

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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THE VICE-CHAIRMAN

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.

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.

