

THE FUNCTIONING OF THE BODY OF CHRIST

SPIRITUAL MINISTRIES AND CHURCH GROWTH

MOBILISATION MANUAL



THE FULL GOSPEL CHURCH OF GOD

HEAD OFFICE 012 667 1072/3/4/5

Distributed by ISAAC, Evangelism arm of the FGC

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HOW TO USE THIS MANUAL

This manual is designed to be used by a Pastor, his staff and/or a **team of workers** for reorganising the workers in a congregation. We trust that it will change the focus of the congregation regarding the allocation of workers to positions from a **talent / availability / seniority** criterion to a **ministry** criterion.

In order to bring about this change it may be necessary to reorganise the entire congregation to some extent. It is therefore necessary that it should be tackled together with the Functioning of the Body of Christ, the Church Growth Workshop, the adapted Houts Questionnaire and the Bible study.

This manual is the fourth in the above mentioned series and will help you to **mobilise** your people in their ministries. The purpose of this manual is to supply you with an instrument that will enable you to allocate your members to the ministries for which the Holy Spirit specially prepared and equipped them. In this way they will be used to the full advantage of the Kingdom of God. This means that they will bear maximum fruit and do their full share in realising the growth objectives of the congregation.

THE BASIS FOR MINISTRY ORIENTATED STAFF DEPLOYMENT

It is your special responsibility to guide the members of your congregation to discover the areas of ministry for which they have been equipped by the Holy Spirit. The ideal situation would be that every member of the congregation would put their energy in a ministry where they could expect maximum fruit and results - and usually achieve it. The result of this is that the entire church will progress in unity in realisation of the growth objectives of the congregation to the glory of God.

To involve people in suitable positions necessitates the prayerful consideration of the following three factors: A. Defining the needs of the congregation regarding workers; B. Identifying the people and ministries that God had provided to fulfil these needs; C. Allocation of suitably qualified people to fill the required positions.

A Defining of Needs regarding the Workforce

1. Workforce: Which positions are required by virtue of the ministries and programmes of the congregation?
2. Skills and Ministries: Which tasks, responsibilities and skills will be associated with each of these positions? Which ministries are applicable?
3. Job description: What must be achieved? What authority is vested in this position? Which standard of performance will be acceptable?

B. Identifying Available Human Resources

1. People Who are available to fill these positions? What is the extent of the human resources God provided for the congregation?
2. Ministries What are the specific ministries of each of the members of the congregation? How is God guiding them in respect of the development and use of their ministries?

C Allocation of Resources to Needs

1. Deployment: Whose combination of ministries and skills is best for every specific position of service?
2. Recruitment: How should every member of the congregation be encouraged to accept responsibility for the position as his/her share of the task of the Body of Christ on earth?

INSTRUCTIONS FOR THE USE OF THIS MANUAL

A. Define the Needs in terms of Workers

1. Compile a list of all the positions/workers and how many are required in the congregation.

JOB CARD 1	
<u>LIST OF POSITIONS / WORKERS</u>	
<u>Position/Worker</u>	<u>Number Required</u>
1. <i>Sunday School Teachers</i> _____	___15___
2. <i>Evangelisation Team Members</i> _____	___12___
3. <i>Visiting Committee</i> _____	___6___
4. <i>Missions Committee</i> _____	___8___
5. <i>Social Committee</i> _____	___10___
6. <i>Deacons</i> _____	___8___

2. Use the **Position Analysis** for every position and identify the following: the duties and responsibilities of each position, the skills required to carry out the duties and the composition of ministries which will be most suitable for the successful completion of the tasks.

JOB CARD 2		
POSITION ANALYSIS		
POSITION	DESCRIPTION OF DUTIES, RESPONSIBILITIES AND SKILLS	SUGGESTED MINISTRY GROUPS
Sunday School Teachers	1. Prepare weekly lessons 2. Teaching in class 3. Monitoring progress of students 4. Relationships with parents of students 5. Personal sharing with students 6. Prayer	Teaching Leadership Exhortation Administration Pastoral
Evangelisation Team	1. Find possibilities 2. Share the Gospel 3. Guide/lead person to Christ and responsible membership 4. Monitor progress towards Jesus 5. Involve in activities of church	Evangelist Exhortation Pastoral Hospitality

3. Prepare a **Job description** for every position stressing the following in each case:

- The functions and tasks involved
- The areas of responsibility and authority
- The line of authority
- The required skills and ministries
- The expected duration of the different offices
- The acceptable standard of performance

