

BAND CO-ORDINATION AND ADMINISTRATION

INTRODUCTION

The Church and its leadership have onerous task to attend to the physical, spiritual, emotional, material, etc. needs of its members. These needs include but are not limited to providing advice and prayers on almost everything i.e. sickness, barrenness, seeking employment, laying of foundation stones, house warming, marriage, among others. The Church and its leadership also have spiritual and moral obligation to visitors and indeed everyone seeking the face of God in all aspects.

For ease of administration in attending to the rapid growth and development of the Church whilst not neglecting the spiritual, welfare and social needs of its members and visitors alike, the Church created **Bands**. The Band provides a forum where the spiritual, physical, material, welfare and social needs of members can be easily met. It also serves as a forum to spiritually and physically empower members for personal and spiritual growth and development, particularly within the body of Christ and in the secular world.

BANDS COORDINATING UNIT (BCU)

The activities of **Bands** are coordinated by the **Band Coordinating Unit (BCU)** of the Church to ensure uniformity in ethics, practices and standards in line with the dictates and doctrine of the Church.

The main **Objectives** of the BCU are as follows:

- a) To ensure attendance and punctuality of members at Band prayer and administrative meetings and other engagements.
- b) To ensure adequate preparations and arrangements are made for Bands service assignments.
- c) To ensure that established orders of service are complied with by the officiating Band members.
- d) To assist in identifying necessary needs, requirements and short-comings of Bands; with a view to improving associated facilities for Bands.
- e) To ensure that Bands keep to standard uniform practice set up by the Church for peaceful co-existence of Bands in order to avoid unhealthy rivalry.
- f) To ensure that the rules, regulations, injunctions and doctrines of the prayer house within the ordinance of C&S Movement Church are observed and upheld at all times.
- g) To promote sense of belonging in members through effective attention to members' spiritual and moral needs.
- h) To ensure spiritual and resource development of members through:
 - I. Workshops and seminars to train and re-train Band executives on their functions and duties to the Church and their members.
 - II. Training of newly appointed Band executives on their jobs.

- i) To develop meaningful qualifying criteria for appointment as Band officials.
- j) To review Bands' administrative and performance system to achieve progressive improvement towards excellence.

The Band Coordinating Unit in a nutshell coordinates and monitors the activities of the Bands.

BANDS

Bands are prayer groups formed for members of the Church – male and female, to supplement and complement the spiritual, social and welfare needs of the members to attain maximum efficiency for the overall development of the congregation at large. They pray together, attend to the spiritual, physical, material, emotional, social, etc. needs of members. The activities of the Bands are appropriately coordinated and monitored to ensure that the goals and objectives which include spiritual growth and physical well-being of members, etc. are on course. Bands are primarily administrative machineries by the Church to achieve its goals; and it also guarantees seamless linkages between the Church Leadership and individual members of the Church (Exodus 18:19-26).

Generally, the Bands are named after notable characters/personalities in the Bible such as King David Band, Prophetess Anna Band, Mary Band, etc.; or named after critical issues of significance in the Bible such as Soldiers of Christ Band, Show the Glory of God (Fogo) Band, etc.

The aims and objectives of Bands are to:

- a) Reinforce amongst members the founding principles of the Church as set out by the Church Leadership; that is, the individual faith in Jesus Christ as the only Saviour of the world
- b) Promote true Christian love and sound Christian life through fellowship amongst members of the Church
- c) Complement the efforts of the Church in providing spiritual and moral support for members
- d) Encourage members to study the scripture and apply same to their lives
- e) Continue Church evangelism work through invitation of friends, associates and relations to attend Band Anniversaries and Church functions e.g. Choir Day, Revivals, Harvests, Crusades/Conventions and Service of Fulfilment of God's Promises, etc.
- f) Teach and encourage members in payment of tithes, offerings and seed sowing in the House of God
- g) Encourage members to identify their spiritual gifts so as to be useful in the House of God

BAND ADMINISTRATION

Each Band has an executive made up as follow:

- a) Patron
- b) Matron
- c) Captain
- d) Vice-Captain
- e) Secretary
- f) Assistant Secretary
- g) Treasurer
- h) Welfare Officer

These Band Officials are expected to pilot the affairs of the Band in line with laid down rules

DUTIES/ROLES OF BAND OFFICIALS

1) PATRONS/MATRONS

Shall:

- a) Serve in advisory capacity to the Band Captain.
- b) Provide financial support when required or applicable within his/her means.
- c) Help to identify member's problems through counseling.
- d) Perform any other duties assigned by the church authority.
- e) Serve as communication link between the Church, Elders-in-Council and the Band.
- f) Ensure Band performance.
- g) Delegate duties to Captains.
- h) Visit members.
- i) Be a member of the *Council of Patrons and Matrons*.

NOTE: The *Council of Patrons and Matrons* is a forum of Patrons and Matrons coming together to exchange notes and ideas with suggestions to the Church Authority.

2) BAND CAPTAIN

The Band Captain is to give leadership to a pastoral sub-group of the congregation by helping them witness Jesus Christ to the world and to follow his teachings through acts of compassion, justice, worship and devotion under the guidance of the Holy Spirit.

NOTE: The Band is a pastoral sub-group of the congregation. It is not like a Sunday school or Continuing Education Class.

Responsibilities of BAND CAPTAIN

To:

- a) Keep focused on the primary task.
- b) Be accountable for your own walk with Christ by meeting monthly in covenant discipleship group.

