengthen their faith in the teachings of the Bible as the only plan of salvation.

C. SENIORS

1. The history of the Church is taught.
2. The sacraments of baptism and Holy Communion are discussed.
3. The practising of practical Christian principles is stressed.
4. They are led to spiritual maturity.
5. Relationships between the sexes and nations are discussed.
6. Problems are discussed.

During Sunday morning services (and later also evening services) other sections of the Sunday school are also active, namely:

D. TODDLERS (1-3 years)

They are kept busy so that the parents can attend the service.

E. INFANTS (4-10 years)

They are ministered to on their level.

(See course on Children's Ministry)

F. TRAINING OF TEACHERS

There is an excellent course available – Children's Ministry Training - and every Sunday School teacher should be trained using this course. A well-trained teacher is an absolute necessity for growth of the congregation and acts as a binding factor.

PUBLICITY

Everyone serving on this committee must have the necessary skills that will enable them to create a positive picture of the congregation by means of good publicity. There should be good liaison between this committee and the administration committee.

Their responsibilities are as follows:

JOB DESCRIPTIONS AND ORGANIGRAM

A monthly Magazine

This magazine is to be the mouthpiece of the congregation. Members of the committee must therefore endeavour to get as much feedback as possible from members of the congregation. In collaboration with the pastor these reports are then published as articles, testimonies or advertisements.

Every member of the committee is assigned a special section which is his responsibility. The contributions of every section are forwarded to the editor for final coordination and compilation. The magazine also publishes information about the services, youth and teenage activities, and other activities.

Printing and Distribution of the Magazine

The committee should strive to produce a magazine of excellent quality regarding the compilation and the quality of the printing. The members are responsible for distribution of the magazines.

Special Assignments

The committee is also responsible for other publicity work which is regarded as additional assignments. Examples of this are the compilation and printing of cards for special functions, leaflets with special information and posters for special services, etc.

See the course "You Need to Advertise"

MUSIC AND SONG

Music and song constitute an integral part of worship, therefore it is important that it should be done in an organised way. Although we are deeply dependent on the guidance of the Holy Spirit, it is nevertheless necessary that guidelines are laid down to fit in with the order of the service.

The committee for music and song is responsible for the following activities:

1. Precede - precentors and leaders of singing
2. Music - orchestra
3. Sound control and recordings
4. Items - songs, music and presentation

To use music and singing to praise the Lord is a direct instruction from the Word of God:

Psa 149:3 Let them praise His name in the dance; let them sing praises to Him with the timbrel and harp.

The precentors and the orchestra need to plan and practise weekly. One hour before every service they pray and practise together to prepare themselves spiritually to lead the congregation in worship. Worshipping God with music and singing creates a base for the proclamation of the Word of God. Every 4 months there is a meeting to determine if the technique and strategy are still in line with the flow of the congregation.

The book "Songs of Deliverance" by Tania Berrange is a complete training course for musicians and precentors is an absolute necessity for each music team.

MISSIONS

1. This section must make contact with congregations for people of a different culture in the Church in their region. They should determine their needs and assist them in times of real need with funds made available to this committee. In addition they are to do missionary work as God directs them.
2. Bible distribution is also entrusted to this committee, therefore funds have to be raised which are paid over to the Bible Society annually.
3. See the project "Adopt a Congregation".

WOMEN'S MINISTRY

All baptised female members of the congregation are members of this section. The following four officials together with an elected committee are responsible for managing this section:

1. Chairlady - the wife of the pastor
2. Vice chairlady - elected
3. Secretary - elected
4. Treasurer - elected

Primary Objective

1. Flowers in the church
2. Sales and other fundraising activities
3. Functions for women to get to know one another
4. Gifts
5. Refreshments after funerals
6. Handling baptism clothes
7. Decoration of church building
8. Curtains and carpets
9. Community projects

WELFARE

This section has five members in managerial positions plus about three members elected from the Women's Ministry. Their duties are local but also on District level.

1. They are responsible for all matters regarding the welfare of children, grownups and the aged. Groceries and clothes are distributed where necessary.
2. They arrange social gatherings for the seniors once a term and also a Christmas dinner.
3. Old-age homes are visited regularly and gifts are distributed.
4. Once a year they arrange an event at a shopping centre or other convenient venue where the pensioners are treated to tea and refreshments.
5. They arrange seminars as a preventative measure.
6. They make financial contributions to the Welfare Board of the Church.
7. They cooperate with the District Welfare Committee.

In order to achieve the above objectives they are constantly busy with fundraising activities. You are called upon to make contributions to these two sections, specifying

clearly which section you are contributing to. The whole congregation should be encouraged to make contributions to the needy.

See guidelines for Welfare

TRANSPORT

This section is responsible for all matters regarding transport in the congregation. The Chairman is responsible for the following:

1. Control of log sheets
2. Maintenance of vehicles
3. Repairs
4. Arranging for drivers
5. Fuel

All sections and individuals requiring transport must apply in advance so that the necessary arrangements can be made.

CARING FOR THE SICK AND COMFORTING THE DYING

All members involved in this ministry must be fully trained to enable them to fulfil this function. The course "Dying Companion" and "Visiting the sick" will greatly contribute to establish this ministry in the congregation. The more members are trained for this ministry the more they will be able to reach out to the community to fulfil a Biblical command to the congregation. There are few people in any congregation and community who are serious about this important ministry. Good training, in-service-training, administrative planning and a life of fasting and prayer will guarantee the success of this ministry.

Bibliography: The compiler is unknown.

This Job Description is compiled as a guideline. Pastors may use it as a base for making changes to suit the needs of the congregation. All chairmen must be taught to keep the pastor informed regarding their planning to prevent embarrassment. Care should be taken to prevent overlapping of responsibilities. Cooperation is the answer. When all workers are supplied with a Job Description that stipulates what they may or may not do, the congregation will function effectively.