

**CHERUBIM & SERAPHIM MOVEMENT CHURCH,
DAKIBIYU DISTRICT HEADQUARTERS, DAKIBIYU, ABUJA**

SEMINAL FOR NEW CHOIR EXECUTIVES

TOPIC:

Duties and Responsibilities of Choir Executives

**By
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Bands

- Bands are small units of Prayer Groups with well-defined rules and regulations guiding them.

Purpose:

- For administrative convenience and
- to ease the process of administration,
- The activities of the Bands are appropriately coordinated and monitored by the Band Coordinating Unit so as to ensure that the goals and objectives which include:
 - ✓ spiritual growth,
 - ✓ better stewardship, rewards and
 - ✓ physical well-being of members,
 - ✓ etc.are on course.

Band Executives

- These Band Officials are expected to pilot the affairs of the Band in line with laid down rules.
- The responsibilities expected of Band Patron and Matron, Captain, Deputy Captain, Secretary etc are properly outlined.
- This is to guide Band Officials in the administration of the Band.
- All officials are to perform their duties according to the guidelines given and with the knowledge that God will reward them accordingly (*Exodus 23:25-28, Job 36:11, Psalm 65:4, Matt. 6:33*)
- Thus, there should be no assumed roll that may cause conflicts due to misconception of duties.

Band Executives (Cont.)

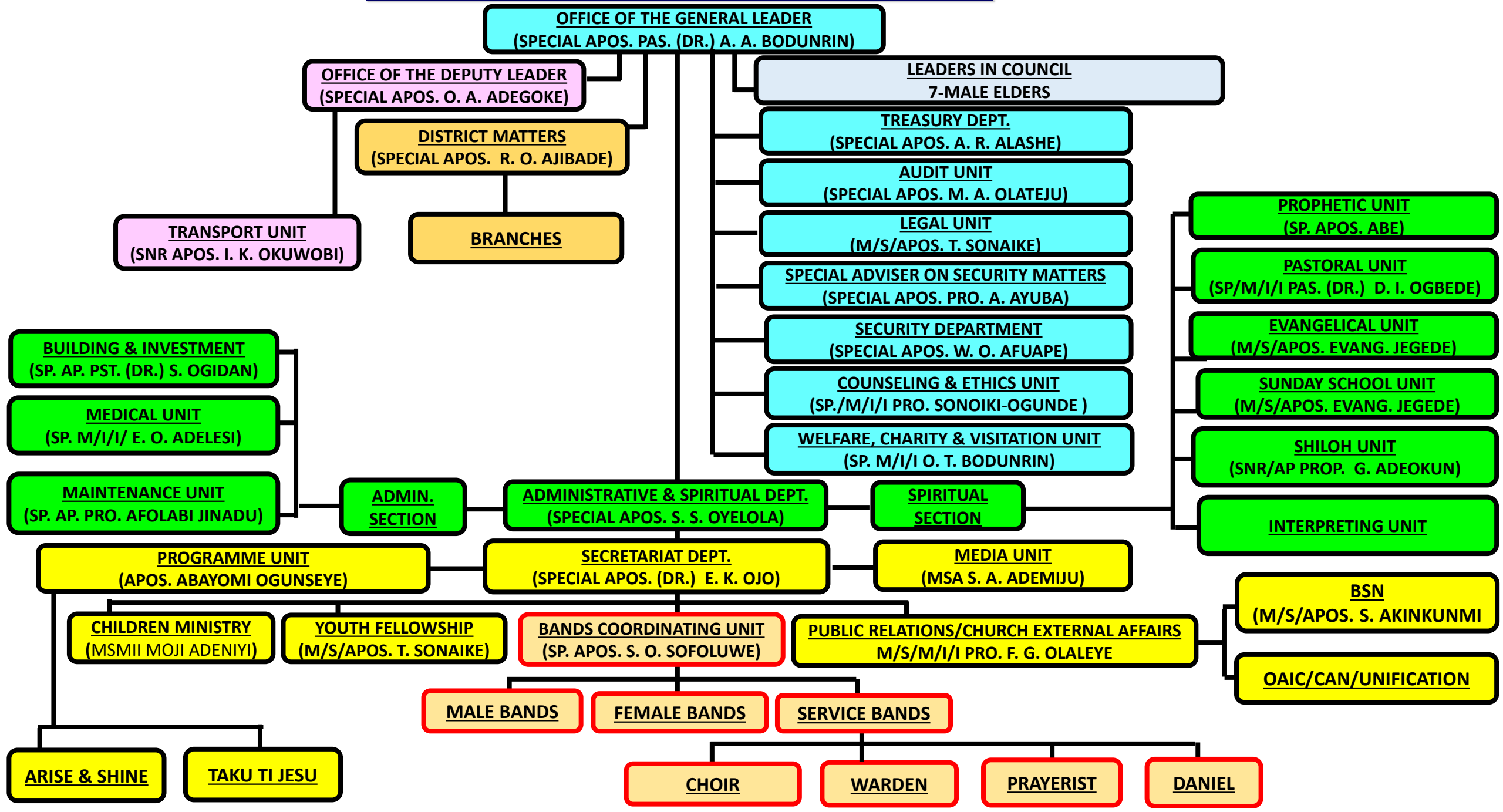
Composition of former Executives:

- 1. Patron**
- 2. Matron**
- 3. Captain**
- 4. Vice-Captain**
- 5. Secretary**
- 6. Assistant Secretary**
- 7. Treasurer**
- 8. Financial Secretary**
- 9. Welfare Officer**
- 10. Others**

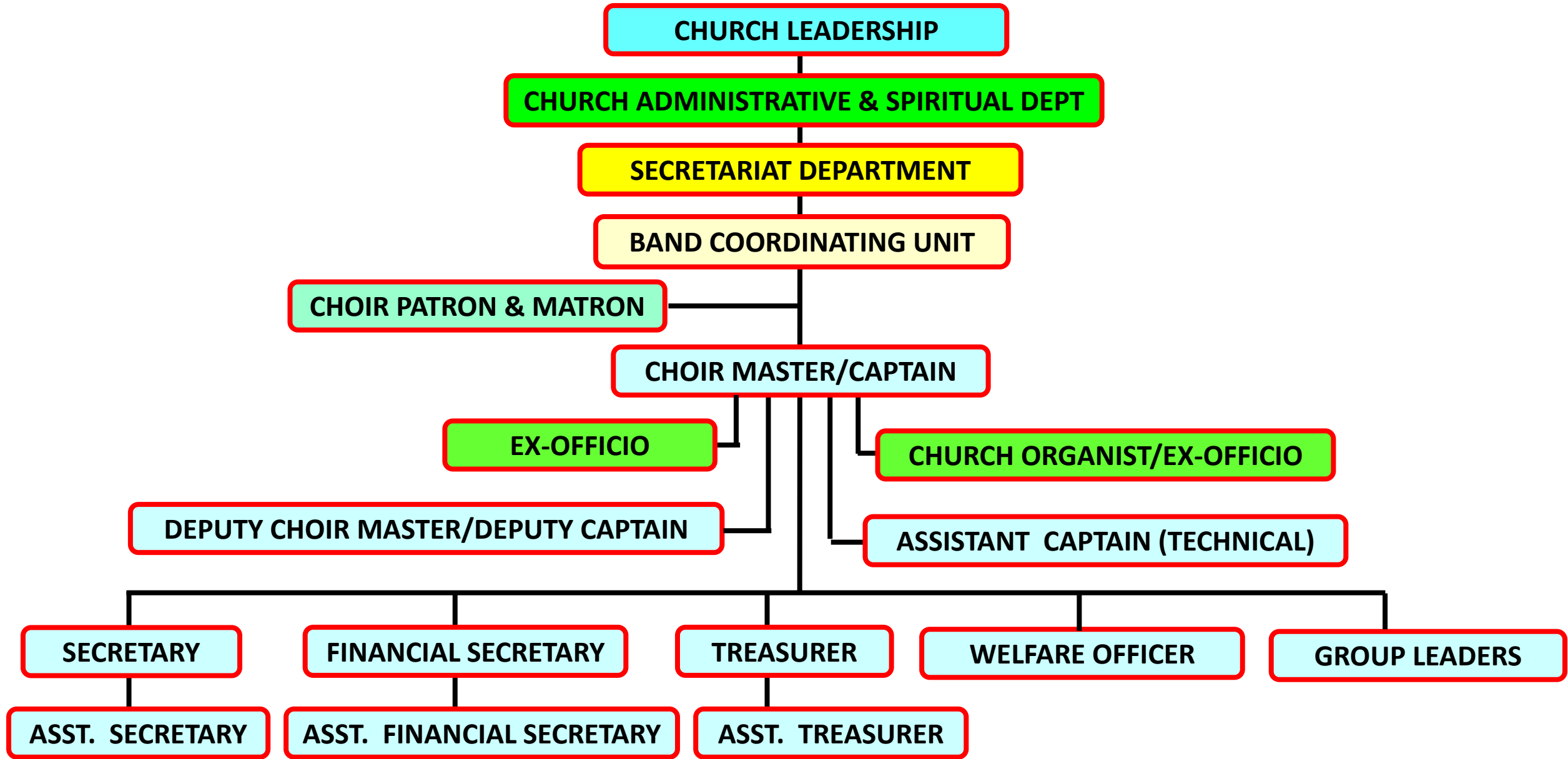
Composition of New Executives:

- 1. Patron**
- 2. Matron**
- 3. Choir Master/Captain**
- 4. Deputy Choir Master/Vice-Captain**
- 5. Assistant Captain (Technical)**
- 6. Secretary**
- 7. Assistant Secretary**
- 8. Financial Secretary**
- 9. Assistant Financial Secretary**
- 10. Treasurer**
- 11. Assistant Treasurer**
- 12. Welfare Officer**
- 13. Group Leaders**
- 14. Church Organist/Ex-Officio**
- 15. Ex-Officio**
- 16. Others**

CHURCH MANAGEMENT COMMITTEE ORGANOGRAM



CHOIR ORGANOGRAM (LINE OF COMMUNICATION)



Duties & Responsibilities of Band Executives

1. Patron and Matron:

Job Purpose:

- Serve in the advisory capacity to the Band.

Duties and Responsibilities:

- Shall serve in advisory capacity to the Choirmaster/Captain.
- Shall provide financial support when required or applicable within their means.
- Shall be involved in counseling of Band members
- Shall serve as communication link between the Bands Coordinating Unit and the Band.
- Shall ensure Band performance.
- Shall encourage the Band to participate actively in Church activities
- Shall visit members.
- Shall be a member of the Church Council of Patrons and Matrons.
- Shall perform any other duties assigned by the Church authority.

2. Job Description for Choir Master/Captain:



Job Purpose:

- To give leadership to a pastoral sub-grouping of the congregation by helping them witness to Jesus in the world, and to follow his teachings through acts of compassion, justice, worship and devotion under the guidance of the Holy Spirit.

Duties and Responsibilities:

- i. Shall preside over all Band Meetings; in particular he/she coordinates:
 - a. Annual Band Anniversary activities.
 - b. Announcement of Ceremony of Band Members, e.g. Wedding, Naming Ceremony, Silver - Jubilee, Birthday, Funeral, etc.
 - c. Crucial spiritual visions pertaining to members as individuals and as a Band shall brought to the attention of Daniel Band through Band Coordinating Unit for action.
- ii. Shall ensure compliance to spiritual visions and administrative directives of the Church.
- iii. Shall ensure the conduct Band services and aim at result-oriented prayers.
- iv. Shall ensure that members meet their obligations to the Band and Church by implementing the programmes in the Year Book.
- v. Shall always take wise advice from the Patron/Matron.

2. Job Description for Choir Master/Captain (Cont.):

Duties and Responsibilities:

- vi. Shall ensure guidance and counseling of members as may fall within his/her schedule of duties.
- vii. Shall initiate and formulate ideas for Band's growth.
- viii. Shall carry out appraisal of members for development and identification of potentials within the Band.
- ix. Shall be accountable for his/her own walk with Christ by meeting weekly in covenant discipleship group.
- x. Shall encourage Band members to practice justice, compassion, worship, and devotion, as they witness to Christ in the world.
- xi. Shall communicate to Band members in their discipleship by upholding them through regular telephone calls, letters, or personal visits.
- xii. Shall guide members in finding resources for their acts of worship, devotion, justice, compassion, and their witness to Jesus Christ.
- xiii. Shall delegate responsibilities to other members of the Band's Executives

3. Job Description for Deputy Choir Master/Deputy Captain

Duties and Responsibilities:

- i. Shall deputize for the Captain during his/her absence.**
- ii. Shall obtain report from Group Leaders and make recommendation to the Executives through Captain for proper action.**
- iii. Shall be responsible for the security of Band rooms.**
- iv. Shall carry out any other duties as may be assigned by the Captain.**

4. Job Description for Assistant Captain (Technical):

Job Purpose:

- To ensure quality sound production during all Church activities.

