

Chapter One

WORKERS' GUIDE

Workers are the arm of the church organization and are involved in its day to day activities. They are vessels that communicate the message of the gospel to the church members. They assist the Pastor/leader in various departments by using their spiritual gifts for the purpose of building and edification of the body of Christ. The organization, CACSA, shall operate Directorate system of Administration in line with her vision and mission aimed at establishing model framework of operation.

Line of Communication

- i. All official communications from a worker to the President shall be routed through the Unit Head to the Assembly Secretary to the Minister or Leader-in-Charge. If the issue is for a higher authority, then such letter shall be forwarded in the hierarchical order.
- ii. Any official communication made in the name of the organization that may interfere with the Group's policy or have financial implication, shall be cleared with the President through the Director of Administration.

Method of Recruiting Workers

1. Applicant shall obtain an application form to show his/her desire to become a worker in the church (See Appendix 1). Ministers should make copies available.
2. Applicant shall be interviewed by the leader or committee assigned to do so, to ascertain the level of spirituality, competence and adherence to the church doctrine.
3. There should be regular training of workers to meet the need of the church/group. There shall be the need for a training package from the Education Department.
4. A national certificate of approval or appointment as worker of the church must be issued to those who are trained.
5. Inauguration and induction service should be held for new workers. This will involve praying for them and officially presenting them to the church.
6. Anyone coming from any of our assemblies as a worker will need to tender his/her certificate before he/she can be allowed to function.
7. Anyone who is not from any of our assemblies must pass through the necessary protocol of becoming a worker.
8. Certificates could be issued for those who have been serving before this innovation after a general induction. Note: There should be a probation period of six months for new applicant before confirmation.

Types of Training

General Training. This is for everybody who wishes to be a worker in the church. This will focus on all aspects of workers' activities.

2. Intensive Training- This will be on departmental basis. The head of each department, together with the committee members, will work out modalities based on the guidelines that will be given.

3. Monthly or quarterly special training for all workers based on the prevailing conditions of each assembly or district/zone/state.

4. All leaders and workers must be ready to take courses at the AriJesudade Leadership Institute to build up capacity.

VARIOUS DEPARTMENTS, UNITS AND THEIR SPECIFIC ROLES

To ensure rapid, steady and sustained growth of our assemblies, it is essential that members be organized into various committees, units and departments according to their gifts and calling. Ministers should ensure that brethren are placed in these areas of service to the Lord according to their calling, to ensure maximum utilization of their talents.

A. Christian Education Department

(Sunday School, Bible Study for Adult, Teens & Children)

1. Two languages must be used in our assemblies - local language and English.
2. The teachers either at the assembly level or district level should come together either every week or twice in a month to preview the lessons.
3. Preview should be handled by the Coordinator; it could also be rotated among the teachers to develop them.
4. Expectations of Sunday school/Bible study teachers:
 - should work for the spiritual growth of the church/group.
 - be open to ideas and changes that will bring growth.
 - see to the growth and division of classes.
 - make the study relevant and inspiring.
 - concerned with effectiveness and efficiency.
 - constantly seek for improvement of the department
 - have register for roll call in each class
 - gift for the regular and best students to encourage others to be committed.
 - hold special sessions for greater impact.
 - teaching period should not be too long to avoid boredom
 - the Coordinator is under the Pastor's supervision.
 - should organize Christian Education Week.

B. Choir Department

1. The choir leader shall be spiritual: a talented person.
2. He shall see to the effectiveness of the choir.
3. Choir shall sing songs that will inspire and motivate.
4. Choir leader should organize prayer for the effective impact of the songs.
5. Choir must be trained and be motivated for maximum effectiveness.
6. Choir must maintain godliness and spirituality among its members.
7. The choir shall have her practice once or twice in a week as time permits
8. The choir shall have her service of song/choir anniversary with due permission as and when necessary.
9. Failure to attend practice by any member will disallow him/her to function in Sunday service.
10. Members should attend Sunday school; defaulter should not be allowed to function in the service.
11. A chorister should possess a Bible, CAC Hymn book (English or Yoruba) and singing note
12. A chorister should be in a modest official uniform in all official functions, especially on Sundays.
13. Choir members must be obedient and submissive to their coordinator and the church authority.
14. All ungodly hairdo or immodest dressings are not allowed in the choir.
15. Dress code shall be as prescribed by the CACSA Directorate.

C. Prayer Band

1. Have their meeting at least once in a week at their convenience, preferably in the vigil.
2. Be coordinated by a trust-worthy and prayer-gifted Leader or Elder.
3. Live a victorious life.
4. Have time of special waiting upon the Lord.
5. Lift up the church and Nigeria in prayer.
6. Support the Pastor prayerfully.
7. Intercede regularly.
8. Possess the ability to receive from the Lord for the church.
9. Be open to the leading of the Holy Spirit in prayers.
10. Handle all spiritual problems and keep the secret of clients.
11. Document prophecies for reference purpose.