JOB CARD 3

JOB DESCRIPTION

Position: Sunday School Teacher

Job description: (functions, tasks) - *Transfer the personal aspects of church life to students. It includes the following: Planning class programme, guidance during classes, conduct Bible lessons, monitor progress/growth of students, build relationships with parents, pray for students, minister to their personal needs and anything else you feel guided to do.*

Authority/responsibility of Job: (name areas of general authority with reference to exceptions): *Plan teaching schedule, lead/guide class activities, prayer, regularly monitor spiritual growth, evaluate class, relationships with parents and students.*

Communication lines:

Report to: *Head of Department, Superintendent*

Obtain Report from: *Parents, class assistant*

Work in close collaboration with: *Other teachers*

Ministries Required:

Teaching

Leadership

Exhortation/Encouragement

Pastoral

skills Required:

Personal work/counselling

Personal Bible Study/Prayer

Teaching/Communication

Personal Development

Duration of Office: (expected or normal): *Two years*

Standard of Performance: *Six monthly written report to Superintendent and Parents, 90% pass in final test, 5 hours per week preparation, keeping of report book on student progress, written evaluation of weekly class, weekly prayer together with other Teachers.*

Remarks: *Mention age group you like best*

4. Sum up this information in columns 1 to 4 of the **Mobilisation MasterCard**

B. Identify the Resources God has given your Congregation

5. Keep a **Membership List** of all members of your congregation. Keep record of the dates on which they complete their Ministries and Church Growth Seminar, Bible study and fill in the adapted Houts Questionnaire as well as the dates on which the Ministries interviews were held.

JOB CARD 4

MEMBERSHIP LIST

NAME	BIBLE STUDY	WORKSHOP	HOUTS QUESTIONNAIRE	INTERVIEW DATE	INTERVIEWED BY
1 Charl du Preez	1/2/2014		9/2/2012		MMB
2 Martha du Preez	1/2/2014		9/2/2012		MMB
3 Bertha Smuts		9/3/2012	6/3/2011		JDE
4 Rikus Botha		9/3/2012	6/3/2011		JDE
5 Ann Botha		9/3/2012	6/3/2011		JDE
6 Petro Warwick	1/2/2014	6/2/1013	9/2/2012		CRD

6. Allocate members to interviewers according to the initials in the last column of the membership list.

7. Conduct the interview with the **Personal Interview Card** as aid and record.

JOB CARD 5

PERSONAL INTERVIEW

Name: _____ Contacted by: _____

Address: _____

Telephone: _____ Member? () Yes () No How long? _____

Previous Service Areas: 1. Sunday School Teacher 2. Social Committee 3. Missions Committee

Evaluate the above (separately for every service area) in terms of:

1. Sunday School - *Enjoyed it but had no training*
2. Social Service - *Disappointing - very boring*
3. Missions - *My passion. Unfortunately did not achieve anything worthwhile*

Successful Achievement of Objective:

1. Sunday school - *Very good when well prepared. More training required*
2. Social Service - *Achieved too little*
3. Missions - *Good in ministry roles/service. Nothing important to me*

Acceptance by/Approval of Fellow Members:

1. Sunday school - *Tops - Others thought I am better than I believe myself.*
2. Social Service - *Good times, but I felt excluded.*
3. Missions - *Accepted but unsure of what they expected of me.*
- 4.

Of all the above, what do you consider you did best? *Probably Sunday School when I was well prepared. In the other areas I did not achieve anything of importance.*

Taking into consideration the Houts Questionnaire and Bible Study, what do you think are your ministries?

1. *Helper*
2. *Teacher*
3. *Service*

Where in the Body do you think you will be used best?

Possibly adult Bible Study or as member of a team rendering practical service to mission churches. Even Sunday School.

When will you be available for service? *Immediately but not during evenings.*

For how long are you prepared to render this service? *As long as required, about 5 hours per week.*

Any other information that will help the staff to recommend you for suitable service. *I need somebody to whom I must report, preferably in writing. I like working with my hands, preferably on the mission field.*

8. After the interview every member's name is recorded in the **Ministry Profile** and the particular ministries are indicated

JOB CARD 6																
<u>MINISTRY PROFILE</u>																
NAME	PASTORAL	EXHORTATION	HELPER	ADMINISTRATION	CHARITIES	TEACHING	GIVER	PROPHET	HOSPITALITY	EVANGELISATION	APOSTEL	WONDERS	INTERCESSION	MISSIONS	LEADERSHIP SERVITUDE	HEALING FAITH
Charl du Preez									√			√				
Martha du Preez			√	√												
Bertha Smuts		√	√										√			
Ann Botha			√			√										√
Petro Warwick				√												

C Allocation of People to Needs

9. Compare the ministries of your people (according to the **Ministry Profile**) with the required ministries of every position (according to the **Mobilisation MasterCard**). Then prayerfully identify the potential workers for every position and record the names in column 5 of the **Mobilisation MasterCard**.

