**RCCG HOPE CONNECTIONS PASTORATE**

**CHURCH MINISTRY OPERATION AND RESPONSIBILITIES**

This has been put together to provide guidelines on what is expected from the pastoral team and members of their departments in fulfilling their ministries as part of the RCCG Hope Connections Huddersfield.

This document will be used as a reference point to benchmark the minimum ministry expectation from both the existing and future members of the Pastorate in the discharge of team responsibilities.

This is a work in progress, it is a live document that will allow for future amendments to accommodate whatever changes that will be required in the ministry work.

**PASTORATE MEMBERS**

* **Pastor Amos Ajewole – Host and Minister-in-Charge**

## **Pastor Mary Ajewole – Co-Host, Women and Children Ministry**

* Dr Afolabi – Pastoral Duties Minister (Prayer and Sunday School)
* Mr Ibor – Choir Minister
* Dr Ebube – Facility and Technical Coordinator
* Dr Alamina – Levitical Duties Minister.
* Mr Atobatele – Men’s Fellowship and Empowerment Activities Coordinator
* Mr Ishola – Media and Publicity
* Mrs Ibor – Drama Minister
* Mrs Afolabi – Welfare Minister
* Dr Nyoni – Church Secretary and Legal Matters
* Miss Osia – Evangelism and Outreach Minister

**HOST AND MINISTER-IN-CHARGE**

* Shall work together with all leaders in the pastorate at leading the people into experiencing true worship sessions.
* Shall ensure the integrity of the word of God is not compromised while teaching and leading the people in worship.
* Shall ensure the general well-being of the pastorate members is paramount.
* Shall oversee the compulsory end of the month leadership meetings.
* Will ensure highest level of both spiritual disciplines and etiquettes are maintained by the pastorate.
* Will seek to ensure spiritual harmony across board.
* Shall make it a point of duty to raise complete spiritual leaders – men and women of purpose called to serve God.

**CO-HOST, WOMEN AND CHILDREN MINISTRY**

* Shall work hand in hand with the host minister in leading the people into experiencing true worship sessions.
* Shall be responsible for both the women and children ministries.
* Shall regularly liaise with the Welfare Coordinator on the well-being of the members and especially the women.
* Shall be able to create or design empowering programmes for the women ministry such as single seminars and other women-oriented programmes.
* Shall regularly liaise with the Men’s Fellowship and Empowerment Activities Coordinator to mirror/reflect or co-plan programmes that will build both men and women in the church.

**PASTORAL DUTIES MINISTER**

* Shall assist the host ministers in coordinating both the Sunday School and Prayer Units that are directly under the Pastoral Ministry.
* Shall also coordinate Mid-Week services either in the absence of the host ministers, or as duly assigned to do.
* Shall in the absence of the host ministers anchor and lead the pastorate team in the effective running of all church programmes.
* Shall assist host minister in the holy communion and anointing service.

**CHURCH SECRETARY AND LEGAL MATTERS**

* Shall provide secretarial and legal support for the church leadership.
* Shall regularly collaborate with the Admin Officer in the effective running of the church office.
* Keeping officials records up to date in terms of agreements, contracts etc.
* Shall be responsible in interpreting and typing up legal documents on behalf of the church.
* Shall be de-facto church legal representative on legal matters
* Shall at the behest of the pastor assist any member that needs legal assistance.
* Shall attend official meetings with the pastors where matters involve legal premise.
* Performing legal research on immigration rules that will help members and position the church in a strategic way to solve issues relating to immigration.

**EVANGELISM AND OUTREACH MINISTER**

* Will be a true evangelist that will regularly lead a team of street evangelists to proclaim the gospel of Jesus Christ to win souls for the kingdom.
* Will lead team members to ensure a recurring city-centre church evangelism is carried out.
* Will be an ambassador of Christ, Sunday through Saturday by sharing the good news of Jesus Christ in daily life
* Will regularly invite neighbours, friends, acquaintances and even strangers to learn more about God’s love.
* Will ensure the unit never run short of gospel tracts to invite people to join us for worship, study, fellowship, and service.
* Will work with the Publicity and Media unit regularly to promote evangelism stuffs.
* Will also regularly work with the Welfare unit to keep track on first timers just joining the church

**CHOIR MINISTER**

* Will raise and equip a close-knit worship unit that will regularly lead the church in true worship.
* Will always lead choir to enliven congregation’s songs by singing beautiful and challenging music to praise God and edify the congregation.
* Will monitor body languages, facial expressions and demonstrations to songs of the choristers are always top notch.
* Will ensure a high level of discipline is adhered to in love and see to it that effective communication is never lacking at all.
* Will help encourage, support and raise gifted worship leaders that God will use for the end time project.
* Will see to the effective running of the unit as per calling for choir rehearsals, retreats, vocal trainings, prayer and fasting summits, and as such as led by the spirit of God.
* Will regularly encourage members to present songs written in-house, and to give full support to promoting such songs.
* Will ensure that the annual Choir praise concert in December never fails and that it is seen as a major church event.
* Will help guide the choir to serve as a support for the Church-Uni Outreach programme WHITE project

