

## FOREWARD

I am most delighted for the production of this reviewed Workers' Manual. Of course, it is another dream comes true. It is another evidence of the growth and relevance of CACSA to the body of Christ. Though, the content of the book is CACSA-centered, other Christian organizations can still borrow its ideas.

In organization like ours, with brethren of diverse Ministerial gifts and different educational background, a document like this is highly necessary. It will guide against conflicts and confusion, while common focus will be achieved and maintained. In fact, with the leadership style of this group, where everybody is given room to freely operate and develop his/her gifts, it is necessary for a document like this to ensure harmony in diversity.

I therefore commend this manual to the use of all workers and leaders. I recommend it to all Ministries that have sprung up from CACSA, and to the entire body of Christ. Workers must not only possess it as a working tool, but must also ensure that it is properly utilized.

Let me use this opportunity to express my profound appreciation to the great contributions of all the Directorates especially the Directorate of Administration that had made this dream come true. Special thanks go to the entire members of the Council of Directors and the Governing Council. God bless you all.

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CACSA President/National Leader

## PREFACE

This Workers' Manual was conceived by the leaders of this group in a leadership workshop forum in 2004. It was considered necessary to have a guide, a common practice for all categories of workers in our assemblies. The idea was accepted by the Council of Director and State Ministers (CODSM), the body responsible for policy formulation and implementation. The Governing Council (GC), the highest policy-making organ, equally sanctioned it.

The machinery for its production was therefore set in motion. In any human organization, secular or ecclesiastical, operations have to be put in order. Otherwise the organization will be in chaos and disarray.

This manual is an attempt to 'set things in order' and to "strengthen things that remain" (Titus 1:5). It deals with major aspects of our operations. For instance, a chapter deals with Worker's Guide. The section spells out the work-order and working relationships of all church workers. It must be noted that this is only a guide and not a doctrine. However, adherence to it will enhance uniformity and standard to the operations of CACSA and its assemblies.

The chapter on Ministers Code of Conduct is also considered necessary. This had been demanded for long, especially when CACSA began to establish assemblies. The chapter lucidly supplies information on the conduct of Ministers. It is a section which may still be modified.

Another chapter supplies information on appointments and promotions, prospect of ministerial and non-ministerial staff. This is also a guide. Other documents included in this manual are Church Policy Guideline, National Policy on Marriage (reviewed), and the Financial policy. These had been in operation before, but they were included to make them handy and easily accessible.

With the transition to glory of the Visioneer and the subsequent appointment of a new Leader for the group, it has become necessary to review its contents. This is because of the new developments in the Group as well as experiences gathered over the years in the administration of the Assemblies, more so that we are in a dynamic world.

It is our hope that church workers will find this book relevant, useful and helpful in the discharge of their duties. Suggestions are however welcome to improve the next edition of the manual.

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Director of Administration