JOB CARD 7

MOBILISATION MASTERCARD

Position	No.	Duties and Responsibilities	Composition of Suggested Ministries	Potential Workers	Contact by	Contact Date	Work	Reaction
Sunday School Teachers	15	1. Plan schedule 2. Guide class time 3. Conduct lesson 4. Monitor progress 5. Pray 6. Relationships with Parents 7. Counselling and Ministering	Teaching Leadership Exhortation Administration Pastoral	M Joubert	MMB	3/5/14		Yes
				P. Smuts	LKR	1/5/14		Only senior
				L Strydom	PS	1/6/14		No

10. The person conducting the interview must contact the member, together with him/her work through the Job Description and then ask the member whether he/she is willing to accept the responsibilities of the position. If the member first wants to pray about it, he/she should be contacted later for a reply. The relevant information is then recorded in columns 6 to 8 of the **Mobilisation MasterCard**.
11. The reaction of the member is then recorded in the last column.
12. When the member agrees to accept a position his/her name is recorded in the **Mobilisation Profile** and the relevant position is indicated. The profiles are then a record of the existing distribution of workers in the congregation.

JOB CARD 8

MOBILISATION PROFILE

NAME	POSITION	<i>Sunday School</i>	<i>Evangelisation</i>	<i>Visitation</i>	<i>Missions Committee</i>	<i>Social Committee</i>	<i>Deacons</i>	<i>Elders</i>	<i>Charity</i>	<i>Etc.</i>					
<i>C du Preez</i>								✓							
<i>M du Preez</i>		✓													
<i>Bertha Smuts</i>			✓												
<i>Ann Botha</i>					✓										

SUMMARY OF THE PROCESS OF STAFF DEPLOYMENT

1. Identify the positions in the congregation that need to be filled in order to ensure the success of the growth programme.
2. Define the tasks and the suggested ministry composition for those positions.
3. Determine the ministries and skills of the different members in the congregation.
4. Allocate members to the different areas of the church by matching their skills and ministries to the available positions.

JOB CARD 1

LIST OF POSITIONS/WORKERS

	<u>POSITION</u>	<u>NUMBER REQUIRED</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____
16.	_____	_____
17.	_____	_____
18.	_____	_____
19.	_____	_____
20.	_____	_____
21.	_____	_____
22.	_____	_____
23.	_____	_____
24.	_____	_____
25.	_____	_____
26.	_____	_____
27.	_____	_____
28.	_____	_____

JOB CART 2

POSITION ANALYSIS

POSITION	DESCRIPTION OF DUTIES, RESPONSIBILITIES AND SKILLS	SUGGESTED MINISTRY GROUPS

JOB CART 3

JOB DESCRIPTION

Position: _____

Job Description: (functions, tasks):

Authority/responsibility of Job:: (name areas of general authority with reference to exceptions)

Communication lines:

Report to: _____

Obtain Report from: _____

Work in close collaboration with: _____

Ministries Required:

Skills Required

_____	_____
_____	_____
_____	_____
_____	_____

Duration of office: (expected or normal _____ weeks / months / years.

Standard of Performance:

Remarks:

JOB CART 4

MEMBERSHIP LIST

NAME	BIBLE STUDY	WORKSHOP	HOURS QUESTIONNAIRE	INTERVIEW	
				DATE	BY
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

JOB CART 5

PERSONAL INTERVIEW

Name: _____ Contacted by: _____

Address: _____

Telephone: _____ Member? () Yes () No How long? _____

Previous Service Areas: _____

Evaluate the above (separately for every service area) in terms of:

Personal enjoyment:

1. _____
2. _____
3. _____

Successful Achievement of Objectives:

1. _____
2. _____
3. _____

Acceptance by/Approval of Fellow Members:

1. _____
2. _____
3. _____

Of all the above, what do you consider you did best: _____

Taking in consideration the Houts Questionnaire and Bible Study, what do you think are your ministries?

1. _____
2. _____
3. _____

Where in the Body do you think you will be used best? _____

When will you be available for service? _____

For how long are you prepared to render this service? _____

Any other information that will help the staff to recommend you for suitable service? _____

NOTES

JOB CART 8

MOBILISATION PROFILE

POSITION													
NAME													

