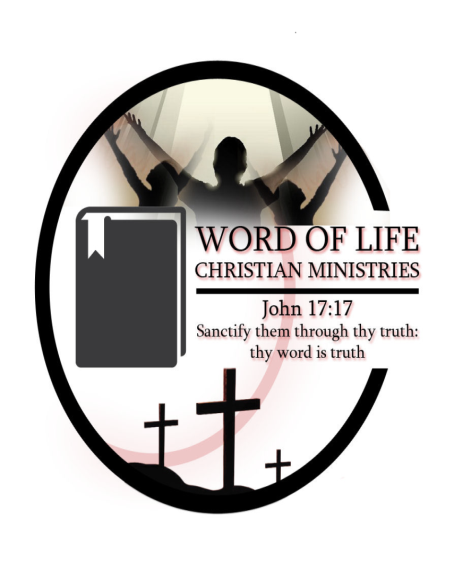
**Word of Life Christian Ministry**

**Proposed STRUCTURES AND DEPARTMENTS**

1. **ADMINISTRATION**

* Personnel:
* Induction
* Membership
* New members & visitors
* Workshop
* Finance:
* Budget Control
* Events & projects
* Registration & receipts
* Fundraising & pledges
* Stationery
* Marketing:
* Organisation
* Programmes, invitations & church forms

**JOB DESCRIPTION**

**a) Administration**

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| * **PERSONNEL** | | | |
| * **Induction** | * **Membership** | * **New members/Visitor** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Introduction of the new members on the protocols, organogram & structures of the church. * Managing the duration of induction course (8 weeks). * Conducting classes with tests and exams. * Liaison with the Senior Pastor and essential departments. * Pastor and essential departments. * Organizing baptism & dedication events. | * Mission & vision of the church. * Data capturing of personal information of all members. * Opening personal files for members. * Receiving personal information of members. * Liaison with the Senior Pastor. * Altar call conduct. * Helping to identify department of choice for the services to render. | * Mission & vision of the church. * Collecting visitor cards. * Identifying services requested by current visitors. * Distributing requested services. * Calling or sms the visitors * Helping with the filling of the membership forms. * Buying of visitor cards, certificates, etc. | * Mission & vision of the church. * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

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| * **FINANCE** | | | | |
| * **Budget Control** | * **Events & Projects** | * **Registration & Receipts** | * **Fundraising & Pledge** | * **Stationery** |
| * Mission & vision of the church. | * Mission & vision of the church. * Organizing the events & projects. * Coordinate with the Pastor & Executive members. * Liaison with the Finance Manager. * Understand the Church Budget. * Distribution of the programme, invitations & forms. | * Mission & vision of the church. * Registration of conference & other events. * Coordinate with other departments. * Collection of receipts/invoices. | * Mission & vision of the church. * Coordinating with other departments. * Recording all the projects needed. | * Mission & vision of the church. * Ordering stationary. |

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| * **MARKETING** | | |
| * **Organisation** | * **Programmes &Invitations** | * **Church forms** |
| * Mission & vision of the church. * Marketing the resources of church. * Coordinating with outside resources for the benefits of congregation. * Checking the utilization of the church for the community | * Mission & vision of the church. * How effective is the way of issuing invitations. * Programmes are prompt | * Mission & vision of the church. * Updating all forms of church with coordinating with different departments. * Printing of invitation & programme. * Keeping the standard of presentation in all the out issued documents of the church. |

1. **DEPARTMENTS**
2. Administration
3. Preachers
4. Intercession
5. Praise and Worship
6. Music and Technical
7. Sunday School
8. Youth
9. Young Adults
10. Ladies Fellowship
11. Men Fellowship
12. Usher
13. Decoration
14. Catering
15. Social

**VISION:**

The vision of Word of Life Christian Ministries (WLCM) ‘TRANSFORMING PEOPLE, TRANSFORMING NATIONS’

Praise and Worship

Youth & Sunday School

Men's Fellowship

Ladies Fellowship

Decoration and Catering

Ushering and Intercession

**MISSION:**

To bring Apostolic Government through Leadership Development with Economic Empowerment by Social Engagement, Fellowship, Discipleship, Evangelism and Intercessory Prayer.

**b) Pastors and Preachers**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Receiving personal information of members. * Liaison with the Senior Pastor. * Altar call conduct. * Helping to identify department of choice for the services to render. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments |

Mam S Shava MJ Magagula NV Mahlangu Mam S Mgidi Mr O Mambo Mr P Mhandu

Pastor Pastor Pastor Preacher Preacher Young Pastor

Pastoring @ Marble Hall Pastoring @ GaMatlala Assisting @ Siyabuswa Assisting @ GaMatlala Pastoring @ Kwamhlanga Heading Young Ministry

Bishop S Shava

Founder/Head

Pastoring @ Siyabuswa (Main Branch)

**c) Intercession**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. * Helping to identify department of choice for the services to render. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**d) Praise and Worship**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**e) Music and Technical**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**f) Sunday School**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**g) Youth**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**h) Young Adults**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**i) Ladies Fellowship**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**j) Men Fellowship**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**k) Ushering**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**l) Decoration**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

**m) Catering**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |

1. **Social and Community**

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| * **Membership** | * **Qualification** | * **Role of Authority** | * **Workshops/Seminar** |
| * Mission & vision of the church. * Liaison with the Senior Pastor. |  | * To establish a Father Spirit. | * Identifying skills with in the church acquired. * Organizing the workshop & seminars required. * Coordinating topic, facilitators, venue & duration for workshop to be conducted. * Liaison with Senior Pastor and essential departments. |