

## **CHURCH MANAGEMENT COMMITTEE AND THEIR FUNCTIONS**

c/N	OFFICE OF GENERAL LEADER/DEPUTY	FUNCTIONS	UNIT	SUMMARY OF FUNCTIONS
S/N				SUMMANT OF FUNCTIONS
	OFFICE OF THE GENERAL LEADER  1. Sp. Apos. Pst. (Dr) A. A. Bodunrin: Head 2. Teach Oluwole Taylor: 3. Sist Modupe Owolabi: 4. Sist. Maria Oladuji:	<ol> <li>The General Leader is the Head of the District Hqtrs. and performs the dual functions of Spiritual and Administrative Head.</li> <li>Provides good leadership, for the Church</li> <li>Presides over meetings of</li> </ol>	<ol> <li>i). LEADERS IN COUNCIL (7-MALE ELDERS)</li> <li>1. Sp. Apos. Pst (Dr.) A. A. Bodunrin: Head</li> <li>2. Special Apostle A. O. Adegoke</li> <li>3. Special Apostle S. S. Oyelola</li> <li>4. Special Apostle (Dr.) E. K. Ojo</li> <li>5. Special Apostle R. O. Ajibade</li> <li>6. Special Apostle W. O. Afuape</li> <li>7. Special Apostle A. R. Alashe</li> </ol>	<ol> <li>This is the supreme body of the Church that has the final say on all issues involving the Church.</li> </ol>
		the Church, Management	ii). TREASURY DEPARTMENT (Pls see Pg 6.)	See page 6
		Committee and other organs of the Church  4. Ensures that the organizational and	<ul><li>iii). AUDIT UNIT</li><li>1. Special Aps. Debo Olateju: Coordinator</li><li>2. Bro. Babatunde Adebayo</li></ul>	<ol> <li>Shall monitor and audit all accounts of the Church, Bands, Committees and any other organ of the Church.</li> </ol>
		operational structure of the Church allows for smoothness and efficiency in work performance.	iv). LEGAL UNIT  1. M/S/Apos. Tolu Sonaike: Coordinator  2. Bro. Gbenga Olaleye: Member  3. Sist. Bisi Bodunrin: Secretary	<ol> <li>Advices the Church, its organs and officers on legal matters</li> <li>Represents the Church, its organs in any court of law</li> <li>Draft all legal documents for and on behalf of the Church and its organs.</li> </ol>
			v). SPECIAL ADVISER ON SECURITY  MATTERS  1. Special Apos. Prophet A. Ayuba	<ol> <li>Advises the General Leader &amp; Management Committee on security matters.</li> <li>Can be consulted on all matters including security issues.</li> </ol>
			vi.) SECURITY DEPARTMENT  1. Sp./Apos. W. O. Afuape: Head  2. Apos. Pro. A. Oluwayiopese: Vice  3. Apos. A. B. Bodunrin: Member  4. Bro. O. Osuntokun: Member  5. Bro. Ggbenga Olaleye: Member  6. S/L/L S. Sanni: Member  7. S/L/L Adeokun: Member	<ol> <li>Responsible for all security aspects of the Church.</li> <li>Responsible for the provision of security and protective services to the Church, and all human and material resources at all times and within church organized services and activities.</li> </ol>
			vii). COUNSELLING & ETHICS UNIT  1. Sp./M/I/I Pro. Sonoiki-Ogunde: Head  2. Sp. Apos. S.O. Sofoluwe: Member  3. M/S/M/I/ F. Olateju: Member  4. Sist R. O. Olorode: Member	<ol> <li>Organizes &amp; coordinates the general counseling of the Church members</li> <li>Responsible for marriage counseling.</li> <li>Counsels would-be bride and groom after the couple has filed a marriage intention notice with the Secretariat, and Spiritual guidance has been sought</li> <li>Sits to instruct the couples as directed in the</li> </ol>

		viii). <u>WELFARE, CHARITY &amp; VISITATION</u> <u>UNIT</u> 1. Sp. M/I/I O. T. Bodunrin: Coordinator	counseling programme. 5. Ensures Church ethics and disciplines 1. Responsible for the general welfare of members 2. Oversees Charity issues for members and the
		2. Sp. M/I/I Pro. H. O. Ibitoye: Member 3. M/S/M/I/I Pro. E. Amusan: Member 4. M/S/M/I/O. O. Ijaduola: Member	needy 3. Organizes & undertakes visitations to church members and organization involved in rehabilitating the vulnerable & the needy. 4. Suggests or recommends for the authority ways to support less privilege within and outside the Church
1. Special Apostle O. A. Adegoke: Head 2. Bro. Bolaji Ojeyemi: 3. Bro. Femi Akerele:	<ol> <li>Acts in the absence of the General Leader</li> <li>Coordinates the activities of the Transport Unit.</li> </ol>	TRANSPORT UNIT  1. Snr. Apos. I. K. Okuwobi: Coordinator  2. Snr. Apos. Debo Abinna: Vice  3. Snr. Apos. E. Adetosoye: Member	<ol> <li>Ensures efficient provision of facilities and measures for effective movement and transportation as they affect the Church and its members.</li> <li>Monitors and control traffic in all church activities.</li> <li>Arrange air and land transportation services for the Church, Bands and individuals.</li> <li>Acquires, maintains and manages fleet of buses and other types of transportation.</li> </ol>
	<ol> <li>Brief Leaders in Council on all District Matters</li> <li>Ensure the efficient and effective delivery of the Secretariat and Administrative Duties of the District</li> <li>Implementing all administrative decisions of the District and shall work under the direction of the Chairman who is the Chief Executive.</li> </ol>	BRANCHES	

