GUIDELINES FOR
THE VICE-CHAIRMAN
OF THE LOCAL CHURCH COUNCIL

THE FULL GOSPEL CHURCH OF GOD
HEAD OFFICE  012 667 1072/3/4/5

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GUIDELINES FOR THE VICE-CHAIRMAN OF THE LOCAL CHURCH COUNCIL

A. THE VICE-CHAIRMAN OF THE CONGREGATION MUST:

Ω Comply with the requirements for an Elder (course attached)
Ω Be a Spirit filled and worthy Christian
Ω Be a responsible person
Ω Set an example of faithfulness and dedication
Ω Hold his office with dignity
Ω Enjoy the respect and esteem of the entire Congregation
Ω Have a sound knowledge of the Word
Ω Be able to lead the Congregation if the Pastor is not available
Ω Be able to organise and make things happen

THE TASK OF THE VICE-CHAIRMAN MAY BE DONE BY THE HEAD ELDER IF THE CONGREGATION DOES NOT HAVE A VICE-CHAIRMAN.

B. WHEN THE PASTOR RESIGNS HIS OFFICE:

1. When the Pastor resigns his office or dies the Vice-chairman must inform the Regional Overseer as soon as possible.
2. The Vice-chairman must see to it that a good relationship is maintained at all times between the Pastoral Couple who are leaving, and the Congregation.
3. The Vice-chairman, with the help of the Church Council, the Women’s Ministry and other Departments should arrange for a suitable farewell party and presents.
4. The Pastor stays in charge of the Congregation up to the day he vacates the post or his ministry is terminated. It is important that the Vice-chairman should support the Pastor and his wife during this time in the interest of the Congregation.
5. No meetings may be held without the permission of the Pastor. The Pastor stays at all times the ex officio Chairman.
6. The Regional Overseer will arrange with the Pastor to meet with the Church Council to finalise his resignation.
7. The Regional Overseer will arrange with the Pastor, and in his absence, with the Vice-chairman, for a meeting of the Congregation with a view to form an Electoral College for calling a new Pastor for the Congregation.
8. The Vice-chairman as member of the Electoral College together with the Electoral College should conduct interviews with suitable applicants available.
9. The Vice-chairman will arrange for Pastors who are available for filling the vacancy, to deliver a sermon and if necessary, arrange for travelling expenses for such Pastors.
10. During the vacancy the Vice-chairman will act in the post. He will see to it that, in collaboration with the Church Council, all the activities of the Congregation continue as normally as possible.
11. In the event of crises arising before the new Pastor takes up his office the Vice-chairman will bring such to the attention of the Church Council and also, if necessary, to the attention of the Regional Overseer.

12. The Regional Overseer or his Deputy will at all times, during the absence of a Pastor, be the Chairman of all meetings of the Congregation, Church Council and Electoral College.

C. THE NEW PASTORAL COUPLE

1. The Vice-chairman, in collaboration with the Church Council, should decide and organise for cleaning, repairs and improvements to the parsonage before the new Pastoral Couple move in.

2. The Congregation is responsible for paying the transport expenses of the Pastor furniture.

3. The Vice-chairman must make arrangements in collaboration with the Women’s Ministry for the welcoming ceremony \(\text{when the couple arrives at the parsonage}\) that involves the entire Congregation. This may include: welcoming, flowers, letter or card, a meal, groceries, vegetables, fruit, meat and dairy products, in the cupboards and refrigerator.

4. In collaboration with the new Pastoral Couple, Women’s Ministry and Regional Supervisor he must arrange for the welcoming and induction of the new couple and see to it that it takes place in a suitable way.

5. He may arrange that all Departments in the Congregation can present the couple during their \textit{official welcoming ceremony} with a card to welcome them, a gift to the Pastor, his wife and every one of the children. This will help them to feel at home and part of the Congregation.

6. He may invite important guests like the Mayor, other VIP’s in the town or suburb, the Editor of the local newspaper, other Pastors, Supervisors and close colleagues, to the welcoming ceremony. He must also enquire from the Pastoral Couple whether they would like to invite their special guests.

7. When the programme of the welcoming ceremony is drawn up protocol and the correct form of addressing persons must be observed. Speeches must be regulated by means of a time limit. Suitable songs and hymns may also be arranged.