Duties and Responsibilities:

- Shall ensure quality sound all times .
- Shall be responsible for selecting and assembling recordings in preparation for the final sound mixing or mastering.
- Advise the Choir Executives in respect to production of quality sound.
- Prepare budget for Technical Unit
- Reporting to the Choir Captain
- Shall carry out any other duties as may be assigned by the Captain.

5. Job Description for Band Secretary:



Job Purpose:

- To keep accurate records so to ensure smooth running of the Band and present a conducive environment for growth of Christian Discipleship.

Duties and Responsibilities:

- Shall be responsible to the Captain for the smooth running of the Band.
- Shall write minutes of meetings.
- Has the primary responsibility of opening all correspondences of the band and bringing same to the immediate attention of the Band Captain for necessary action.
- Shall prepare and read Minutes, Annual Anniversary Reports of the Band after due consultation with the Captain and the Patron/Matron.
- Shall through the directive of the Captain make announcement of Weddings, Naming Ceremonies, Silver Jubilee, Birthday, etc at band meetings and ensure attendance of members at these occasions.

5. Job Description for Band Secretary (Cont.):

Duties and Responsibilities:

- vi. Shall be responsible for the up-keep of the Band Room and its surroundings.**
- vii. Shall take inventory of Band properties.**
- viii. Shall convene meetings under the instruction and having cleared the agenda with the Captain.**
- ix. Shall keep proper records of all Bands' activities.**
- x. Shall keep Attendance Register.**
- xi. Shall communicate with distant members.**
- xii. Shall deputize for the Band Captain and Vice-Captain in their absence.**
- xiii. Shall carry out any other duties assigned.**

6. Job Description for Asst. Secretary:

Duties and Responsibilities:

- i. Shall deputize for the Secretary during his/her absence.**
- ii. Shall carry out any other duties assigned.**



7. Job Description for Band Treasurer:

Job Purpose:

- To pay all Choir funds received into the Church treasury in a responsible and organized manner, to ensure proper accountability.

Duties and Responsibilities:

- Shall receive money from the Financial Secretary and save the money in the Church Treasury as quickly as possible or not more than forty-eight (48) hours of collection and shall obtain official receipts.
- Shall keep an imprest account (not more than N10,000) for contingency expenses.
- Must not keep Band's money in a private account outside the Church.
- Shall keep tellers, cheque books and other relevant account books
- Shall be responsible for account reconciliation with the Church treasury on monthly basis.
- Shall disburse money contributed to the Choir and keep accurate records of expenditure.
- Shall give monthly financially information during Band Executive Meetings or as may be agreed to by the Choir Executive Committee.
- Shall render an audited statement of assets and liabilities covering the previous twelve months at regular/Annual meetings of the Choir.
- Shall work accurately to the guideline established by the Choir Executive Committee.
- Perform such other related duties as may be assigned by the Captain.

8. Job Description for Assistant Treasurer:



Duties and Responsibilities:

- i. Shall deputize for the Treasurer during his/her absence.
- ii. Shall carry out any other duties assigned by the Captain

9. Job Description for Band Financial Secretary:



Job Purpose:

- To receive, record, and deposit all funds collected in the Band and to work with the treasurer and Committee on Finance to ensure compliance to the Church policies and procedures relating to finance.

Duties and Responsibilities:

- Shall work according to the guidelines established by the Committee on Finance.
- Shall receive funds, record them and deposit same as soon as possible after it received to the Treasurer and the Committee on Finance.
- Shall collect offerings received during Choir events and worship services at the conclusion of these programmes, making certain that more than one person is involved in collecting and counting of the money.
- Shall establish a procedure to collect and record money received through methods other than the regular offering, including monies received through the mail.
- Shall keep records of how much money was given and by whom, and report amounts received to the treasurer and the Committee on Finance.
- Shall report monthly to the Committee on Finance regarding total pledge and amount actually received and disbursed.