**FACILITY AND TECHNICAL COORDINATOR**

* Will oversee the maintenance and repairing of all church physical assets.
* Shall regularly take full inventory of all church assets both insured and non-insured.
* Shall manage the church facilities and all its’ contents in terms of repairs and upkeep.
* Will ensure the security including health and safety of minors are regularly reviewed.
* Shall hold regular consultations with various departments that use church assets to determine what upgrades are required or what maintenance culture to be embraced.
* Give regular reports to the pastorate on the state of church assets.
* Serve as the point man for consultations with the property landlord and contractors.
* Identify security risks and create safety plans.

**PUBLICITY AND MEDIA COORDINATOR**

* Will maximise and ensure public and social media coverage for the church in all our pre and post events wherever possible.
* Will establish and build regular church contents across all the church media platforms.
* Will oversee the printing of resources and publishing of materials needed by the church for all programmes including the ones needed by all departments.
* Collate and archive all church media coverage including photos and videos.
* Sensitize the public on all upcoming church programmes and successful events.
* Establish regular links with all pastorate leaders as per what requires publicity and media coverage.
* Will ensure all praise worship and preaching sessions are live broadcast.

**WELFARE MINISTER**

* Will care for and serve the needy members of the church primarily, and in extension, to others in the community at such time the church is ready to engage in such.
* Will reach out to the needy irrespective of nationality or background.
* Will seek to help build the church a food and cloth bank where those in need of necessities can be helped from.
* Will assist members of the church in need of assistance to meet their basic needs.
* Will be the primary point to establish effective communication with the first timers and to help keep track of them to determine what their needs are.
* Will help in distributing non-perishable food stuffs, clothing, blankets, towels, toiletries, etc.
* Will help monitor church attendance to determine members’ absences requiring pastorate intervention.
* Shall update the prayer unit regularly on the prayer needs of members they are caring for.

**MEN’ S FELLOWSHIP AND EMPOWERMENT ACTIVITIES COORDINATOR**

* Will Coordinate men’s fellowship for all programmes pertaining to men.
* Will be the anchor point for bonding activities for all church members.
* Will draw up healthy and relational programmes or retreats such as summer retreats, Sunday barbecue, a day in the park, sport time, beach trip etc. for all members.
* Shall actively engage in being the anchor point to engage new men worshipping with us for the first time.
* Shall actively engage in bringing up to date empowering information to the pastorate to determine which can be acted upon to empower the church.
* Shall actively orientate members on professional trainings or courses that will improve members’ career pathways.

**SUNDAY SCHOOL DEPARTMENT**

* Will be accountable directly to Host Minister
* Ensure doctrinal teachings of the church are always in harmony with the scripture and the strict adherence to the teaching of biblical injunctions and true Christian views.
* Be present and prepared each Sunday morning before Sunday School to ensure the prompt start of the session.
* Responsible to respond to the needs, both supplies and staffing, of the Sunday School classes and teachers and be prepared to teach classes if needed.
* Communicate weekly lesson plan to teachers by Thursday, and to select, organize, maintain, distribute and order for new Sunday Schools booklets as at when due.
* curriculum and supplies to equip teachers well.
* Organize regular meetings to actively equip, harmonize theological views and understandings of the teachers, and to participate and provide necessary updates where necessary.
* Will maintain accurate Sunday School records and communicate upcoming events both internally and externally
* Will help maintain and update materials in the children and youth ministries
* Responsible for assuring the necessary background checks have been completed and documentation is maintained. \*Future\*

**PRAYER UNIT DEPARTMENT**

* The responsibilities of the prayer coordinator are determined by the pastor and/or his designee. The following are some responsibilities that the prayer coordinator may fill, initiate, or oversee:
* Identifies key people in the church who will are willing to pray or serve in leadership in the prayer ministry and enlists their support.
* Establishes a strategic prayer committee and serves as chairman of the committee. (The leadership responsibilities of the prayer ministry are divided among the members of the prayer committee.)
* Serves as a liaison between the pastor and church leadership and the prayer committee.
* Assists the pastoral staff in raising up their personal intercessory prayer support teams.
* Works with prayer committee and church leadership to establish prayer for the corporate services.
* Works directly with the pastor and prayer committee in developing a mission statement for the prayer ministry and prayer strategy for the church.
* Assists with the development of a prayer chain for the church. Establishes a resource library on prayer.
* Works with Sunday school teachers and small group leaders to provide training, materials, and resources for their prayer curriculum.
* Helps plan and organize special prayer events in the church (i.e. prayer conferences, workshops, National Day of Prayer, etc.).
* Helps raise up and train prayer leaders who can establish and lead small prayer group.
* Works with prayer committee and church leadership to set up a prayer room in the church – (Future).
* Develops an information network to keep everyone informed of prayer concerns.
* Serves as a liaison between our church and other churches in the city in cooperative prayer efforts.