D. Evangelism/Follow-up Committee

The following are the responsibilities of this committee:

1. Be trained for this exercise.
 2. Promote evangelism and outreach at least twice in a month
 3. Print tracts and hold evangelism week.
 4. Press for evangelism commitment from members.
 5. Take care of converts in follow-up and assimilation.
 6. Create "foundation or believers' class" and monitor by visitation.
 7. Cooperate with the branch/zone/district/state/national in evangelistic drive with a view to establish new assemblies.
- E. House Fellowship Unit**
- The following should be the expectations of this unit.
1. It should be set up for the growth of the church.
 2. It should not become another Sunday service programme.
 3. It should be organized within one hour.
 4. The fellowship should be held on Sunday evening
 5. The meeting point must be close to members
 6. It must be coordinated by Holy Spirit-filled leaders or elders.
 7. The following procedure could be followed:
- First Week** - Praise, thanksgiving and testimonies co-ordinator can take a passage for brief exhortation.
- Second Week** - Teaching 1 (as prepared by the National Education Directorate)
- Third Week** - Move your mountain in prayer
- Fourth Week** - Teaching 2
- Fifth Week** - Share and care (on the prevailing situations).

House fellowship coordinator should visit at least two houses in a particular week.

House fellowship should therefore be;

- Dedicated to effective ministration.
- Committed to soul harvest principle.
- Creative, innovative and create times for prayer
- A means of increase in the numerical strength of the church group.

Note: House Fellowship may hold only once a month depending on the circumstances of the assembly.

F. Welfare Department

This Department is made up of four units; Ushers, Visitation team, Sanctuary keepers, Decoration and Treasure group.

(a) Ushers

1. The Chief Usher should see to the smooth running of the Ushers' section, and serve as Pastor's warden.
- He should emphasize maximum effectiveness of the ushers.
- He co-ordinates refresher course for the ushers.
2. Ushers should see to the orderliness, tranquility and peace during the service.
3. Ushers should cheerfully and decently welcome people to the service
4. They should be faithful and honest with all church properties. There should be serious prayer and fasting towards effectiveness.
5. They function as assembly P.R.O.
6. Ushers should be in a decent uniform as dictated by the Assembly/ Governing Council, for the purpose of identification.

(b) Visitation Unit

Shall assist the Pastor to;

- visit new members,
- visit the absentees,
- advice the church on those who need the moral and financial assistance of the church.
- deliver the welfare package of the church to the concerned persons
- assist in the mobilization of members for approved social engagement of other members of the assembly.

(c) Sanctuary Unit

1. Shall see to the clearing of the church premises.
2. Shall tidy up the church for services.
3. Shall be in service very early for further cleaning to avoid unnecessary distraction when the programme is on.

(d) Decoration Unit

1. Shall see to the clearing of the church premises.
2. Shall see to the decoration of the church with godly materials for official services.
3. Shall tidy up the church for services.
4. Shall be in service very early for decoration to avoid unnecessary distraction of attention when the programme is on.

(e) Treasure Group:

Shall see to the welfare of Widows/widowers, orphans and the needies etc.

g. Publicity, Multi-media and Publication Department

1. Shall see to the organizing of public address system for good output.
2. Shall, in conjunction with the choir monitor the PAS of the Assembly.
3. Shall be in charge of publication or printing of materials like tracts, publication decorative artworks, etc.
4. Shall record messages for posterity and sales.
5. Shall keep the assembly members abreast with the information of the Assembly
6. Shall be coordinated by a leader who is gifted in the area of publication.
7. Shall be in charge of Church library
8. Shall have an editorial committee
9. Be in charge of ICT aspect of the assembly

h. Interpreters Unit

(This Unit shall work in tandem with Publicity Publications Department)

1. Members should have a good command of any language he/she wishes to speak.
2. Should interpret for the purpose of disseminating messages to the congregation accurately.
3. Organize prayer and fasting to sharpen their gift of interpretation.
4. Need to attend training or refresher courses on communication.
5. Shall have a coordinator who will prepare roster for the members.

(i) Project and Maintenance Unit

1. Shall be coordinated by one of the church council members
2. Shall see to the purchase of necessary equipment and other materials for the church/group.
3. Shall mobilize for fund for the execution of projects.
4. Shall supervise building projects for the church.
5. Shall ensure the proper use of church items; shall assist to repair and maintain any damaged property.

(j) Marriage and Counseling

1. Shall be coordinated by person gifted in counseling and one with proven integrity of holy wedlock and Christian testimony.
2. The committee shall be composed of those who have holy wedlock and Christian testimony.
3. The committee shall prayerfully verify the convictions of the intending couple.
4. Based on conviction, the committee shall recommend for approval of their relationship to the Assembly Minister.
5. Shall organize seminars for singles, engagees' and the couples to keep them on tract in accordance with Scriptures.
6. Shall recommend for discipline any one in courtship that is found wanting.
7. Shall organize career seminars, workshop etc to educate and encourage members towards self-employment and development.

WORKERS' MEETING PERIOD

Workers meeting at Assembly level shall be as stated below:

1. Monthly for special Training and Prayer
2. Weekly by each department for preparation for the Sunday or other service as the case may be.
3. Workers must arrive in the Sunday service 30 min-1 hour for prayer before Sunday school.
4. They should arrive in the various programmes earlier than other members.
5. Come to the Church any other time for urgent matter.
6. Workers must wait after service to put all things in order.