S/N DEPARTMENT	FUNCTIONS	UNIT	SUMMARY OF FUNCTIONS
4. ADMINISTRATIVE & SPIR	ITUAL	A. ADMINISTRATIVE SECTION	
DEPARTMENT  1. Sp. Apostle S. S. Oyelo 2. Sp. Aps. Pst. A. A. Aker 3. Sp. Ap. Pro.A. Aribanus 4. Sp/M/I/I T.A. Ajibade 5. Sp. M/I/I Pro. Shittu: I 6. MSMII Pro. Dr. Lara Ba 7. Evang. Yemisi Ojo:	<ol> <li>Responsible for the smooth administration of the Church</li> <li>Coordinates the activities of the various arms of the Administrative Units (i.e. Building and Investment, Maintenance and Medical) and the Spiritual Units (i.e. Prophet, Pastor, Evangelical</li> </ol>	(i) BUILDING & INVESTMENT UNIT  1. Sp. Apos. (Dr.) S. Ogidan: Coordinator  2. Teach. Femi Adesina: Member  3. Teach. Tosin Adegoke: Member  4. Sp. M/I/I K. T. Kolawole: Member  5. Bro. Tokunbo Adelesi: Member  (ii) MAINTENANCE UNIT  1. Sp.Apos. Pro. Afolabi Jinadu: Coord.  2. Apos. Joseph Abiodun: Member  3. Snr/Apos. Dele Raji: Member	<ol> <li>Monitors Church landed properties.</li> <li>Supervises all building works</li> <li>Responsible for all Estate Matters.</li> <li>Provide support services in respect of new building construction &amp; other landed properties</li> <li>Secure investment for the Church</li> <li>Maintains buildings, furniture &amp; equipment.</li> <li>Responsible for the maintenance of Church generator, electrical and electronic equipment &amp; ensure their effective performance at all times.</li> </ol>
	and Shiloh) with the aim of achieving their functions	<ol> <li>Apos. Alao Member</li> <li>Bro. Adeolu Oseni: Member</li> <li>(iii) MEDICAL UNIT</li> <li>Sp. M/I/I E. O. Adelesi: Coordinator</li> <li>Sp. Apos. Pro. Dr. J. J. Adebayo</li> <li>Apos. Dr. O. Olateju: Member</li> <li>Dr. Akin Omirinde: Vice</li> <li>M/S/I/I O. Ademiju: Member</li> <li>S/M/I/I Pro. Dr. Lara Bakare: Member</li> </ol>	3. Supervises cleaning of the Church Premises  1. Manages the Spiritual Medical Center on the agreed terms.
		7. Sist. Nike Adegoke: Member  B. SPIRITUAL SECTION	
		(i). PROPHETIC UNIT  1. Sp. Apos. Pro. E. O. Abe: Coordinator	<ol> <li>Oversees the spiritual activities of the Church specifically with regards to prophetic duties.</li> <li>Guide prophetic members to work towards the attainment of Church vision, mission&amp; objectives.</li> </ol>
		(ii). PASTORAL UNIT  1. Sp/M/I/I Pas.D. I. (Dr.) Ogbede Coordinator (iii). EVANGELICAL UNIT  1. Snr/Apos. Evang. Jegede: Coordinator	<ol> <li>Ensures smooth operation of the Pastoral Unit</li> <li>Ensures the Church reaches out to people with the good news of Jesus Christ and receives them into its care so that these persons may develop a relationship with God and live as Christian Disciples.</li> </ol>
		(iv). SUNDAY SCHOOL UNIT  1. M/S/Aps. Evang. Jegede: Coordinator	Ensure smooth operation of the Sunday School     Unit
		(v). SHILOH UNIT 1. Snr/Ap. Pro. G. Adeokun: Coordinator	<ol> <li>In charge of Shiloh service to ensure its smooth operations</li> </ol>
		(vi). INTERPRETING UNIT	operations