**DRAMA MINISTER**

* Organize Drama performances during the year (including writing of scripts, organizing volunteers and rehearsals)
* Communicate the purpose and vision of the Drama ministry to the team members.
* Encourage the team, co-ordinate and motivate them to serve cheerfully.
* Shall assist and encourage the new volunteers whilst building them up.
* Will serve as a mentor whose goal is to encourage, support and give oversight to the members.
* Liaise regularly with the Host Minister to know the Word/Teaching direction for the church so that Drama scripts are tailored to blend with the overall ministry direction.

**LEVITICAL DUTIES MINISTER**

* Apart from special tasks that shall be assigned by the pastor, LD shall see to the effective running of the Ushering Unit in discharging their roles.
* Shall oversee Sanctuary Maintenance Team that will see to the cleanliness of the auditorium and the pristine setting of our seating arrangement.
* Shall regularly liaise with the Facility and Technical Coordinator
* See to the regular training of ushers in effectively managing worshippers during live services.
* Shall raise volunteers for SMT in the quarterly changing of decorations of the sanctuary.
* Shall be responsible for countersigning offerings counted by the ushers.

**USHERING UNIT DEPARTMENT**

* Shall ensure before church service that all chairs have been served with offering envelopes and prepare bulletins for distribution.
* Ushers shall have the responsibility to regularly check the temperature of the sanctuary is always suitable for worshippers.
* Ushers will check the cleanliness of the restroom and supervise the safety of minors coming down from children’s church to use it.
* As worshippers arrive, the ushers will act as doorkeepers, greeting each person with a smile and directing them to their seats.
* Shall be available to answer visitors’ questions and extend extra help in seating those who need extra assistance.
* Shall be responsible for offering collection and making sure it is correctly counted for auditing purpose and put in proper place thereafter.
* Shall have a goal of minimizing distractions during the service, especially during music and sermon.
* Ushers shall stand ready to assist anyone in the congregation who might need help, to aid latecomers in finding a seat, and to inform those in the sanctuary of any urgent matters.
* Shall in the case of emergency direct all worshippers through the fire exit points to designated safe points.
* Shall always be at alert to ensure no one goes out of the premises with unrelated minors.
* Shall help keep an eye on the people going upstairs to the children church ensuring that only parents or certified guardians have access to the area.
* Will make sure no child/minor steps out of the sanctuary alone without their parents/guardians.

**SANCTUARY MAINTENANCE TEAMS**

* Shall be under the supervision of the Levitical Duties.
* Shall actively see to the cleanliness of the auditorium and the pristine setting of our seating arrangement before and after services.
* Shall assist the volunteers for SMT in the quarterly changing of decorations of the sanctuary.
* Shall ensure a weekly meeting every Saturday to tidy and prepare the sanctuary for Sunday programmes.
* Shall aesthetically see to the regular beautification of the house of God.

**ADMIN OFFICER**

* Coordinating, planning, executing church events and maintaining office supplies and records.
* Assisting to create budgets, pay bills, oversee payrolls, and track and record church income from donations and sales.
* Research ministry traditions and customs whilst ensuring flexibilities that accommodate all and sundry.
* Work out acceptable model for polite behaviour and etiquettes for stage users.
* Plan foreign and domestic visits, ceremonies and special events.
* Make and send invitations on behalf of the church and develop itineraries and agendas fit for purpose.
* Arrange photo opportunities and press conferences when required.
* Schedule and book transportation if need be invited ministers/guests.
* Arrange lodging and meeting accommodations for church sponsored trips for conferences and seminars out of town/city.
* Prevent and guide against church etiquette breaches or embarrassing cultural blunders.
* Develop strategy goals, objectives and programs for the team.
* Research and maintain reliable sources of political, economic and social trends of global cultures.
* Keep a list of key community leaders and council officials that church can relate with for community interaction.
* Scheduling leaders’ meetings and also arranging meetings with external ministers to exchange ideas, thoughts and combined programmes.
* Maintain, prioritize and file confidential records that can be made available anytime conditions require for official church updates.