- c) Encourage Band members to practice justice, compassion, worship and devotion as they witness Christ to the world.
- d) 'Nudge' Band members in their discipleship by upholding them through regular telephone calls, letters, or personal visits.
- e) Guide members in finding resources for their acts of worship, devotion, justice, compassion and their witness to Jesus Christ.
- f) Meet once a month with the Pastors, the Lay readers and others in a regularly scheduled Leader's meeting.

Job Description of BAND CAPTAIN

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 visions pertaining to members as individuals and as a Band.
- d) State of affairs of Band's levies, e.g. finances.
- e) Ensure compliance to visions and other administrative directives.
- f) Conduct Band services and aim at result-oriented prayers.
- g) Ensure that members meet their obligations to the Band and Church by implementing the programmes in the Year Book.
- h) Take advice from Patron/Matron.
- i) Ensure guidance and counseling of members as may fall within his/her schedule of duties.
- j) Initiate and formulate ideas for Band's growth.
- k) Carry out appraisal of members for development and identification of potentials within the Band.
- l) Delegate responsibility to other members of the Band's Executives.

3) VICE CAPTAIN

Job Description of VICE CAPTAIN

Shall:

- a) Deputize for the Captain during his/her absence.
- b) Carry out any other duties as may be assigned to him/her by the Captain.
- c) Also be a member of the Church Security Unit (a unit made up of all Vice captains in the Church)

Functions of Church Security Unit

Responsible for:

- a) All Security aspects of the Church.
- b) Provision of security and protective services to the church human and material resources at all times within church organized services and activities.

4) SECRETARY

The Primary task of the SECRETARY

To keep accurate records of members in order to help them grow as Christian Disciples.

Responsibilities of the SECRETARY

To:

- a) Work with the Captain to keep accurate records for all membership rolls (full membership/preparatory membership), reporting regularly to the Bands Coordinator on the status of all these and reporting annually to the conference of the District.
- b) Maintain a list of members received and those to be transferred from the rolls.
- c) Maintain Permanent Band Member Register.
- d) Participate actively in the District Council or the work area on Evangelism and sub-conference.
- e) Be accountable to the Sub-Conference through the Band Coordinator/District Council of Elders.

Job Description of the SECRETARY

Shall:

- a) Be responsible to the Band captain for the smooth running of the Band
- b) Have the primary responsibility of opening all correspondences of the Band and bring same to the immediate attention of the Band Captain for necessary action.
- c) Convene meetings and discuss agenda with the Captain.
- d) Keep Attendance Register.
- e) Write minutes of meetings
- f) Prepare and read minutes; prepare and read Annual Anniversary Report of the Band after due consultation with the Band Captain and the Patron/Matron.
- g) Be responsible for the announcement of Wedding, Naming Ceremony, Funeral, Silver Jubilee, Birth, etc at Band meetings and ensure attendance of members at these occasions.
- h) Be responsible for the upkeep of the Band Room and its surroundings
- i) Take inventory of Band properties and ensure maintenance of same.
- j) Keep proper record of all Bands' activities.
- k) Liaise with the Church General secretary/Band Coordinator through correspondences.
- l) Communicate with Distant members.
- m) Deputize for the Band Captain and Vice-captain in their absence.
- n) Carry out any other duties assigned.

5) ASSISTANT SECRETARY

Job Description of the ASSISTANT SECRETARY

Shall:

- a) Deputize for the Secretary in his/her absence.
- b) Carry out any other duties assigned.

6) FINANCIAL SECRETARY

The Primary Task of the FINANCIAL SECRETARY

To:

- a) Receive, record and deposit all funds received by the Band
- b) Work with the Treasurer
- c) Work with Committee on Finance to develop policies and procedures so that funds can be made available to support the ministry of the church.

Responsibilities of the FINANCIAL SECRETARY

To:

- a) Work according to the guidelines established by the Committee on Finance.
- b) Receive funds from whatever source, record them and report them to the Treasurer and the Committee on Finance.
- c) Collect offerings received during church events and worship services and at the conclusion of these programmes, makes certain that more than one person is involved in collating and counting the money.
- d) Deposit money in the Band account with the church as soon as possible after such monies have been recorded.
- e) Establish a procedure to collect and record money received through methods other than the regular offerings, including money received through mail.
- f) Keep records, where possible, of how much money is given and by whom; and reports amounts received to the appropriate persons.
- g) Report annually to the Committee on Finance regarding total pledge and amount actually received for the year.
- h) Participate fully in the Elders-in-Council and the Committee on Finance meeting.
- i) Be accountable to the District through the Elders-in-Council.

BAND MEMBERS AND THEIR RESPONSIBILITIES

- i. Must be spiritually inclined
- ii. Purge him/herself of "the spirit of the world" and endowed with the Spirit of God- that we might recognize the things that are freely given to us by God (I Cor. 1:2).
- iii. Individual must be completely regenerated (must be born again) and also become a new creature in Christ (2 Cor. 5:17).
- iv. Walk not after flesh but after the Spirit (Rom. 8:1).
- v. Must be equipped for the work of God, you need not be ashamed (2 Tim. 2:15).
- vi. It is important to be sound in the Knowledge and word of God, whoever that is strictly guided by the word of God will not go astray, will not misrule, will not misguide others.
- vii. Submit readily to training and re-training programmes
- viii. Be very prayerful at all times