S/N	DEPARTMENT	FUNCTIONS	UNIT	SUMMARY OF FUNCTIONS
<u>5.</u>	<ol> <li>Special Apos. (Dr.) E.K. Ojo Head</li> <li>Sp./Apos.G.N.Omange: Member</li> </ol>	DEPARTMENT  Des. (Dr.) E.K. Ojo Head  I. Serves as a coordinating  unit for all other operating organs and divisions at the District Headquarters Odeyemi: Member  Description	(i). CHILDREN MINISTRY  1. MSMII Moji Adeniyi: Coordinator  2. MSMII Oluwatoyin Ademiju	<ol> <li>Address the concerns &amp; conditions of children at the Hqtrs. so that they may grow in their understanding of themselves &amp; the Christian faith &amp; that their quality of life may be improved.</li> </ol>
	<ul> <li>3. Aps. G. A. Ogunseye: Secretary</li> <li>4. Bro. Femi Olorode: Member</li> <li>5. S/M/I/I O. Odeyemi: Member</li> <li>6. Sist. Bunmi Adebayo: Member</li> <li>7. Responsible for monitoring and implementation</li> </ul>		(ii). YOUTH FELLOWSHIP  1. M/S/Apos. Tolu Sonaike: Coordinator  2. Apos. Adedayo Bodunrin	<ol> <li>Address the concerns &amp; conditions of youth in the Hqtrs. so that they may grow in their understanding of themselves &amp; the Christian faith &amp; that their quality of life may be improved.</li> </ol>
		monitoring and ensure the implementation of all Church programmes.	<ol> <li>(iii) BANDS COORDINATING UNIT</li> <li>Sp. Apos. S.O. Sofoluwe: Coordinator</li> <li>M/S/M/I/I Y. Akerele: Member</li> <li>Sp./M/I/I Pro. O. Ogidan</li> <li>S/M/I/I Pro. F. Ashiru: Member</li> <li>Bro. Wale Oke: Member</li> </ol>	Responsible for the coordination of all bands in terms of bands management and operations.
			(iv) PROGRAMMES UNIT  1. Apos. G. N. Ogunseye: Coordinator  2. Sist. Bunmi Adebayo: Member	<ol> <li>Prepares all Church programmes and ensures their availability in right quantity before the commencement of any church event.</li> <li>Prepares Arise and Shine, and Taku Ti Jesu Programmes along with their Coordinators.</li> </ol>
			<ul> <li>(v) MEDIA UNIT</li> <li>1. M/S/Apos S.A. Ademiju: Coordinator</li> <li>2. Apos. Segun Ogundare: Member</li> <li>3. Bro. Abiodun Ajibade: Member</li> <li>4. Bro. Lawanson Kenny</li> </ul>	<ol> <li>Ensures coverage &amp; broadcast programmes</li> <li>Evolves and implements strategies to effectively launder the image and activities of the Church</li> <li>Responsible for the administration and sustenance of the Church website</li> <li>Responsible for the advertisement of all Church Activities/ programmes</li> <li>Arrange for the Ayo Ni O Abuja Radio and Television Programmes</li> </ol>
			(vi). PUBLIC RELATIONS & EXTERNAL  AFFAIRS UNIT  1. M/S/M/I/I Pro. F. G. Olaleye: Coord.	<ol> <li>Develop and carry out a communications plan so that members and others in the District will understand and become interested in participating in our Church.</li> </ol>
			(vii). BIBLE SOCIETY OF NIGERIA (BSN)  1. M/S/Apos. S. Akinkunmi: Coordinator  2. M/I/I Pro. Mary Adetosoye: Member  3. M/S/Apos. Tolu Sonaike: Member  4. M/S/Apos. S. A. Jegede: Member  5. Sist. Todimu Okunola: Secretary  viii). CAN/OAIC/UNIFICATION	<ol> <li>In charge of Bible Society of Nigeria of the District Headquarters Church.</li> <li>Ensures proper functioning of the Bookshop</li> <li>Ensures the availability and sales of Holy Bible and other Christian Books at the Bookshop</li> </ol>

S/N	DEPARTMENT	FUNCTIONS	UNIT	SUMMARY OF FUNCTIONS
S/N 6.	TREASURY DEPARTMENT	FUNCTIONS  1. Sees to the financial matters of the Church.  2. Liaises with the Leaders-in-Council as regards the disbursement of funds  3. Submits detailed returns of Church weekly offertory  4. Responsible for the custody of Church finance, planning & saving of fund, financial	UNIT  FINANCE & ACCOUNTS UNIT  1. Prophetess Mogaji: Member 2. Sist. Kolawole: Member	<ol> <li>Receives all monies and deposit same in reputable banks approved by the Church Executives within 48 hours.</li> <li>Issues receipts to payee in respect of monies so collected.</li> <li>Pays expenditure approved in writing by the General Leader provided that such expenditure shall be supported by payment vouchers.</li> </ol>
		control & accounting  5. Reports from time to time to the Leaders-in-Council  6. Presents a summary of the financial situation of the Church at the annual meeting of the management committee.		<ol> <li>Keeps up-to-date records of income and expenditure of the Church</li> <li>Shall make available all relevant books and records for internal auditing.</li> <li>Prepares and submits statement of account to the Management Committee not later than 2months after the end of the accounting year.</li> </ol>