8. The Vice-chairman may request certain members to prepare refreshments and meals during the first three days and two Sundays after the new couple have arrived.

9. He must also arrange that the new couple are introduced to the town, business centres, other Pastors, places and people of importance. Where necessary the Congregation may help with the purchasing of school uniforms, curtains etc.

10. He must motivate the Congregation to give their full cooperation and support to the new Pastoral couple.

11. The Vice-chairman should inform the new couple about the Congregation, customs, habits, problems, blessings, needs, etc. without being prescriptive.
D. GUIDELINES CONCERNING THE PASTORAL COUPLE IN THE CONGREGATION:

1. The Vice-chairman must know the birthdays of the Pastor, his wife and their children. With the help of the Vice-president of the Women’s Ministry and other Departments arrange for gifts and a celebration where the members of the Congregation can be present (e.g. after a morning or evening service).

2. He must arrange that on Pastors’ Appreciation Day in October the Pastoral Couple are shown the appreciation of the Congregation in a suitable way and that they receive a gift of appreciation. (Do not forget their children).

3. He should see to it that the Pastoral Couple are shown the appreciation of the congregation right through the year e.g. on Fathers’ Day, Mothers’ Day, on special occasions, a weekend or week off, a love offering etc.

4. The Vice-chairman should also see to it that the matter of a salary increment and bonus is placed on the agenda of the Church Council meeting.

5. The Vice-chairman should visit the parsonage at least once a quarter to make sure that the Pastoral Couple and their family are well cared for, are happy and that everything concerning the parsonage is in working order. He should see to the welfare of the family.

6. If one of the children of the couple is getting married the Congregation can offer their assistance regarding the reception. Normally the members of the Congregation would like to attend the ceremony but the Pastor may find it financially impossible to have such a large reception. It stays their prerogative, however, whether they would like a private, intimate, family or large reception and their wishes should be respected.

7. If the Congregation has more than one Pastoral Couple, care should be taken to select gifts on merit. The assistant Pastor should not get the same gift as the presiding Pastor as the pressure and responsibility of the entire Congregation rest on the shoulders of the presiding Pastor.

8. During the absence of the Pastor, the Vice-chairman will be responsible for the Congregation. At all times he should act in the highest interest of the Congregation and at the same time be protective regarding the Pastor.

9. He should handle any problems in the Congregation with great wisdom and always act in the interest of the Congregation. He should be honest, open and straightforward towards the Pastor and bring any problems to his attention.

10. If serious problems with the Pastor arise and cannot be resolved with the help of the Pastor, the Vice-chairman should discuss the matter with the Church Council. If a solution is still not found, the Regional Overseer must be contacted.

11. In the event of visible decline of the Congregation, prolonged conflict situations, unhappiness of several members, members deciding to resign from the Congregation, the Vice-chairman should discuss this serious matter with the Pastor and together with the Pastor and the Church Council try to find a solution. If a solution cannot be found the assistance of the Regional Overseer should be sought.

12. The Vice-chairman should always keep the Pastor informed regarding any matters of interest or concerning the Congregation.
13. He should also inform the Pastor regarding achievements of the Congregation and members so that acknowledgement may be given.

14. During meetings of the Church Council or the Congregation the Pastor may, if he deems it necessary, hand over the Chairmanship to the Vice-chairman for the discussion of a matter on the agenda or as long as he regards it necessary.

15. The Vice-chairman should be available during any time that the Congregation requires his services. He should always communicate with the Congregation, build good relationships and gain their confidence.

16. He should show a lively interest in the activities of all Departments without interfering in their affairs.

17. He should always acknowledge and respect the authority of the Pastor and always support the office of the Pastor.

18. Wherever possible he should visit members at their homes, concentrating on caring for the sick, comforting the dying, problem situations and leadership.

19. He should motivate the Pastor to attend as many Seminars and opportunities for training as possible so that the Pastor can enrich himself and the Congregation. The Church Council should contribute to the expenses of such Seminars.

20. When preachers visit the Congregation the Vice-chairman should assist with the arrangements for accommodation and meals.

21. The main task of the Vice-chairman is to be a comrade, friend and helper for the Pastor, to support him, help him carry his burden and to pray for him and his household.

22. The cooperation of the Vice-chairman will most definitely eliminate frustration, bring appreciation and build friendship.