10. Job Description for Asst. Financial Secretary:



Duties and Responsibilities:

- i. Shall deputize for the Financial Secretary during his/her absence.**
- ii. Shall carry out any other duties assigned by the Captain.**

11. Job Description for Band Welfare Officer:

Duties and Responsibilities:

- i. Shall suggest measures which will serve to promote members wellbeing;
- ii. Shall establish contacts and hold consultations with a view to maintaining pleasant relations between Band Members and Executives
- iii. The welfare Officer is to reach out to Band members especially those that may be having some problems and extend the love of God to them as much as the Band can
- iv. Shall promote cordial relationship between band members, band executives and church members at large.
- v. Shall inform and make arrangement to visit member(s) who are not regular in their attendance at Band and church programmes
- vi. Shall bring to the notice of Band Executives, the complaints of Band members, individual as well as collective, with a view to securing their quick redress and to act as a link between the member and the Band executives
- vii. Provide advice and prevent any form of anti-social activities within the Band
- viii. Shall offer guidance to anyone affected by personal, domestic or work-related problems by gathering information about the issue.
- ix. Shall ask about the nature of the problem and what steps have already been taken to resolve it.
- x. Shall bring this problem before the band executives to suggest or explore options to help the affected member progress the issue or arrive at a resolution. Shall carry out any other duties assigned by the Captain

12. Job Description for Church Organist/Ex-Officio:

Job Purpose:

- To run the rehearsals and navigate the band through musical transitions that can create a moment where people can interact freely with God.
- To provide organ music and accompaniment for scheduled worship services and other activities in support of the music minister of the Church

Duties and Responsibilities

- i. Contact the worship band and set up the rehearsal
- ii. Manage rehearsals and sound checks
- iii. Make sure members attend rehearsals and are at their best when performing.
- iv. Teach music to the cast and musicians
- v. Lead a cast, orchestra and other musical groups during a performance.
- vi. Select musical arrangements and compositions to be performed and study musical scores to prepare for rehearsals.
- vii. offer suggestions on which individual might be best suited to each role based on vocal performance
- viii. Support the church's worship environment through the well-prepared execution of music presented by the choir, orchestra, and other musicians
- ix. Serve as accompanist for the Choir in regular and special rehearsals and performances as assigned.

13. Job Description for Ex-Officio:

Responsibility:

- **Shall participate in band meetings/activities, discuss, debate and contribute in decisions making for the progress of the Band**

14. Job Description for Group Leaders:

Job Purpose:

- They are to take proper and adequate care of members entrusted into their care. They are to be watered and fed with the Word of God

Duties and Responsibilities

- i. They are to set themselves as good examples like Jesus Christ (1 Peter 2:21)
- ii. A good Group Leader must seek the wellbeing of the group by visiting each individual at his or her residence frequently. It is the responsibility of the Leader to assist the group in terms of spiritual support and words of encouragement.
- iii. The social aspect of their lives is to be carefully monitored.
- iv. The Group Leader are to submit regular report of their group to the Deputy-Captain who will check and bring to the notice of Band Executive through the Captain any matter that require attention

CONDUCT OF MEMBERS

- All members shall live good Christian life, within and outside the Church.
- No Band member or official shall engage in any act of gossip, or any unchristian behaviour within and outside the Church premises.
- All Band Executives shall keep members abreast of the doctrines of the Church.
- All Band Executives shall be respectful, firm, faithful and absolutely honest with proven integrity in the discharge of their duties.
- All issues of misunderstanding between members should be reported to Band Captain or any other member of the Band Executives for immediate resolution. Issues unresolved should be referred to the Bands Coordinating Unit immediately.

Conclusion

- ❑ Reward for Effective Stewardship:
 - i. Exo 23:25-28: And ye shall serve Jehovah your God, and he will bless thy bread, and thy water; and I will take sickness away from the midst of thee. There shall nothing cast their young, nor be barren, in thy land: the number of thy days I will fulfil. I will send my fear before thee, and will destroy all the people to whom thou shalt come, and I will make all thine enemies turn their backs unto thee. And I will send hornets before thee, which shall drive out the Hivite, the Canaanite, and the Hittite, from before thee.
 - ii. Psalms 65:4:— *Blessed is the man whom thou choosest, and causest to approach unto thee, that he may dwell in thy courts: we shall be satisfied with the goodness of thy house, even of thy holy temple*
 - iii. Job 36:11: *If they obey and serve Him, they shall spend their days in prosperity, and their years in pleasures.*
 - iv. *Etc.*

**Thank you for your
attention**